# SUNY Cortland Handbook for Academic and Professional Part-Time Employees

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The Handbook for Academic and Professional Part-time Employees was developed by the Faculty Senate’s Part-time Policies Committee during Spring 1998 and endorsed by the Senate on October 20, 1998. The handbook is updated periodically by the President’s Office with the assistance of United University Professions.
Dear Academic and Professional Part-time Faculty:

Welcome to the State University of New York College at Cortland. Each year the College is fortunate to employ a talented and dedicated group of part-time academic and professional employees. I trust your time here will be productive and rewarding, not only for the College and its students but also in terms of your own professional and career development. We hope you find SUNY Cortland to be a special place, where faculty and staff care about every student and where we also care about each and every employee.

The Handbook for Academic and Professional Part-time Employees has been designed to help make your introduction to the College as smooth as possible and to serve you reliably as a supplement to the College Handbook. It provides an overview of the campus including offices and services and relevant College policies and procedures. It describes your responsibilities and rights as a member of the college community.

If you require additional advice or assistance, please feel free to contact your department chair, the school dean, the Provost’s Office, the UUP Office, or the Human Resources Office (X-2302).

Again, welcome to SUNY Cortland.

Erik J. Bitterbaum
President
CHAPTER 1: GETTING ORIENTED

1.1 Campus Map and Major Points of Interest

Here is a map of the SUNY Cortland campus, with most buildings and other points of interest included in the key.
1.2 Faculty/Staff Identification Card (SUNY Card) and ID Number

At the time of appointment, the Human Resources Office provides each new part-time faculty member with an offer letter which instructs them to come to the Human Resources Office, 301 Miller Administration Building to complete new hire paperwork including a Form I-9, Employment Eligibility Verification. The Human Resources Office will issue you a Cortland ID number (your “C” number). Please bring this number to the Auxiliary Service Corporation Office on the first floor of Neubig, in order to receive a SUNY ID card. The card provides access to the Library, athletic facilities, and food service.

To receive discounts on food purchases at the College’s various food service areas and on on-line vending machines across campus, you may add dining points to your SUNY Card account at the ASC Office in Neubig Hall, or on-line at https://services.jsatech.com/index.php?cid=80.

1.3 myRedDragon

myRedDragon (MRD) is the campus portal. It provides a single point of access to email, announcements, information on campus events, eLearning, grades, course registration, financial aid, bill payment and many other online services. Users login to myRedDragon using their SUNY Cortland NetID.

1.4 Computers and E-Mail Access and College WWW Address

The College’s homepage is at www.cortland.edu. There you will find a wealth of information about the College.

The Information Resources website (http://www2.cortland.edu/offices/information-resources/index.dot) provides a Getting Started, Get Help and Find Services links to general information you may be seeking. Once you receive a NetID, log into myRedDragon and go the Tech Help tab for more in-depth information and instructions.

Information Resources provides gently used computers to part-time faculty within shared offices. To report a computer problem, email the Information Resources Support Center (IRSC) at irsc@cortland.edu or call X-2500.

You will be automatically assigned a NetID number and email address. Your NetId will be in the format of firstname.lastname and the college email address format is firstname.lastname@cortland.edu. Contact your department for your password.

Once you have your NetID number, you can log into myRedDragon and access college services. You may choose to create a web folder with your own pages on the faculty/staff web server. For more information visit the Tech Help tab in myRedDragon and go to the Find Services link.

1.5 Voice Mail

All SUNY Cortland employees are accessible through the College’s voice mail system. To learn more log into myRedDragon, go to the Tech Help tab and click on the Find Services link. If you need additional assistance, consult the department or unit “super-user” (usually the secretary) for information.
### Academic Computing Laboratories

The College has 49 public access and special purpose computer labs. For a description of open seats, hardware, software, and scheduled hours, log into myRedDragon, go to the Tech Help tab and click on the Find Services link.

### Instructional Technology and Design Services

The Instructional Technologies and Design Services staff provide assistance in the development of instructional materials, webpages and multimedia projects to faculty/staff. Located on the first floor of Memorial Library near the Teaching Materials Center customized assistance is available. Reach ITDS by email at: itds@cortland.edu.

### Places to Eat on Campus

Auxiliary Services Corporation (ASC) provides a variety of locations on campus for dining purposes. An interactive map of the dining facilities on campus is available at: [http://www.cortlandasc.com/general/ASC%20Operations%203.0ver2.jpg](http://www.cortlandasc.com/general/ASC%20Operations%203.0ver2.jpg). For additional information and access to hours of service, food choices, depositing money onto your ID card and more, go to: [http://www.cortlandasc.com/dining/](http://www.cortlandasc.com/dining/)

### Parking

With the exception of metered parking, all vehicles parked on campus must be registered with SUNY Cortland University Police’s Parking Department (X-4123), located in Van Hoesen Hall, B-38. You may purchase a registration sticker at University Police from 7:00 a.m. to 4:30 p.m. Monday - Friday. Summer hours are 7:00 a.m. to 4:00 p.m. The parking permit registration fee is $15.00 per year, starting in August of each academic year. You may also register online, at [https://bannerweb.cortland.edu/pls/prod/park.main](https://bannerweb.cortland.edu/pls/prod/park.main)

#### Restricted Parking

There is NO overnight parking between 2 a.m.-6 a.m. Monday-Friday, in the following locations.

- All faculty/staff lots
- Neubig parking lot
- Park Center Faculty/Staff parking lot
- Corey Union parking lot
- Casey Tower parking lot
- Whitaker Hall parking lot
- DeGroat Hall parking lot
- Brockway Hall parking lot

**ALL** vehicles parked on Neubig Road and on the Water Street Ext (Service Road), between 2 a.m. and 6 a.m., will be ticketed and towed at the owner’s expense **seven days a week**.

Vehicles that park in fire lanes, handicap areas and other restricted areas will be ticketed and may
be towed at the owner’s expense. Please look for the signs that designate these areas to avoid a ticket and an expensive tow bill.

All lots have open parking from 5 p.m. until 2 a.m. Monday through Friday and from Friday at 5 p.m. to Sunday at midnight, with the exception of the Child Care Pickup /Drop Off Lot which has restricted parking from 6 a.m. to 5:30 p.m. Monday through Friday. This does not include areas where signs indicate Reserved Parking, Accessible Parking, Fire Lanes, No Parking Zones or Metered areas.

Flagrant abuse of regulations may result in the revocation of New York State license privileges (motor vehicle registration) and a referral to collections. Persistent violators will be towed at the owner’s expense.

For a full description of parking regulations and procedures, please see http://www2.cortland.edu/offices/university-police-department/parking/

1.10 College Directory

The electronic Faculty/Staff directory is available through the SUNY Cortland home page (http://www.cortland.edu). Click on “Faculty/Staff” and then on “Directory.” This directory lists name, title, office phone number, and location for all employees. Please review your information periodically to make sure it is current. You can edit your directory entry through myRedDragon, under the Faculty/Staff tab.
CHAPTER 2: ACADEMIC PART-TIME EMPLOYEES

Definitions and Appointment Information

2.1 Definition of Academic Part-time Employees

“Academic part-time employees” are employees of the College whose primary work obligation usually involves teaching in the classroom. Some part-time academics perform other work duties as well. All duties assigned to a part-time academic must be specified in an appointment letter from the college president to the employee (see below). Appointment letters are issued at the start of a new temporary or term appointment. Most academic employees with part-time appointments are given the rank of “lecturer,” although some may hold a different title, depending on their specific work obligation. Most teach one or two courses per semester and many have had a long association with the College.

2.2 Appointment Letter and Employment Obligation

All academic employees are appointed to their positions by the president of the College. All academic part-time employees, whether new or continuing, are entitled to an appointment letter from the president, which must state the following:

- Academic rank/title
- Type of appointment (temporary or term)
- Duration of appointment if a term, or expected duration if a temporary
- Salary
- Effective date of appointment
- Required assignment: teaching, advisement and/or governance, research and/or community service
- Benefits eligible for: Health, Leave, Other (specify) (attachment)

Part-time employees are not subject to the same expectations as full-time employees on tenure-track appointments. They are not required to perform any functions or undertake any responsibilities other than those specifically stated in their letter of appointment.

2.3 Types of Academic Part-time Appointment

Most academic part-time employees are initially hired with a “temporary” appointment and are typically appointed to teach for one semester at a time, but may also be appointed for the academic year. A term appointment is an appointment for a specified period of time, not to exceed three years. Term appointees often begin their employment on temporary appointments. After six consecutive semesters (or three years) of continuous employment via temporary appointments, further employment must be on the basis of a term appointment.

Academic part-time employees on “term” appointments are entitled to a minimum period of advance notice of non-renewal (see Sec. 2.9) and an additional retirement option (see Sec. 2.14).

For a full description, see the Board of Trustees Policies, Article 11, Title D, at http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf
2.4 **United University Professions (UUP)**

New York State recognizes United University Professions (UUP) as the exclusive representative for collective bargaining on behalf of SUNY’s academic and professional faculty serving in positions in the State University Professional Services Negotiating Unit, with respect to salaries and other terms and conditions of employment.

All academic part-time employees, with the current exception of those classified as “casual,” are represented by UUP and are eligible for all contract provisions and benefits which pertain to their appointments. Please contact the UUP chapter office at 753-5991 or uup@cortland.edu to learn more about membership in UUP or if you have not received a copy of the *Agreement Between the State of New York and UUP*. The *Agreement* (commonly referred to as the UUP contract) is negotiated periodically, and the tentative draft is submitted to the membership for ratification by a majority of those voting. The current *Agreement* is posted at [http://www.uupinfo.org/agreement.pdf](http://www.uupinfo.org/agreement.pdf).

Whether or not you sign up to become a UUP member so that you may vote in union elections and participate in contract ratification votes, you will be counted as a member of the bargaining unit and included under the provisions of the *Agreement*. A fee will be deducted from your paycheck to underwrite the cost of union representation. New York State law provides that an “agency fee,” equivalent to the cost of UUP membership dues, will be deducted from the bi-weekly paychecks of academic and professional employees (except “casuals”) who do not formally join the union as members.

2.5 **Hiring and Evaluation of Part-time Academics**

All departments should have written hiring and evaluation procedures in place, and department chairs are required to provide these procedures to faculty on part-time appointments.

**Hiring.** Department chairs must follow the standard affirmative action procedures in the hiring of part-time faculty unless a waiver is requested and granted. Under ordinary circumstances the department chair consults with a departmental committee (e.g., personnel, search) when hiring to fill part-time positions and before deciding to offer an appointment. Under emergency circumstances in which hiring must be done immediately, the chair consults with other members of the department.

**Evaluation.** Academic part-time employees are evaluated only on the basis of the work obligation described in their appointment letters. Teacher evaluation procedures may include the administration of student course-teacher evaluation forms, the examination of teaching materials, and class visitation by other members of the department. (*See also Section 2.6.*)

2.6 **Evaluation of Teaching**

The teacher evaluation system at SUNY Cortland, designed by the Faculty Senate, is explained in “A Guide to Teacher Evaluation at Cortland,” which is available on the college web page and in department offices.

This guide informs faculty about the procedures to be followed in evaluating courses using department-specific course-teacher evaluations (CTEs). It also contains information about course
dossier evaluations (CDE), in which a faculty member’s syllabus, exams, and other course materials are reviewed. Department chairs should inform faculty members about department procedures for use of CTEs and CDEs. The results of CTEs are the property of both the instructor and the department.

If the department also requires a classroom visitation, the instructor should be informed about the conditions under which a visit will occur. The instructor should be given a written report of any classroom observation and the opportunity to discuss the report with the evaluator(s). The results of any evaluation are confidential and should be available only to the chair and members of the personnel committee of a department and to other administrators involved in making personnel evaluations.

2.7 Location of Official Personnel File and Review Policies

Official personnel files are maintained in the Provost’s Office. Academic employees with part-time appointments have a right to review their official personnel files, and may do so by scheduling an appointment with the provost’s secretary. A day’s notice or more is recommended. This file typically contains copies of personnel transactions, official correspondence with the employee and evaluation reports. The confidential section of this file contains materials such as letters of recommendation solicited in connection with the hiring process and is not available to the employee.

2.8 Department-Specific Information

While the information to this point provides a general overview of policies for part-time academics, individual departments are likely to vary with respect to their requirements and operations. It is therefore important that part-time faculty members meet with their department chairs and make sure they understand exactly what the departments expect of them and the way day-to-day business is conducted. With respect to their immediate teaching obligations, academic part-time employees can expect the same access full-time employees have to resources needed to teach effectively (e.g., secretarial support, photocopying of materials, office and teaching supplies). Office space, telephones, and computers are available for part-time employees and assigned by department chairs.

Below is a check-list of information department chairs should provide part-time faculty members.

__________ Course/teaching information and expectations (i.e., specific courses to be taught, office hours, teaching schedule, and, if available, sample course syllabi for the courses to be taught)

__________ Teaching evaluation procedures (i.e., including the time frame for evaluation, the CTE form to be used, class visitation requirements, and other evaluation materials that will be required)

__________ Overall procedures for evaluating performance (e.g., Who will evaluate teaching performance? Are written evaluations provided and if so, when? What are the criteria for re-hiring?)

__________ Web-based grade reporting procedures

__________ Office space, telephone, and computer assignments
Department resource support for teaching (e.g., mentoring opportunities, access to computers and other technology within the department)

Office operations (e.g., photocopying guidelines, access to supplies needed for teaching, access to secretarial assistance and timelines for getting work done, phone use for business and personal calls)

Opportunities for Summer Session and Winter Session teaching

2.9 Renewal and Non-Renewal of Appointment

Renewals. Part-time appointments may be renewed for one semester or for the academic year, fall and spring semester, or, in the case of term appointments, for one-, two-, or three-year terms, as determined by the appropriate department committee and department chair and approved subsequently by persons at higher administrative levels. In the event, however, that their classes are canceled due to under-enrollment, part-time faculty members have no right to continued employment.

Non-Renewals: Academic part-time employees on temporary appointments. Part-time academics on temporary appointments are not entitled to advance notice of non-renewal. In addition, faculty on temporary appointments may be terminated at any time, with no advance notice required.

Non-Renewals: Academic part-time employees on term appointments. Written notice that a term appointment is not to be renewed upon expiration must be given to the employee by the president (or designee) not less than 45 calendar days prior to the end of the term of the appointment.

2.10 Interruption of Service

When the service of an academic part-time employee on temporary appointment is interrupted for even one semester, the count toward six consecutive semesters (that earns the employee a term appointment) must begin again.

In general, an academic part-time employee on term appointment whose service is interrupted would return on term appointment if and when s/he is rehired. If the length of the interruption exceeds four consecutive semesters, however, the president may grant the employee any type of appointment deemed appropriate.

For both temporary and term appointments, leaves of absence at partial or no salary are not included in computing consecutive years of service but they are not considered an interruption of service.

2.11 Transfer to Another SUNY Unit

The Agreement between the State of New York and UUP provides that academics who are represented by UUP and who desire to transfer to vacancies in other colleges within the SUNY system will be considered for such vacancies. A listing of all State University of New York vacancies is maintained in the Human Resources Office and is available on-line at:
Salaries and Related Information

2.12 Salaries of Academic Part-time Employees

Starting salaries for academic part-time employees depend on the number of courses taught and may vary by school and department. The college does set a minimum starting salary. For the 2011-2012 academic year the minimum is $2590 per three-credit course. Part-time faculty are eligible to receive UUP negotiated contractual raises and Discretionary Salary Increases (DSI) awarded by the administration.

2.13 Pay Schedules and Other Information

All SUNY Cortland employees are paid on a biweekly basis for the duration of their appointment. Since New York State is on a two-week lag payroll, new as well as and returning academic part-time employees should expect to receive compensation for their first two weeks of work approximately two pay periods after they begin work. Actual pay schedules are available at: http://www2.cortland.edu/offices/business/payroll/payroll-forms.dot

Paychecks are distributed every other Wednesday. Direct deposit is available upon employment.

2.14 Benefits

Health and other insurance. Academic part-time employees who teach two or more courses in any one semester are eligible for health insurance, including prescription drug coverage, through the New York State Health Insurance Plan (NYSHIP). They are also eligible for dental and vision coverage through the UUP Benefit Trust Fund. Part-time academic employees whose professional obligation is other than teaching are eligible for health insurance, vision, and dental benefits if they are at or above the salary rate specified in the UUP contract for part-time Professionals’ eligibility for benefits. (Contact Human Resources for further information). Health benefits become effective on the 43rd day of employment and are also available to eligible dependents and eligible domestic partners.

Academic part-time employees eligible for health insurance who work only in either the fall or spring semester every year are eligible to receive 26 weeks (13 pay periods) of health insurance coverage for each semester worked. If an eligible part-time employee works in consecutive fall and spring semesters and elects to enroll for health insurance for both semesters, there is no break in coverage over the summer and no waiting period between semesters. If an eligible part-time employee works two (2) consecutive fall semesters or two (2) consecutive spring semesters, the waiting period is waived in the third consecutive semester and thereafter, as long as the employee is continually employed in either consecutive spring or fall semesters.

Upon retirement from SUNY, benefits-eligible academic part-time employees may be eligible to continue health insurance coverage, paying only the employee share of the premium. The part-time employee must be enrolled in a SUNY-provided health insurance program upon retirement and must also have accrued at least 120 months of eligibility for health coverage, whether actually enrolled in a SUNY-provided health insurance program or not. Part-time employees who meet the eligibility requirements for retirement and those for continuation of health insurance at the employee-only share may use up to 200 days of accumulated sick-leave credits to help offset
health insurance premiums in retirement.

If you are at least 55, are currently benefits-eligible and have worked 10 years or more for New York State in a benefits-eligible position (not just at SUNY), you may be able to retire “for health insurance purposes” only, which is a way to lock in the NYSHIP coverage for life. Premiums are about the same as what you now pay. You can still work, and, if you do not draw on a retirement savings/pension, work without income limits, but you will not have to worry each semester about having to teach two courses in order to have benefits.

Eligibility for health insurance benefits is described in Article 39 of the UUP contract. For further information, please contact the Human Resources Office (X-2302).

**Continuation of Coverage Self-Pay (COBRA).**
The federally enacted Consolidated Omnibus Budget Reconciliation Act (COBRA) provides an opportunity to extend health insurance for former employees, as well as for current employees who leave paid status or who would otherwise lose coverage because their employment has been curtailed. They may continue to purchase health insurance for themselves and their dependents for up to 18 months or, if they or their dependents are disabled, to 29 months. The UUP Benefit Trust Fund provides current members with the opportunity to extend dental and/or vision benefits. For details, contact the Human Resources Office (X-2302) and the UUP Benefit Trust Fund (800-887-3863).

**Group disability insurance.** All active, benefits-eligible part-time academics are eligible for group disability coverage after the completion of one year of service. The one-year waiting period is waived if an immediate previous employer provided a similar group disability insurance policy. The plan provides benefits which begin after six months of total disability.

**Retirement plans.** Participation in a retirement plan is optional for any academic part-time employee unless he or she is already a member of a New York State Retirement System (TRS or ERS). Retirement plan options are the New York State Teachers’ Retirement System (TRS); the New York State Employees’ Retirement System (ERS); and several optional programs (available only to part-time academics holding a term appointment): TIAA-CREF, ING, VALIC, and MET-LIFE. The Human Resources Office provides full information on all of these benefits, including options and rates upon employment.

**Long-term care insurance.** New York State Public Employee and Retiree Long-Term Care Insurance (NYPERL) is designed to provide financial protection against the costs associated with long-term care covered services provided by a nursing facility, home health care agency, adult day care center, or assisted living facility. The need to use these services could arise from an accident or illness or as a result of aging. Only a small portion of the expensive long-term care services you are likely to need is covered under health insurance or Medicare. NYPERL is administered and insured by MedAmerica Insurance Company of New York.

Eligibility – All employees who are eligible for the NYS Health Insurance Plan are eligible for coverage. Eligible family members (spouse, eligible domestic partner, eligible dependents, parents, parents-in-laws) can also purchase the coverage through the eligible employee, paying premiums directly to Med America.

Effective Date – If you enrolled within 60 days of appointment date, you are guaranteed issue, and the effective date of your policy will be determined when the policy is issued with no medical underwriting. Enrollment after 60 days is subject to medical underwriting.
Cost – Premiums are based upon your age when you apply and the benefits that you select. The younger you are when you apply, the lower the premium.

Please visit the NYPERL website at https://www.yourlongtermcare.com/groups/group/index.jsp to get instant premium quotes and to receive a self-enrollment kit, or call 866-474-5824.

Other Benefits Provided by UUP. The UUP Benefit Trust Fund provides tuition scholarships for dependent children. Contact the UUP chapter office (ext. 5991) for further information. UUP also negotiates funding for grant programs members can apply for. These include professional development grants such as Individual Development Awards as well as other grant programs. Contact the campus Research and Sponsored Programs Office (ext. 2511) for further information about grants.

2.15 Eligibility for Leaves

With the exception of casual employees, academic part-time employees are eligible for the following types of leave within the stated restrictions.

Sick Leave. Academic part-time employees accrue sick leave based on the number of courses taught in each semester, as follows:

1 course: 1/4 day per month  
2 courses: 1/2 day per month  
3 courses: 1 day per month

Academic part-time employees whose obligations are other than teaching accrue sick leave in accordance with the compensation for professional part-time employees (see 3.13 below and Agreement, Article 23.4c).

While sick leave may also be used for medical or dental appointments, academic part-time employees are encouraged whenever possible to schedule such appointments at times other than class and office hours. A maximum of 30 days may be used for illness or death in the immediate family (immediate family includes any relative or relative-in-law or any persons with whom the employee makes a home). Part-time academics may be eligible for extended sick leave.

Maternity/Child Care Leave. Absences during pregnancy and following childbirth may be charged to sick leave or may be taken as leave without pay, up to four (4) weeks before birth if medically necessary and six (6) weeks after.

Family and Medical Leave. The College is committed to helping all employees balance their professional and family obligations. Under the federal Family and Medical Leave Act (FMLA) part-time employees may be entitled to up to 12 weeks of unpaid FMLA leave per calendar year for the illness of a family member and the birth, adoption, or foster care of a child. Sick leave accruals may be used during all or part of FMLA leave in order to retain pay. In addition, NYS Domestic Relations Law allows for up to seven months of unpaid leave for family care purposes. Employees should contact the Human Resources Office to determine their eligibility.

Flex Spending Accounts. All employees of New York State are eligible to participate in flex spending accounts that allow pre-tax savings. The Health Care Spending Account (HCSA) can help
pay for health care. The Dependent Care Advantage Account can help pay for child care, elder care, and disabled relative care. NYS-Ride can help pay for public transportation. For information about these programs visit www.flexspend.ny.gov

Military leave of absence and court attendance/jury duty leave. Academic part-time employees are entitled to these leaves of absence without pay and without charge to leave accruals.

Sabbatical leave. Although academic part-time employees are not expressly ineligible for sabbatical leave, it is rarely granted. Application for a sabbatical leave or for leave without pay should follow the same procedures as those specified for faculty on full-time appointments.

2.16 Eligibility for Discretionary Salary Increases (DSI)

When funds for DSI are provided for in the Agreement Between the State of New York and UUP, academic part-time employees holding either temporary or term appointments who are represented by UUP are eligible to receive DSI awards, at the discretion of the college administration. Academic part-time employees classified as “casual” are not eligible for DSI since they are not represented by UUP.

The president announces and oversees the administration of DSI each year it is available. As members of the faculty, academic part-time employees will receive the annual announcement from the president about the availability of DSI, the application procedures, and the criteria used in considering them for DSI awards. College Handbook (See Section 220.13)

Academic Responsibilities

Most of the following topics are presented in detail in the College Handbook, available online at http://www2.cortland.edu/offices/publications/handbook/. Please refer there for complete information.

2.17 Course Syllabus

An instructor must distribute a current syllabus to all students during the first week of classes and preferably at the first class. The syllabus shall include at least a brief description of the course including its goals, a description of the assignments and approximate dates on which they are due, the method and weight by which grades are determined, the books and other texts required for the course, the attendance policy, the instructor’s office hours, a statement on academic integrity, and a statement on accommodations for students with disabilities.

2.18 Office Hours

Instructors should inform students of their office hours in writing and post them on the office door. While faculty members with full-time appointments are expected to be available in their offices for at least five hours per week, faculty members on part-time appointments should hold office hours proportionate to their class loads, at a rate of one office hour per week for each three-credit course. It may be useful for instructors who have commitments elsewhere to explain to students why the instructor cannot be present for office hours throughout the week.
2.19 Attendance Policy

Students are expected to attend class regularly as a basic requirement in all courses. Each instructor determines his or her own attendance policies, including what constitutes “excessive” absence. Penalties for excessive absences shall not exceed one third of a letter grade from the final course grade per class hour of absence. Absences from campus because of emergencies should be reported by the student to the student's associate dean, who will notify the student's instructors. Students who are involved in approved college activities which conflict with classes will be excused from class without penalty provided that the students have informed their instructors of anticipated absences and given their instructors the appropriate forms with valid signatures. Student Health Service (SHS) can provide written excuses only for prolonged illnesses or injuries. In those cases SHS will provide documentation to the student's Associate Dean, who will then notify instructors. SHS cannot provide excuses for short-term illnesses or injuries. Apart from those functions, it is the prerogative of the instructor to determine what constitutes valid reasons for missing class. Instructors must make their attendance policies clear to their students on their syllabus.

2.20 Textbook Orders

Instructors order textbooks for their classes by completing a requisition form listing all books required or recommended to be ordered for each class they teach. The forms are obtained from department secretaries or chairs. "Desk copies" of texts to be used in class may be ordered through department secretaries. The College Store will notify instructors if books are not available for a particular class.

Book orders should be placed as far in advance as possible of the beginning of classes. Consult the department secretary regarding the ordering deadline. The deadline for spring orders is October 15; for Summer Sessions, March 15; and for fall orders, March 31. Late book orders may result in course materials not being available at the start of classes and additional expense for students when used copies cannot be obtained.

Textbook orders and requests for desk copies may also be submitted via the College Store website, at http://textreq.thecampushub.com/v3.0/login.aspx?bookstore_id=2346. The College Store forwards a copy of online orders to the department for approval.

2.21 Grading System

SUNY Cortland employs an A through E grading system with pluses and minuses. A indicates superior performance, B indicates good performance, C indicates fair performance, D indicates minimally acceptable performance, and E indicates failure of a course. The grade of D- is the lowest grade for which undergraduate credit is awarded. The grade of INC stands for incomplete, and may be granted when a student fails to complete course work for reasons deemed valid by the instructor. In such circumstances the instructor will arrange with the student the date by which the remaining work will be completed. An INC automatically changes to an E unless the incomplete is converted to a regular letter grade before the final exam period of the next semester. It is the student's responsibility to see that the incomplete is converted to a letter grade by completing the requirements of the course on time. The instructor will then send a change of grade form through the department chair to the registrar.

Alternative grading systems exist for different course circumstances. Students who have earned less than a C- in CPN 100 or CPN 101, for example, are required to repeat the course, though they
are awarded course credit if they have earned a grade of D- or higher. If an instructor is teaching such a special course, the department chair will explain these systems.

2.22 Final Exam Policy

A final examination is required in all courses unless the department’s curriculum for a course has determined that a final examination is unnecessary, as is the case with the Writing Studies courses. An individual instructor in any department may request an exception to the requirement of a final examination from the department chair, who may grant the request if the nature of the course makes such action appropriate or an adequate series of other evaluation procedures is substituted. An instructor may have a policy of exempting from final examinations students who meet specified criteria as long as the policy and criteria are approved by and filed with the department chair. No examinations, quizzes, or tests of any type may be given during the last week of classes prior to the published final examination week schedule. Any deviation from this policy must be approved in advance by the appropriate department chair and school dean.

Students who miss a final exam will receive an E for that course unless they obtain an excuse from the school dean. If a student requires a make-up of a final exam because of an excused absence or because of a schedule requiring more than two exams in one day, the student may arrange with the instructor for a make-up, which must be given after the regularly scheduled exam. College policy does not allow make-up final exams to be given prior to the regularly scheduled time of the exam.

Faculty have the opportunity to make special requests for final exams (e.g., change of room, combining sections of the same course), subject to the approval of the department chair and the school dean. This process will be initiated by the Registrar’s Office during the first half of the semester. Academic part-time employees should see their department chair if they wish to make such arrangements. Faculty who make special requests have the first responsibility to reschedule an exam for students with exam conflicts or more than two exams in one day due to the instructor’s special request.

2.23 Mid-Semester Grade Estimates

Approximately four to five weeks into the semester, the Registrar’s Office will send notification that it is time for faculty to submit mid-semester grades for all students. Submission takes place through the College’s web-based BANNER system, which is accessed through myRedDragon under the “Faculty/Staff” tab. Instructors are required to submit mid-semester grades by the indicated date. For further details regarding BANNER, please see Section 4.5.

2.24 Grade Reports

It is the instructor’s responsibility to report a grade for each student in the instructor’s courses. These grades must be entered with the registrar using the College’s web-based BANNER system (see 4.5) in a timely manner, typically 72 hours after the final exam in a given course. In addition, the instructor’s grade book should be available to the department chair during any extensive periods when it will not be possible to contact the instructor, in case a dispute arises over a grade.

2.25 Posting Grades

New York State law forbids the public posting of grades by student name, Cortland ID number, or
social security number. Instructors may post grades publicly, however, if they use numbers that they assign arbitrarily to students or numbers that students themselves choose. In addition, the privacy laws prohibit teachers from discussing students’ grades with anyone (for example, parents) other than a university employee with a legitimate reason to obtain such information (such as a department chair or dean) without express permission from the student. Do not leave graded materials such as essays or tests in public areas for students to pick up; make every effort to return such items in person. Instructors should be very cautious about sending specific grade explanations to students via email or telephone; make sure that the mode of communication will be accessible only by the student.

2.26 Files of Course Grade Information and Final Exams

For every course they teach, faculty must keep on file, for a period of five years, the following items: the grade book or whatever records were used in maintaining student grades, and the students’ final exams. Keeping this information on file is necessary in case a grade is later challenged. If a faculty member leaves employment at the College, these records should be turned over to the department secretary.

2.27 Academic Dishonesty

Academic dishonesty may take the form of plagiarism, with students submitting work as their own which is actually another person’s work. Forms of plagiarism include the failure to use quotation marks and properly cite materials taken from other sources; the failure to properly document the source of ideas paraphrased from outside sources; and submission of false documentation of sources, including page references invented by the student. Cheating on examinations, allowing people other than the instructor to rewrite or “correct” parts of a paper, and allowing other students to submit course work as their own are other common forms of academic dishonesty.

When instructors believe academic dishonesty has taken place and are unable to resolve the issue informally, they should make every attempt to contact the student within five working days of discovery and arrange a meeting to discuss the charge. The instructor will identify a faculty member to serve as a third party impartial witness. After the meeting, the instructor will make a determination of guilty or not guilty and, if guilt is decided, will recommend a penalty. Within five working days of the meeting, the specifics of the charge and the recommended penalty must be reported to the Academic Grievance Tribunal (AGT) chair on the “Meeting and Response Form,” available online at http://www2.cortland.edu/dotAsset/132355.pdf.

Such notification initiates the academic dishonesty procedure, as fully described in the College Handbook (http://www.cortland.edu/handbook/hb08_10/part3.html#Anchor-340.02-34192). An instructor taking this step should apprise and seek aid from the department chair and follow closely the instructions contained in the College Handbook. The instructor is advised to have ample proof to substantiate the charges against the student, because the procedures are legalistic and the burden of proof is on the instructor. Instructors may not penalize students they suspect of committing academic dishonesty without going through these procedures.

Instructors are encouraged to avoid instances of academic dishonesty by devising assignments and arranging examinations so that opportunities for cheating are minimized. Requiring submission of multiple drafts of written work, in-class writing assignments, notes on reading, or basing paper assignments on specific course materials greatly reduces the opportunity for students to cheat.
Emergency Closing Policies

Because most students reside on campus, it is extremely unlikely that undergraduate courses will be canceled because of weather conditions. Therefore, teaching faculty should plan to meet classes even under difficult weather conditions. If instructors are unable to make it to campus due to such conditions, they must inform department secretaries and/or campus security. Because graduate students often live some distance from the campus, late afternoon and evening classes are more likely to be canceled because of bad weather. Instructors of such courses should pay attention to local radio and television news programs for weather-related announcements as they relate to course cancellations. Notice of any cancellation is posted immediately on the College’s homepage (http://www.cortland.edu).

If you register online (http://www2.cortland.edu/information/campus-safety/emergency-notification/index.dot) on the campus emergency notification system, you will be sent a notice directly to your individual email account or cell phone. Such notices will include weather closings or other situations related to the safety of the members of the campus community.

Academic Part-time Employees and College Governance

SUNY Cortland Faculty Senate

Academic and professional part-time employees have an elected representative on the SUNY Cortland Faculty Senate, and with the exception of casual employees, any part-time employee is eligible to serve in this position. The election of the single part-time representative to the Faculty Senate is conducted under procedures determined by the part-time employees. Currently, there is no restriction on a full-time academic or professional serving in the position to represent the interests of part-time faculty. Every member of the Senate has the right to participate in and vote at Senate meetings. Apart from the provision of an elected representative in the Senate, the part-time faculty are not considered college faculty with regard to purposes of college governance, and in accordance with the SUNY Board of Trustees Policies, they may not participate in general elections or referenda.

Departmental or Unit Governance

The extent to which part-time faculty may formally participate in departmental governance varies across departments. Departments frequently invite academic part-time employees to participate in the business of the department. This is an invitation, not an expectation. Department chairs are responsible for explaining the governance role of the academic part-time employee in a particular department.

The Cortland Chapter of United University Professions (UUP)

All academic part-time employees who are members of UUP are eligible to participate in UUP’s activities. They are eligible to serve in any office or position and to vote for every office except for the chapter Vice President for Professionals. Among the chapter officers is the elected Part-time Concerns Representative on the Executive Board, who is authorized to hold regular Labor/Management meetings pertaining to issues affecting part-time employees. Any member in good standing of UUP may serve in this office, as in any other office of UUP at the chapter or state level.
CHAPTER 3: PROFESSIONAL PART-TIME EMPLOYEES

Definitions and Appointment Information

3.1 Definition of Professional Part-time Employees

Professional part-time employees are those employees of the College who are employed less than full-time in professional positions and who do not hold academic or qualified academic rank. They work in a variety of departments and offices on campus in a range of appointment ranks. Many have had long associations with the College.

3.2 Appointment Letter and Employment Obligation

All professional employees are appointed to their positions by the president of the College, who makes the official offer of a contract. All professional part-time employees under contract with the College, whether new or continuing, are entitled to an appointment letter from the president, which must state the following:

- Professional rank and title
- Type of appointment (temporary or term)
- Duration of appointment if a term, or expected duration if a temporary
- Salary
- Effective date of appointment
- Professional obligation
- Benefits eligible for: Health, Leave, Other (specify) (attachment)

Part-time employees are not subject to the same expectations as full-time employees. They are not required to perform any functions or undertake any responsibilities other than those specifically stated in the letter of appointment and the performance program.

3.3 Types of Professional Part-time Appointments

Part-time professionals currently are hired on either “temporary” or “term” appointments. Typically they begin on temporary appointments. Professionals on part-time, temporary appointments classified as “casual” are appointed for a period not to exceed six weeks in duration and can have no reasonable expectation of continuing beyond this period.

Part-time employees usually start employment on either a casual or a temporary appointment, although they may be hired on a term appointment. After a professional part-time employee has been employed for six consecutive semesters (or three years) on temporary appointment, further employment must be on the basis of a term appointment.

Part-time professionals on term appointments are entitled to a minimum period of advance notice of non-renewal (see Sec. 3.7) and an additional retirement option (see Sec. 3.12).

For a full description, see the Board of Trustees Policies, Article 11, Title D, at http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf.

3.4 United University Professions (UUP)
New York State recognizes United University Professions (UUP) as the exclusive representative for collective bargaining on behalf of SUNY's academic and professional faculty serving in positions in the State University Professional Services Negotiating Unit, with respect to salaries and other terms and conditions of employment.

All professional part-time employees, with the current exception of those classified as “casual,” are represented by UUP and are eligible for all contract provisions and benefits which pertain to their appointments. Please contact the UUP chapter office at 753-5991 or uup@cortland.edu to learn more about membership in UUP or if you have not received a copy of the Agreement Between the State of New York and UUP. The Agreement (commonly referred to as the UUP contract) is negotiated periodically, and the tentative draft is submitted to the membership for ratification by a majority of those voting. The current Agreement is posted at http://www.uupinfo.org/agreement.pdf.

Whether or not you sign up to become a UUP member so that you may vote in union elections and participate in contract ratification votes, you will be counted as a member of the bargaining unit and included under the provisions of the Agreement. A fee will be deducted from your paycheck to underwrite the cost of union representation. New York State law provides that an “agency fee,” equivalent to the cost of UUP membership dues, will be deducted from the bi-weekly paychecks of academic and professional employees (except “casuals”) who do not formally join the union as members.

3.5 Hiring of Professionals, Performance Programs, and Evaluation Procedures

**Hiring.** Supervisors must follow the standard affirmative action procedures in hiring part-time professionals unless a waiver is requested and granted. Under ordinary circumstances supervisors consult with a committee from their unit (e.g., personnel, search) before deciding to offer a part-time appointment.

**Performance Programs.** All professional part-time employees except casuals must have a written performance program. Developed through discussion between the professional and the supervisor, this document describes the employee's mutually agreed upon duties and responsibilities, supervisory relationships, functional relationships, immediate and long-term objectives, and criteria for evaluating achievement of objectives for the following year. The first written performance program must be established for a new employee within 45 working days of the beginning date of service. Subsequent performance programs must follow on an annual basis or as dictated by appointment dates.

**Evaluation Procedures.** Evaluation of professionals on temporary or term appointments must occur at the end of their performance program cycle. For term employees this evaluation will occur approximately 90 calendar days prior to the date at which a term appointed part-time professional would end their appointment. Part-time term professionals shall be apprised of the final decision of renewal or non-renewal at least 45 days prior to the end of the current term. Evaluations must be based on the duties outlined in the performance program and result in recommendations related to renewal or non-renewal of the part-time professional's appointment. An evaluation is not required where the employee is serving his or her final year of service with the College.

3.6 Location of Official Personnel File and Review Policies
Official personnel files for professional part-time employees are maintained in the Human Resources Office. These employees have a right to review their files and may do so by scheduling an appointment with the secretary in that office. A day’s notice or more is recommended. This file typically contains copies of personnel transactions, official correspondence with the employee and evaluation reports prepared by supervisors. The confidential section of this file contains materials such as letters of recommendation solicited in connection with the hiring process and is not available to the employee.

3.7 Renewal and Non-Renewal of Appointment

Renewals. Part-time temporary appointments for professionals may be renewed in increments of one week to one year. Part-time term appointments may be renewed for up to three years as determined by the individual’s supervisor and approved subsequently by persons at higher administrative levels.

Part-time professionals on temporary appointment. A professional part-time employee on temporary appointment is not entitled to advance notice of non-renewal. In addition, a part-time employee on temporary appointment may be terminated at any time, with no advance notice required.

Professional part-time employees on term appointment. Written notice that a term appointment is not to be renewed upon expiration must be given to the employee by the president (or designee) not less than 45 calendar days prior to the end of the term appointment.

3.8 Interruption of Service

For a professional part-time employee on temporary appointment, an interruption of service for even one semester would require that the count toward six consecutive semesters for earning term appointment begin again.

In general, a professional part-time employee on term appointment whose service is interrupted would return on term appointment if and when he or she is rehired. If the length of the interruption exceeds four consecutive semesters, the president may grant the employee any type of appointment deemed appropriate.

For both temporary and term appointments, leaves of absence at partial or no salary are not included in computing consecutive years of service but they are not considered an interruption of service.

3.9 Transfer to Another SUNY Unit

The Agreement provides that professionals who are represented by UUP and who desire to transfer to vacancies in other colleges within the SUNY system will be considered for such vacancies. A listing of all State University of New York vacancies is maintained in the Human Resources Office and is available on-line at: http://www.suny.edu/SUNY_Employment/index.cfm
These vacancies are also on file in the library.
**Salaries and Related Information**

3.10 Part-Time Professional Salaries

With the exception of “casual” employees, all professionals on part-time, temporary and term appointments are paid on the basis of a prorated basic annual salary. The minimum starting salary is the appropriately prorated amount of the salary minimum stipulated in the Agreement for a professional in a full-time position of the same rank or grade as the professional in a part-time position and with the same 10-month or 12-month obligation. Minimum starting salaries, negotiated annual raises, and service awards are stipulated in Article 20 of the Agreement.

3.11 Pay Schedules and Other Information

Professional part-time temporary employees and casuals are paid on a biweekly basis consistent with their contract dates. Professional part-time term employees have a 26-period pay schedule.

Since New York State is on a two-week lag payroll, new and returning professionals on part-time appointments and those with an obligation of less than a calendar year should expect to receive compensation for their first two weeks of work approximately two pay periods after they begin work. Actual pay schedules are available at: http://www2.cortland.edu/offices/business/payroll/payroll-forms.dot

3.12 Benefits

Health and other insurance.

With the exception of casual employees, professional part-time employees are eligible to receive health insurance through SUNY as well as dental and vision insurance through the UUP Benefit Trust Fund if they are employed at a salary rate which would yield a total compensation of $13,870 or more between July 2, 2011, and July 1, 2012. The salary threshold amount is stipulated for every year of the Agreement, and it may change depending on the terms of subsequent contracts.

Professional part-time employees eligible for health insurance who work in either the fall or spring semester are eligible to receive 26 weeks (13 pay periods) of health insurance coverage for each semester worked. If an eligible part-time employee works in consecutive fall and spring semesters and elects to enroll for health insurance for both semesters, there is no waiting period between semesters and no break in coverage over the summer. If an eligible part-time employee works two (2) consecutive fall semesters or two (2) consecutive spring semesters, the waiting period is waived in the third consecutive semester and thereafter, as long as the employee is continually employed in either consecutive spring or fall semesters.

Upon retirement from SUNY, benefits-eligible part-time professionals may be eligible to continue health insurance coverage paying only the employee share of the premium. The part-time employee must be enrolled in a SUNY-provided health insurance program upon retirement and must also have accrued at least 120 months of eligibility for health coverage, whether actually enrolled in a SUNY-provided health insurance program. Part-time employees who meet the eligibility requirements for retirement and those for continuation of health insurance at the employee-only share may use up to 200 days of accumulated sick-leave credits to help offset health insurance premiums in retirement. For further information, please contact the Human Resources Office (X-2302).
If you are at least 55, are currently benefits-eligible and have worked 10 years or more for New York State in a benefits-eligible position (not just at SUNY), you may be able to retire “for health insurance purposes” only, which is a way to lock in the NYSHIP coverage for life. Premiums are about the same as what you now pay. You can still work, and, if you do not draw on a retirement savings/pension, work without income limits.

**Continuation of Coverage Self-Pay (COBRA).** The federally enacted Consolidated Omnibus Budget Reconciliation Act (COBRA) provides an opportunity to extend health insurance for former employees, as well as for current employees who leave paid status or who would otherwise lose coverage because their employment has been curtailed. They may continue to purchase health insurance for themselves and their dependents for up to 18 months or, if they or their dependents are disabled, up to 29 months. The UUP Benefit Trust Fund provides current members with the opportunity to extend dental and/or vision benefits. For details, contact the Human Resources Office (X-2302) and the UUP Benefit Trust Fund (800 887-3863).

**Group Disability Insurance.** All active, benefits-eligible part-time professional staff members are eligible for group disability insurance coverage after the completion of one year of service. The one-year waiting period is waived if an immediate previous employer provided a similar group disability insurance policy. The policy provides benefits which begin after six months of total disability.

**Retirement Plans.** Participation in a retirement plan is optional for all professional part-time employees unless they are already members of a NYS Retirement System (TRS or ERS). Retirement plan options are the New York State Employees Retirement System (ERS), the New York State Teachers’ Retirement System (TRS), and several optional programs (available only to professionals holding a term appointment): TIAA-CREF, ING, VALIC, and METLIFE. The Human Resources Office provides full information on all of these benefits, including options and rates upon employment.

**Long-term Care Insurance.** New York State Public Employee and Retiree Long-term Care Insurance (NYPERL) is designed to provide financial protection against the costs associated with long-term care covered services provided by a nursing facility, a home health care agency, an adult day care center; or assisted living facility. The need to use these services might arise from an accident or illness or as a result of aging. Only a small portion of the expensive long-term care services you are likely to need are is covered under health insurance or Medicare. NYPERL is administered and insured by Med America Insurance Company of New York.

Eligibility- All employees who are eligible for the NYS Health Insurance Plan are eligible for coverage. Eligible family members (spouse, domestic partner, eligible dependents, parents, parents-in-laws) can also purchase the coverage through the eligible employee, paying premiums directly to Med America.

Effective Date - If you enrolled within 60 days of appointment date, you are guaranteed issue, and the effective date of your policy will be determined when the policy is issued with no medical underwriting. Enrollment after 60 days is subject to medical underwriting.

Cost - Premiums are based upon your age when you apply and the benefits that you select. The younger you are when you apply, the lower the premium.

**Other Benefits Provided by UUP.** The UUP Benefit Trust Fund provides tuition scholarships for
dependent children. Contact the UUP chapter office (X-5991) for further information. UUP also negotiates funding for grant programs members can apply for. These include professional development grants such as Individual Development Awards as well as other grant programs. Contact the campus Research and Sponsored Programs Office (X-2511) for further information about grants.

3.13 Eligibility for Leaves

With the exception of casual employees, professionals on part-time appointments are eligible for the following types of leave within the stated restrictions.

Sick and vacation leave. Professional part-time employees accrue vacation and sick leaves according to their annualized salary as follows:

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>Accrual</th>
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<tbody>
<tr>
<td>$12,983 and less</td>
<td>1/4 day per month</td>
</tr>
<tr>
<td>$12,984 - $19,589</td>
<td>1/2 day per month</td>
</tr>
<tr>
<td>$19,590 - $26,194</td>
<td>1 day per month</td>
</tr>
<tr>
<td>$26,195 and higher</td>
<td>1 1/4 day per month</td>
</tr>
</tbody>
</table>

The salary thresholds are stipulated for every year of The Agreement, and they may change under the terms of subsequent contracts.

Sick leave may also be used for medical or dental appointments. A maximum of 30 days may be used for illness or death in the immediate family (immediate family includes any relative or relative-in-law or any persons with whom the employee makes a home). Part-time professionals may be eligible for extended sick leave.

Maternity/Child Care Leave. Absences during pregnancy and following childbirth may be charged to sick leave or may be taken as leave without pay up to four (4) weeks before birth if medically necessary and six (6) weeks after.

Family and Medical Leave. The College is committed to helping all employees balance their professional and family obligations. Under the federal Family and Medical Leave Act (FMLA) part-time employees may be entitled to up to 12 weeks of unpaid FMLA leave per calendar year for the illness of a family member and the birth, adoption, or foster care of a child. Sick leave accruals may be used during all or part of FMLA leave in order to retain pay. In addition, NYS Domestic Relations Law allows for up to seven months of unpaid leave for family care purposes. Employees should contact the Human Resources Office to determine their eligibility.

Flex Spending Accounts. All employees of New York State are eligible to participate in flex spending accounts that allow pre-tax savings. The Health Care Spending Account (HCSA) can help pay for health care. The Dependent Care Advantage Account can help pay for child care, elder care, and disabled relative care. NYS-Ride can help pay for public transportation. For information about these programs visit www.flexspend.ny.gov

Military leave of absence and court attendance/jury duty leave. Part-time employees are entitled to these leaves of absence without pay and without charge to leave credits.

Sabbatical Leave. Although professional part-time employees are not expressly ineligible for
sabbatical leave or leaves without pay, such leaves are rare. Application for a sabbatical or for leave without pay should follow the same procedures as those specified for the faculty on full-time appointments.

3.14 Compensation for Holidays Worked and for Additional Work


Most professionals in part-time positions may accumulate and use compensatory time for work on state-recognized holidays and/or for other work beyond their normal professional obligation that does not fall within the definition of extra service and for work on state-recognized holidays. This compensatory time must be used within one year of accrual or be forfeited. Agreements for compensatory time are made between the professional and the supervisor.

3.15 Eligibility for Discretionary Salary Increases (DSI)

When funds for DSI are provided for in the Agreement Between the State of New York and UUP, professional part-time employees holding either temporary or term appointments who are represented by UUP are eligible to receive DSI awards, at the discretion of the college administration. Professional part-time employees classified as “casual” are not eligible for DSI since they are not represented by UUP.

The president announces and oversees the administration of DSI each year and eligible part-time professionals receive the announcement from the president about the availability of DSI and application procedures. The procedures for eligible professionals with part-time appointments to apply for DSI and the criteria used in considering them for a DSI awards are described in the College Handbook (See Section 220.14)

3.16 Department- and Unit-Specific Information

While the information included to this point provides a general overview of policies for part-time professionals, individual departments and units are likely to vary with respect to their requirements and operations. It is therefore important that professional part-time employees discuss with their supervisor the way the department or unit conducts its day-to-day business. Overall, employees on part-time appointments can expect the same access to resources needed to do their job effectively as full-time employees (e.g., secretarial support, photocopying of materials, office supplies). Access to some items (e.g., computers), however, may be limited because of inadequate funding, and part-time employees should ask their supervisor what specific resources are available to them from the unit or department.

Emergency Closing Procedure

Classes during the day are seldom cancelled, and when they are, usually the College remains open for other business. Notice of any partial or total closing is posted immediately on the College’s homepage (http://www.cortland.edu). Professionals who chose not to travel to campus to work on a day when the College remains open for business must take leave for the hours not worked.
If you register on the campus emergency notification system, you will be sent a notice directly to your individual email account or cell phone. Such notices will include weather closings or other situations related to the safety of the members of the campus community.

**Part-Time Professionals and College Governance**

3.17 **SUNY Cortland Faculty Senate**

Academic and professional part-time employees have an elected representative in the SUNY Cortland Faculty Senate, and with the exception of casual employees, any of them is eligible to serve in this position. The election of the single part-time representative to the Faculty Senate is conducted under procedures determined by the part-time employees. Currently, there is no restriction on a full-time academic or professional serving in the position to represent the interests of part-time faculty. Every member of the Senate has the right to participate and vote in Senate meetings. Apart from the provision of an elected representative in the Senate, the part-time faculty are not considered college faculty with regard to purposes of college governance, and in accordance with the *SUNY Board of Trustees Policies*, they may not participate in general elections or referenda.

3.18 **Departmental or Unit Governance**

The extent to which part-time professionals may formally participate in departmental or unit governance varies across departments or units. Units frequently invite part-time professionals to participate in the business of the unit. *This is an invitation, not an expectation.* Supervisors are responsible for explaining the governance role of the part-time academic in a particular unit.

3.19 **The Cortland Chapter of United University Professions (UUP)**

All professional part-time employees who are members of UUP are eligible to participate in UUP’s activities. They are eligible to serve in any office or position and to vote for every office except for the chapter Vice President for Academics. Among the chapter officers is the elected Part-time Concerns Representative on the Executive Board, who is authorized to hold regular Labor/Management meetings pertaining to issues affecting part-time employees. Any member in good standing of UUP may serve in this office, as in any other office of UUP at the chapter or state level.
CHAPTER 4: SUPPORT SERVICES

Academic Support Services

4.1 Library

Memorial Library
Phone: (607) 753-2500
Library tab in MRD
E-mail: library@cortland.edu
http://www2.cortland.edu/library/about/

Memorial Library offers the same array of services to adjunct faculty and staff that is offered to full-time faculty and staff. The many services available from library include assistance with research, reserves, circulation, a reference/bibliographer liaison, interlibrary loan, teaching library skills to your students, and more. Information about the library and its services are available by contacting your bibliographer. The name of the bibliographer is found in the right upper corner of the library tab when you sign into MRD. You may of course call anyone in the library for information. The library tab on MRD offers 24/7 access to information, searching, and databases.

The Information Resources Support Center is the assistance center for technology and library help. You can either email at IRSC@Cortland.edu or call X-2500, or walk up to the counter in the lobby of the library.

Instructional Technologies and Design Services offer an array of services to faculty and staff including assistance with eLearning, academic departmental web page development, and surveying software. They may be contacted at ITDS@cortland.edu.

4.2 Classroom Media Services

Sperry Center, Room 322
Phone: (607) 753-4115
Tech Help tab in MRD

Classroom Media Services (CMS), located on the third floor of the Sperry Learning Resources Center, provides instructional and multi-media technologies in campus classrooms and other meeting spaces, consults with faculty on instructional and multi-media technology for use in the classroom, and administers video facilities in support of teaching/learning and administrative activities. Specific services include: delivering and retrieving media equipment to and from classrooms; video playback through the campus cable network; video duplication (within the confines provisions of copyright law); media equipment repair; media equipment purchase consultation; and, technical design and consultation. CMS will also help with instruction requiring multimedia technologies. Typically, 48-hour notice is required for requested services, although assistance with multimedia technology must be requested one week in advance.

4.3 Campus Duplicating

Corey Union, Room 107
Phone: (607) 753-2515
Hours: 8:00 a.m. – 4:00 p.m. Monday - Friday
E-mail: duplicating.submissionaccount@cortland.edu
http://www2.cortland.edu/offices/duplicating/
The Duplicating Center offers high-speed digital duplicating service. The center serves only official College needs.

Requests for duplicating services must carry the account number and the signature approval of the department requesting service and being charged.

Large orders or orders with deadlines must be scheduled in advance. The center reserves the right to determine the most appropriate method of copying in light of costs, quality, work schedules and availability of supplies.

Faculty and staff may submit work requests to duplicating online at duplicating.submissionaccount@cortland.edu.

4.4 Academic Computing Services (ACS)
Sperry Center, Third Floor
Phone: (607) 753-5793
Tech Help tab in MRD

ACS is a customer-focused organization that provides a full range of technology-related support services, such as computer access, applications design, hardware, software, and peripheral procurement, installation and technical support. ACS provides technology computing recommendations for hardware, software and peripherals to enable users to more effectively and productively use technology in support of curriculum development and administrative services. ACS administers state-of-the-art computing facilities that provide faculty with the means to incorporate new technologies into courses to enrich the learning experience and to expose students to appropriate technologies to further develop computer literacy skills.

4.5 Information Resources Support Center
Phone: ext. 2500
Tech Help tab in MRD

The Information Resources Support Center provides convenient, extended hours, single point of contact for support of all Information Resources services. Physically located in Memorial Library, the IRSC provides both technology and library services and support to students, faculty and staff.

4.6 Registrar’s Office
Miller Building, Room 223
Phone: (607) 753-4702
Fax: (607) 753-2959
Hours: 8:00 a.m. – 4:30 p.m. Monday – Friday
http://www2.cortland.edu/offices/registrars-office/index.dot

The Registrar’s Office (Office of Academic Records) is, located on the second floor of the Miller Building, and has responsibility for maintaining students’ records, issuing transcripts, coordinating registration, scheduling classes, preparing final examination schedules, and distributing mid-semester and final grade reports. Any request for classroom changes must be processed through this office.

The College’s student information system, BANNER, provides a comprehensive on-line
student information system, including such information as class enrollments. Faculty and staff must agree to abide by the College FERPA Policy prior to being granted access to Banner. The Banner Access Request form may be found on the Tech Help tab in MRD under Forms. The form must include all required signatures before it will be processed.

**Student Support Services**

4.7  
Advisement and Transition  
Memorial Library, Room A-111  
Phone: (607) 753-4726  
Fax: (607) 753-5593  
Hours: 8 a.m.-4:30 p.m. Monday-Friday  
[http://www2.cortland.edu/offices/advisement-and-transition/](http://www2.cortland.edu/offices/advisement-and-transition/)

Advisement and Transition provides services and support to students regarding transition to college, academic planning, major choice, and academic decision making. Our role is to help students make the most of their college career by providing assistance with choosing a major, understanding SUNY Cortland policies and procedures, understanding advisement and registration, and connecting to campus resources.

4.8  
Academic Support and Achievement Program (ASAP)  
Van Hoesen Hall, Room B-205  
Phone: (607) 753-4309  
Hours: 8:00 a.m. – 5:00 p.m. Monday – Thursday  
8:00 a.m. – 4:30 p.m. Friday  
[http://www2.cortland.edu/offices/asap/](http://www2.cortland.edu/offices/asap/)

The Academic Support and Achievement Program (ASAP) help students learn how they learn best. The staff provides academic support to students (undergraduate and graduate) of all ability and achievement levels, through tutoring in writing, reading, math, time management and study skills.

Students can receive academic support through ASAP in three ways: professional staff and professionally trained tutors deliver one-on-one instruction, small-group instruction, workshops and presentations; certified Peer Tutors offer in-person and online subject-specific sessions; and trained student leaders provide Supplemental Instruction for historically challenging courses.

Students may use the services through self-referral or referral by an advisor, faculty member, or a dean.

In an effort to increase student success and decrease anxiety, the ASAP staff has been instrumental in developing the “Paws for Stress Relief” program during finals week and making dogs available to students in ASAP throughout the academic year.

Students who have regularly used ASAP’s services tend to demonstrate increased academic confidence, stronger learning skills, and improvement in their coursework.
4.9 **Online Writing Resource Center**  
Campus Writing Coordinator  
English Department  
Old Main, Room 115-B  
Phone: (607) 753-2086  
http://www2.cortland.edu/departments/english/wrc/  

This site explains the College's Composition (CPN) and Writing-Intensive (WI) Course requirements. It also provides detailed information about writing across the curriculum (WAC) and other writing initiatives at Cortland. Extensive resources are provided to both faculty and students for effective teaching and learning about writing.

4.10 **Student Counseling Center**  
Van Hoesen Hall, Room B-44  
Phone: (607) 753-4728  
http://www2.cortland.edu/offices/student-development-center/counseling-center/  

The Student Counseling Center offers free, confidential service to registered SUNY Cortland students.

The experienced professional staff provides counseling for a broad range of concerns including: transitional issues, relationships, sexuality and self-esteem as well as anxiety, depression, grief, eating disorders and alcohol and other drug related concerns.

Faculty and staff members are encouraged to make referrals to the Counseling Center either by contacting the Center to discuss the situation with one of the professional counselors or by encouraging students to call or stop by the Center to make an appointment.

4.11 **Substance Abuse Prevention and Education**  
Van Hoesen Hall, Room B-1  
Phone: (607) 753-2066  
E-mail: robyn.forster@cortland.edu  
http://www2.cortland.edu/offices/student-development-center/substance-abuse-prevention-and-education/  

This office helps students identify the risks of chemical dependency and examine ways to avoid or prevent them. Its services include the Peer Education program, focused on substance abuse prevention; Substance Education Classes for referred and self-referred students; Educational Workshops, centered on substance abuse and its prevention; and Information and Resources, which provides information about substance use and abuse issues and appropriate campus/community resources.
4.12 **Health Promotion**  
Van Hoesen Hall, B-1  
Phone: (607) 753-2066  
[http://www2.cortland.edu/offices/student-development-center/health-promotion/](http://www2.cortland.edu/offices/student-development-center/health-promotion/)  

The Health Promotion Office emphasizes awareness of current health issues, prevention of disease and illness, and promotion of health and wellness. While the office primarily exists to serve the health and wellness needs of SUNY Cortland students, there is also a strong commitment to offer programs for and share resources with the college faculty and staff as well as the greater community. The office is committed to providing opportunities for members of the college community as well as the greater community to heighten personal and community awareness concerning health issues and develop health-promoting skills and attitudes necessary to make responsible personal and community health decisions. Services offered include: educational programming, advocacy for students, information and resources, campus/community referrals, internships, independent study and cooperative learning, and opportunities for student involvement.

4.13 **Office of Student Disability Services**  
Van Hoesen Hall, Room B-1  
Phone: (607) 753-2066  
Fax: (607) 753-5495  
Hours: 8:00 a.m. – 4:30 p.m. Monday - Friday  
[http://www2.cortland.edu/offices/student-development-center/disability-services/](http://www2.cortland.edu/offices/student-development-center/disability-services/)  

This office, located in the Counseling Center on the lower level of Van Hoesen Hall, coordinates services for students with disabilities as well as rehabilitation services. Its mission is to facilitate the educational and personal development of SUNY Cortland students with disabilities. Its goal is to ensure equal access to all programs and activities and facilitate the architectural and attitudinal accessibility of the campus environment. Accordingly, the office serves in a multidimensional role as advocate, educator, and coordinator of accommodations.

Faculty who have students in their courses with declared disabilities requiring special accommodations (e.g., untimed testing, oral testing) will be informed of this fact by the Office of Student Disability Services. Faculty should then attempt to provide those accommodations, working closely with this office.

4.14 **Student Health Service**  
Van Hoesen Hall, Room B-26  
Phone: (607) 753-4811  
Hours: 8:30 a.m. – 4:30 p.m. Monday – Friday  
[http://www.cortland.edu/shs](http://www.cortland.edu/shs)  

The Student Health Service, located on the ground floor of Van Hoesen Hall, provides outpatient health care to students. Please note that Student Health Service does not provide written excuses for class absences except in the case of serious or prolonged illnesses or injuries which require prolonged absences. In these cases SHS will provide documentation to the appropriate Associate Dean’s office, who will then communicate with faculty accordingly.
EOP is an admission option designed for motivated students from New York State who have the same potential as other Cortland students but have not yet realized the same levels of academic achievement because of educational and economic disadvantages. While the EOP employs a number of counselors and advisors in the EOP counselors and staff who work exclusively with EOP students, these students receive academic advisement through their major department, and they are encouraged to use the same tutoring, counseling and support services available to all students. Faculty members who find that an EOP student is experiencing undue difficulty should feel free to contact the EOP office to discuss the situation.

The College’s Career Services assists students in exploring and defining career goals and teaches them how to access information resources related to those goals. Located on the lower level of Van Hoesen Hall, Career Services provides on- and off-campus student employment services, volunteer and community service programs, job shadowing, and internship opportunities. It also maintains an extensive Career Library with job search materials, graduate school references, scholarship information, computer programs for career search, and a laser printer for resumes. Workshops are conducted regularly on the job search process and on how to go about selecting and applying to graduate schools. The office is open daily throughout the year, and maintains Tuesday evening hours during the fall and spring semesters.

Career Counseling/Testing is offered as well as a credential files service to support job and graduate school search processes. The alumni jobs hotline is an option available to graduates. Special events in the fall semester include Graduate School Day and the Career Fair. During the spring semester, special events include the Summer Job Fair and the final yearly event, Teacher Recruitment Days.
CHAPTER 5: DEVELOPMENT OPPORTUNITIES

5.1 Faculty Development Center
Memorial Library
Phone: (607) 753-2088
http://www2.cortland.edu/offices/fdc/

The Faculty Development Center, located in Memorial Library, promotes intellectual activity and interaction on campus; pilots initiatives related to faculty development that are intended to be implemented campus wide; administers awards to recognize and promote good teaching; mentors new faculty in terms of reappointment and promotion; supports such faculty initiatives as the Writing Group; provides a forum for conversation on issues related to teaching; and fosters a climate for widespread and institutionalized faculty development. Among its many services is a catalogue of teaching and learning resources, at http://www.cortland.edu/fdc/resources.asp.

5.2 Teaching Improvement Support

Throughout the academic year the College provides numerous forums related to teaching. The Teaching and Learning Newsletter is distributed online monthly to all employees, and it contains concise articles on teaching practices, tips from our faculty, and a listing of sandwich seminars for the month. These seminars are typically held at 12:30 p.m. on Wednesdays and 12:00 p.m. on Thursdays, and often address teaching-related topics. Additional events include special workshops on teaching hosted by either Cortland faculty or external consultants. Part-time faculty and staff members, academic and professional, are encouraged to attend or present at any of these activities.

5.3 Technology Workshops

The Office of Information Resources (Tech Help tab in MRD) sponsors frequent workshops on a variety of topics related to technology and its use in the classroom or office. These workshops range from using e-mailing more effectively to learning about different software packages to learning how to make multimedia presentations. These workshops are well-publicized, and individuals may participate simply by signing up. In addition, the Information Resources Support Center located on the first floor of Memorial Library is a state-of-the-art facility where faculty and staff members can explore new hardware and software, consult with professionals on technology-related problems, and learn how to use new products.

5.4 Grant Opportunities

The Research and Sponsored Programs Office (RSPO) (X-2511; http://www.cortland.edu/rspo/default.asp) provides all faculty, academic and professional, full-time and part-time, and staff members with assistance in preparing grant proposals for all pertinent externally funded activities. Services include identifying potential funding sources through the Sponsored Programs Information Network (SPIN), tracking sources through the WWW, and providing assistance in every stage of proposal preparation and submission. All completed proposals are submitted directly by RSPO to the funding agency.

The College also provides a number of in-house funding Internal Grant Programs (IGPs) for which part-time faculty, both academic and professional staff members are eligible to apply. These programs are sponsored by the Research and Sponsored Programs Office, the Cortland College Foundation, and the State of New York/United University Professions Joint Labor/Management
Committees. The RSPO administers each IGP in accordance with the prime sponsor's funding requirements.

For more information, see the Faculty Research Program, the Grant Proposal Incentive Program, the Cortland College Foundation Research and Travel Grants, and the Small Grants Program. (see http://www.cortland.edu/rspo/internal_grants.asp and also see section 5.6 below for further grant opportunities).

5.5 Travel to Conferences

Academic and professional part-time employees who are presenting a paper or other work at a professional conference may be eligible to apply for travel funds, depending on their department or unit. Employees should refer their questions regarding this issue to their department chair or supervisor.

5.6 Tuition Assistance Programs

Tuition Waivers. Tuition is waived on a space available basis for one course per semester at SUNY institutions.

Tuition Reimbursement (B140). A percentage of tuition is reimbursed based upon the total amount of funds available for this purpose. Courses must be taken at SUNY institutions.

SUNY Tuition Reimbursement Program (B140W). Depending on the amount of funds available, this program either fully or partially reimburses employee-tuition expenses for career-related, credit-bearing course work taken at SUNY institutions or through accredited institutions other than SUNY. Part-time employees who work at least 50% time are also eligible for this program. For complete information about this program, the employee should, please contact the Human Resources Office (X-2302).

5.7 UUP-Sponsored Development Opportunities

UUP “Space Available” Tuition Assistance Program Waivers. Once each semester and each winter session and summer session, UUP represented employees may enroll in a classroom-based course at a SUNY institution on a tuition-free basis, provided that space is available. This program does not apply to SUNY study abroad programs.

Individual Development Awards. The IDA program is designed to assist UUP represented SUNY employees in developing their full professional potential and in preparing for advancement by making monies available for professional development activities. It provides funds for such activities as taking courses not covered by SUNY tuition waivers; pure, applied, or historical research; curriculum or instructional materials development; conference participation or attendance; preparation of materials for publication; and grant proposal development.

Academic and professional part-time employees who meet the eligibility requirements for 26-week coverage for health benefits are eligible to apply for IDAs. Moreover, part-time employees who are eligible for health benefits during the summer are eligible for funding for activities that occur during the summer, whether or not they are on the payroll.

The maximum award is $1,000, and applications from those who have not been funded previously are encouraged. Part-time employees are given preference for a minimum of 15 percent of the
available funds if a sufficient number of applications are received.

For complete information about these programs, the employee should contact UUP (X-5991), the Research and Sponsored Programs Office (X-2511), or the Human Resources Office (X-2302).

5.8 **Cortland Faculty Development Award for Excellence in Teaching for Non-Tenure Track Faculty Excellence in Teaching Award**

This award was established by the SUNY Cortland Faculty Development Committee, beginning with the 2001-2002 academic year. The sole criterion for this award is skill in teaching. Eligibility is open to faculty members who currently and regularly carry a non-tenure track teaching load as defined by SUNY Cortland, who are teaching at the undergraduate or graduate level, and who have completed at least four semesters of teaching at SUNY Cortland. Excellence in teaching is determined through the review of documentation provided by the candidates as well as classroom observations by members of the selection committee. Anyone may nominate a colleague. The award carries with it a citation and a cash award of $1,000. Application guidelines are available online at [http://www2.cortland.edu/offices/fdc/non-tenure-track.dot](http://www2.cortland.edu/offices/fdc/non-tenure-track.dot). For further information, contact the Faculty Development Committee Office Center in Memorial Library at (X-2088).
CHAPTER 6: OTHER RESOURCES AND SERVICES

College Offices/Facilities

6.1 Human Resources Office
Miller Building, Room 301
Phone: (607) 753-2302
Fax: (607) 753-5994
E-mail: hr@cortland.edu
Hours: 8:00 a.m.-4:30 p.m., Monday-Friday
http://www2.cortland.edu/offices/hr/index.dot

The Human Resources Office provides personnel services for the College. The staff handles matters pertaining to benefits, affirmative action, employee evaluations and classifications, employment procedures, and employee relations.

6.2 Affirmative Action Officer
Miller Building, Room 301
Phone: (607) 753-2302
Fax: (607) 753-2302
Hours: 8:00 a.m.-4:30 p.m., Monday-Friday
http://www2.cortland.edu/offices/hr/affirmative-action/

The College’s Affirmative Action Officer is a member of the Human Resources staff. This individual is responsible for ensuring that all departments and units comply with the College's affirmative action policies and for developing and monitoring its affirmative action plan. Problems related to discrimination and sexual harassment should be reported to the Affirmative Action Officer. Relevant documents are hyperlinked at http://www2.cortland.edu/offices/hr/affirmative-action/

6.3 Title IX Coordinator
Miller Building, Room 408E
Phone: (607) 753-2201
Fax: (607) 753-5993

The Executive Assistant to the President has oversight of campus-wide compliance with Title IX requirements.

6.4 Research and Sponsored Programs Office (RSPO)
Miller Building, Room 402
Phone: (607) 753-2511
Fax: (607) 753-5590
Hours: 8:00 a.m.-4:30 p.m., Monday-Friday
http://www.cortland.edu/rspo/default.asp

Research and Sponsored Programs Office is responsible for the coordination of all research activities conducted by faculty, staff, and students. It coordinates the following activities: efforts to seek external funding in support of research, training and demonstration projects; the human subjects review process for both sponsored and non-sponsored projects; and in-house grant programs that provide funding opportunities for academic and professional research as well as travel to professional conferences and meetings. (See 5.4, above.)
6.5 **University Police Department**
Van Hoesen Hall, Room C-17
Phone: Emergency: 911 or (607) 753-2111, **Non-Emergency**: (607) 753-2112
Fax: (607) 753-4731
E-mail: upd@cortland.edu
http://www2.cortland.edu/offices/university-police-department/

University Police is responsible for ensuring campus safety, and it responds to any campus emergency. It is responsible for investigating unlawful conduct, registering vehicles for parking (Parking Department, X-4123) on campus, and enforcing all New York State vehicle and traffic laws on the campus.

6.6 **Institutional Advancement Division**
Brockway Hall, Room 312
Phone: (607) 753-2518
http://www2.cortland.edu/offices/institutional-advancement/index.dot

The Division of Institutional Advancement organizes and provides public relations and builds the College’s relationships with many communities and constituencies, with special emphasis on students, parents, alumni, benefactors, faculty, and staff. On a bi-weekly basis throughout the college year, this office publishes the biweekly *SUNY Cortland Bulletin*, which is distributed to all SUNY Cortland employees.

6.7 **College Store**
Neubig Hall
Phone: (607) 753-4621
Fax: (607) 753-5734
http://www2.cortland.edu/offices/child-care-center/index.dot

The College Store is the campus bookstore. It offers a wide variety of merchandise for sale that may be of interest to faculty and staff, including non course-related books and periodicals, computer software, faculty regalia, and SUNY Cortland items. The store is open from 8:30 a.m. - 7:00 p.m. on Monday and Thursday, 8:30 a.m. - 5:30 p.m. on Tuesday and Wednesday, 8:30 a.m. – 4:00 p.m. on Friday, 11:00 a.m. - 4:00 p.m. on Saturday, and 11:00 a.m. – 3:00 p.m. during the fall and spring semesters. Summer hours are from 8:00 a.m. - 4:00 p.m. Monday-Friday, and the store is closed on Saturday. Hours are posted on the website.

**Employee Services**

6.8 **Child Care Center**
Education Building, Room 1000
Phone: (607) 753-5955
Fax: (607) 753-5957
http://www2.cortland.edu/offices/child-care-center/index.dot

The SUNY Cortland Child Care Center is licensed by New York State and is fully accredited for children ages six weeks to five years. It is located in the Education Building. Enrollment priority is given to SUNY students and staff and New York State employees. The program operates year round, Monday through Friday, from 6:30 a.m. until 5:30 p.m. Both full-time and part-time care is offered. Applications can be obtained online or by calling the Center.
6.9 **Employee Assistance Program (EAP)**  
Miller Building, Room 20  
Phone: (607) 753-2523 or (607) 753-4608  
http://www2.cortland.edu/offices/eap/index.dot

The Employee Assistance Program (EAP) provides free, confidential information and referral services to help employees resolve problems that affect their personal lives and job performance. Office hours are by appointment. Employees may leave a message or make an inquiry by calling the 24 hour confidential answering machine at (607) 753-5777.

**Educational, Cultural and Recreational Resources**

6.10 **Campus Cultural Activities**

Numerous cultural events take place at the College throughout the academic year. Performing arts programs, including theater productions, concerts, and recitals and dance performances, are primarily presented in the Dowd Fine Arts Center by the Theater and Music units of the Performing Arts Department (X-2811): the current schedule is posted online, at http://www2.cortland.edu/departments/performing-arts/events.dot. The College Artist and Lecture Series (CALS) (X-2321) is coordinated by a college committee comprised of students, faculty, and staff charged with enriching the cultural life of the College and the surrounding communities: the current season is described at http://www2.cortland.edu/events/cals/index.dot.

The Dowd Fine Arts Gallery (X-4216) offers a variety of programs, mounts temporary exhibits of art and presents visual arts programs through the academic year, including contemporary and historical exhibitions. It also houses the College’s Permanent Collection. Instructors are welcome to arrange a visit of their whole class and it is usually possible to accommodate a class visit outside of the gallery’s normal open hours as long as it can be scheduled in advance.

The College community is invited and encouraged to attend cultural events. The Cultural and Intellectual Climate Committee organizes a year-long series of lectures, exhibits, films, and other presentations under a single, contemporary theme; and various departments sponsor lectures and discussions both for students and the general public. Other resources include the Children’s Museum, http://www2.cortland.edu/community-and-visitors/childrens-museum/, the Rozanne M. Brooks Museum, http://www2.cortland.edu/departments/sociology/rozanne-brooks/, and the Planetarium http://www2.cortland.edu/departments/physics/planetarium.dot.

6.11 **Campus Recreation Facilities**

SUNY Cortland has two excellent fitness facilities available for use by students, faculty, and staff. The Tomik Facility is located in the Cornish/Van Hoesen building and the Woods Facility is in the Park Center. Friendly and helpful staff are available to provide individual orientation and instruction to the state-of-the-art equipment. Both facilities are managed through the Recreational Sports Department (X-4953).
Although access to the facilities is free for all current employees, they must still complete a PAR-Q (Physical Activity Readiness Questionnaire) form before using the facilities. This may be done online by going to the following link: http://www.cortland.edu/recsports (click on Fitness Facilities and then click on Faculty/Staff Registration) or by coming to the Recreational Sports Office, Room 1120 Park Center. Please note that dependents and spouses, as well as retired faculty/staff and ASC employees are still required to pay for fitness facility memberships.

If you have questions/concerns about this matter, please call X-5585.

6.12 College Athletic Events

SUNY Cortland fields 25 varsity teams, and competes in a wide array of men and women’s intercollegiate sports at the division III level. Faculty and staff members may attend most of the athletic events free of charge using their SUNY Card. (Athletics Department: 301 Park Center (X-4963; Sports Hotline: X-2521). Please see the website for full details.

CHAPTER 7: COLLEGE POLICIES

7.1 Affirmative Action Policy

It is the policy of the State University of New York that all employment within the University system shall be free of any discrimination on the basis of race, creed, sex, or any other inappropriate criteria. In filling any opening on the staff, the candidate shall be selected who is best qualified to perform the duties of the position in accordance with the Affirmative Action Guidelines. The search for candidates should be extensive and should recognize that certain groups may be disadvantaged because they historically have not been represented in particular professional fields. The College has a special obligation to take affirmative action to seek out candidates for employment from such disadvantaged groups.

This policy applies to all persons working under the aegis of the College, regardless of the source of funding with the following exceptions: While the policies of nondiscrimination, equity, and fairness apply in every case, the guidelines for recruitment and requirements for advertising do not apply to faculty and professional appointments of 16 weeks or less (full- or part-time) or to graduate assistantships. In both cases, however, information about these opportunities should be made as widely available as practicable, and competition for the positions must be open and fair.
7.2 **College Non-Discrimination Policies**

SUNY Cortland, SUNY, and/or the State of New York have policies prohibiting discrimination on the basis of age, disability status, sexual orientation, HIV disease status, or status as a Vietnam era veteran. For complete information about these policies or to file a complaint the employee is directed to [http://www2.cortland.edu/offices/hr/affirmative-action/](http://www2.cortland.edu/offices/hr/affirmative-action/) or the College's Affirmative Action Officer.

7.3 **Sexual Harassment**

The College is committed to maintaining a learning and working environment which is free of inappropriate and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by one on another and which adversely affects a student’s learning environment or an employee’s working environment.

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, visual depictions, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or when submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting such person; or when such behavior has the purpose or effect of substantially interfering with a person's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include:

- Verbal harassment or abuse
- Subtle pressure for sexual activities
- Unnecessary touching, patting, or pinching
- Leering at a person's body
- Constant brushing against a person's body
- Demanding sexual favors accompanied by implied or overt threats concerning one’s job, performance evaluation, promotion, etc.
- Physical assault

Sexual harassment is a prohibited practice when it results in discrimination for or against an employee on the basis of conduct not related to work performance, such as the taking or refusal to take a personnel action, including promotion of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures; or when such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, and the New York State Human Rights Law and will not be tolerated at SUNY Cortland. It is the responsibility of every administrator, supervisor, and faculty member to create and maintain an environment that is free of discrimination and that allows full access and opportunity to all members of the College community. Whenever such conduct is found to exist, the manager or supervisor is required to take prompt and corrective action. The Affirmative Action Officer, X-2302, has responsibility for investigating claims of discrimination under this policy. The Executive Assistant to the President is
the Title IX Coordinator for the Campus and has oversight over compliance with Title IX
regulations, X-2201.

7.4 Consensual Relationship Policy

Family relationships and relationships of a romantic and/or sexual nature between a faculty
member and a student can present a conflict of interest in violation of the New York Public
Officers Law. As there may be a perception of favoritism, and as such relationships can
undermine the trust upon which the educational process depends, ethical principles preclude
individuals from evaluating the work or academic performance of those with whom they have
these relationships. Since a conflict of interest may exist in such a relationship, the faculty
member should notify his or her immediate supervisor so that arrangements can be made to
eliminate the conflict.

Family relationships and relationships of a romantic and/or sexual nature between college
employees can also present a conflict of interest, and are possible whenever one party has a
position of power over or professional responsibility for another party. As such, ethical principles
preclude individuals from evaluating the work of those with whom they have these relationships.
The party with the power or status advantage may not officially evaluate the performance of the
other in any matter, including decisions related to appointment, reappointment, promotion, or
salary adjustments.

7.5 Smoking Policy

The State University of New York College at Cortland is a totally smoke-free work environment.
Smoking is strictly prohibited in all campus buildings including the Outdoor Education Center at
Raquette Lake and in all motorized fleet vehicles. All building entrances are designated as smoke
free entrances, with the exception of one in each building, which has been designated as an
approved smoking entrance. All entrances are identified with the appropriate signage. Outside of
the designated smoking areas, smoking is not permitted within 50 feet of a building. SUNY
Cortland has committed to becoming a tobacco free campus, effective January 1, 2013.

7.6 Drug-Free Workplace Policy

The College is committed to the development and maintenance of a drug–free environment and,
in accordance with the Federal Drug–Free Workplace Act of 1988, prohibits the unlawful
possession and use of controlled substances and alcohol on its premises. Employee violations on
College property may result in criminal charges as well as disciplinary action. In addition, an
employee will not be allowed to work if the supervisor has good reason to believe that the
employee is under the influence of or impaired by alcohol or controlled substances.

7.7 Right-to-Know Policy

Under the New York State "Right-to–Know" Act, employees may request safety information on
any toxic substance found or used in the workplace. Employees should contact the
Environmental Health and Safety Office (607-753-2508) for information regarding safety in the
workplace.

7.8 Political Activities
SUNY encourages employees to exercise their constitutional right to vote and to support the political party and candidate of their choice. Employees should be aware, however, that if their position is one funded by federal monies, any political activities pursued may be subject to the provisions of the Federal Hatch Act. Also, please remember that participation in any political activities must not occur during work hours and they must never involve the use of state equipment, supplies, or services of any kind.

7.9 Freedom of Information Law

SUNY Cortland adheres to all regulations included under the Freedom of Information Law, which provides access to all college records not defined as “deniable” under the law. The campus records access officer, who is responsible for coordinating the College’s response to public requests for records, is the Director of Public Relations, Brockway Hall, Room 207-H (X-2232).
APPENDIX A: LIST OF IMPORTANT DOCUMENTS AND RESOURCES

The following documents are available online:

**SUNY Cortland Publications**

College Catalog ([http://www2.cortland.edu/academics/catalogs.dot](http://www2.cortland.edu/academics/catalogs.dot))
College Catalog ([http://www2.cortland.edu/admissions/graduate/college-catalog.dot](http://www2.cortland.edu/admissions/graduate/college-catalog.dot))
College Handbook ([http://www2.cortland.edu/offices/publications/handbook/](http://www2.cortland.edu/offices/publications/handbook/))
Campus Directory ([http://www2.cortland.edu/offices/publications/directory.pdf](http://www2.cortland.edu/offices/publications/directory.pdf))

**Other Reference Materials**

The following can be found at [www.suny.edu](http://www.suny.edu) or directly by selecting the title.

*Policies of the Board of Trustees of the State University of New York* ([http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf))


The following can be found at [www.uupinfo.org](http://www.uupinfo.org)

UUP Guide for Part-Time Employees
UUP New Member Packet
UUP Guide for Professional Employees
UUP Guide for Academics at SUNY
UUP Family Leave/Work-Life Services Guide under Reports/Guide

Agreement Between United University Professions and the State of New York