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## **SECTION 1 – The University**

### **State University of New York**

The State University of New York is a unique system of higher education composed of a network of 64 public colleges and university centers, united by central planning and coordination. It is the largest public university system in the nation.

Every public institution of higher education in the state, except the municipal City University of New York, is a member of the network. Liberal arts colleges, university centers, colleges of agriculture, human ecology, industrial and labor relations, veterinary medicine, ceramics, environmental science and forestry, and maritime studies, medical schools, two-year colleges of agriculture and technology, and community colleges in 30 counties in the state all exist within the State University. There is scarcely a single area of important human activity, from automotive engineering, fruit production, and nursing to medieval studies, urban planning, and astrophysics that cannot be studied somewhere within the University.

During the 1960s the State University, with a speed unprecedented in educational history, reshaped the teachers colleges into liberal arts institutions, developed four major university centers, modernized and expanded three medical schools and set up one completely new health science center, expanded the programs of the specialized colleges with an emphasis on meeting the technological demands of modern society and providing a wide range of services for local communities. About \$2 billion of new construction alone was required between 1948 and the present, much of it being noted by architects, critics, and art museums--and numerous students--for its beauty and sensitivity to human functions.

Presently the State University is engaged in an extensive effort to adjust higher education to the future. In the years ahead, advanced education will be necessary for most people throughout their entire careers. The costs of education will have to be made more manageable for the public, and new technology will need to be harnessed to enhance the feasibility and extend the audience of excellent teachers. Now cooperative programs between secondary schools and colleges; three-year college programs instead of four; more mini-courses and classes at all hours; a new college for the arts; an easier flow of students among the State University colleges; off-campus or at-home learning through distance learning or the Empire State College, and regional programs that capitalize on all the educational resources in any section in the State represent some of the new directions of the State University.

The State University of New York operates as an independent entity under the direction of its own Board of Trustees. (It is subject to the general guidelines of the Board of Regents though, just as is every private college, public library, and high school in the state.) Basically, the University has six kinds of institutions.

There are four university centers, located at Albany, Binghamton, Buffalo and Stony Brook.

There are 10 colleges of arts and science located throughout the state: Brockport, Buffalo, Cortland, Fredonia, Geneseo, New Paltz, Oneonta, Oswego, Plattsburg, and Potsdam. There are also three relatively new colleges--Old Westbury, for the rapidly growing population on Long Island; Purchase, devoted especially to preparation in the visual and performing arts; and the Empire State College, based at Saratoga Springs but really a college without a campus, designed to serve young people and adults who can study largely on their own without much conventional classroom instruction. The fourth college, at Utica-Rome, concentrates on upper division work in advanced technology.

A third kind of institution is the specialized state college, devoted to concentrated four-year, graduate and professional study in a particular field. There are eight: agriculture, ceramics, environmental science and forestry, human ecology, industrial and labor relations, maritime engineering, optometry, and veterinary science. Five of these are located at private university campuses--agriculture, human ecology, industrial and labor relations, and veterinary science at Cornell University in Ithaca; ceramics at Alfred University. These are officially called contract colleges. The College of Environmental Science and Forestry is adjacent to Syracuse University; the College of Optometry is located in New York City; and the Maritime College is in the Bronx on the edge of Long Island Sound.

Fourth, there are the four medical, or health science, centers. Two are free-standing, The Health Science Center at Syracuse and The Health Science Center at Brooklyn, and two are part of the university centers at Buffalo and Stony Brook.

Fifth, the five University Colleges of Technology were founded in smaller towns early in the century as regional two-year colleges to help make farming in their areas more scientific and productive. Each of them has added technical programs ranging from horticulture and mechanics to electronics and aeronautics. Each now offers both Associate Degrees and Bachelor Degrees in appropriate specialized areas.

There are dormitories at each, as students from all over New York attend these colleges, although much of each college's enrollment is drawn from its surrounding section of the state. These state-operated colleges (at Alfred, Canton, Cobleskill, Delhi, and Morrisville) are *compact and intimate*, with 2,000 to 3,000 students. The two-year academic programs are designed to be both complete in themselves and preparatory for further college study. Numerous students each year transfer to other colleges in the State University. In 1987, the names of these colleges were changed from Agriculture and Technology Colleges to Colleges of Technology; however, Cobleskill and Morrisville chose to retain "Agriculture" in their title.

Sixth, 30 two-year community colleges are almost entirely creations of the past 30 years. These community colleges are jointly operated by the State University and their local sponsors (usually a county), unlike the other

totally State-operated campuses.

The State University of New York has the largest enrollment of any university in the world. Nearly 380,000 students attend the 64 institutions of the network, two-thirds of them full-time. The number of part-time students has been rising over the past decade, the result of a new trend in higher education and the University's flexible, many sided educational services. About 97 percent of the students are from New York State. Of the students from outside the state, nearly 5,000 annually come from foreign countries. (About 2,000 University students study abroad for a semester or more each year.) To date the State University has graduated just over one million students.

Most of the students come to the University directly from secondary school and are between 17 and 23 years of age. More than 100,000 students are 24 years of age or older, reflecting State University's ability to adjust to the needs of more mature students. More students each year postpone college for a while, adopt staggered study-work-study patterns, or postpone upper-college or graduate work until their career interests have solidified. College as exclusively a pre-work experience for youth is changing rapidly, and the State University is adjusting to the new trend.

Since 1966 the State University has made a powerful effort to address educational inequality by a variety of programs for students who are under-privileged or from minority groups. There are ten tuition-free Educational Opportunity Centers--Albany, Brooklyn, Buffalo, Long Island, Manhattan, Rochester, Schenectady, Syracuse, Troy and Westchester--which provide remedial instruction and occupational training for about 11,000 students annually who want better job opportunities or college preparation. The Educational Opportunity Centers are the result of a merger of two separate but related programs, the University's Urban Centers and the Cooperative College Centers. Roughly 5,000 students, mainly African American, Puerto Rican and American Indian with weak preparation but high potential, are admitted annually to State University two-year and four-year institutions with special tutoring, counseling, and reduced programs at first, and with financial assistance under the Educational Opportunity Program.

It is the policy of the State University of New York not to discriminate on the basis of sex in admissions, employment and treatment of students and employees in any education program or activity administered by any of its units.

In September 1978 the new motto of the State University of New York was officially adopted as "To Learn--To Search--To Serve". The Board of Trustees feels this more adequately reflects the scope of the University's mission.

The State University of New York provides an opportunity for every citizen in the state to become what their dream pulls them toward becoming. It serves the state--and the nation--in a variety of ways every year. And, it is providing a new model of what truly democratic higher education of the future might be like.

## **Family Education Rights and Privacy Act of 1974**

The Family Education Rights and Privacy Act requires colleges to inform students of their rights under this act. An annual notice of these rights is published in the following College publications: Emphasis, the Student Handbook, and the Faculty Handbook.

Copies of Cobleskill's policy are available on request through the Office of the Registrar, SUNY Agricultural and Technical College at Cobleskill.

As required by Section 99.5 HEW regulations and 438 of the Family Education Rights and Privacy Act of 1974, the following is a statement of policy applicable to the SUNY Agricultural and Technical College at Cobleskill:

# **Statement of Policy for Family Education Rights and Privacy Act of 1974**

## **Definitions**

Student includes any person who has completed the registration process for any semester at SUNY Cobleskill and for whom the College has developed an education record.

Parents of a Dependent Student - Defined by Section 152 of the Internal Revenue Code of 1954.

## **Right to Access**

A parent of a dependent student or a student who wishes to inspect and review their education records must submit a written request to the appropriate office which maintains the record and will receive a response within forty-five days. The offices and the records they maintain are:

Office of the Registrar, Knapp Hall, maintains educational records which include the students schedule of classes, official transcript, and the permanent record folder which contains application for admission, official correspondence and documentation relating to the student's academic record.

The Career Development Office maintains faculty evaluations requested by students to be placed in their folders. Availability to students is dependent upon whether or not they sign a waiver of their right to see their records.

Wellness and Counseling Services maintains individual medical and counseling records which are available upon the request of the student.

The College will not disclose personally identifiable information from the educational records of a student without prior written consent of the parent of the dependent student or the student except as otherwise permitted by statute and regulation or to College officials for "legitimate educational interests".

For the purpose of this act, "college official" may be defined as any member of the College faculty or non-teaching professionals. Any data contained in the student's educational records which may be a factor in the student's performance in their academic program or may effect the student's eligibility to remain in good standing or participate in College functions may be considered to be a "legitimate educational interest".

The categories of personally identifiable information which SUNY Agriculture and Technology College has designated as directory information are: name, home address, local address, telephone number, date of birth, dates of attendance, major, degrees received (if any), honors, and past and present participation in officially recognized sports activities and related physical factors (height and weight of athletes).

## **Costs**

Educational records which are made for the parents of dependent students and students under 438 of the act will be charged according to the following schedule of fees: Official Transcripts - First copy is free to the student; all additional copies are \$5 each.

## **Records of Requests and Disclosures**

The College maintains records of requests and disclosures of personally identifiable information. The records of request, whether granted or not shall include the names and addresses of the person(s) who requested the information and their legitimate interests in the information. Records of requests and disclosures need not be maintained for those requests made by students for their own use, those disclosures made in response to written requests from students, those made by school officials or those specified as directory information.

The records of disclosures and requests for disclosures are considered a part of the students' educational records and are maintained with the permanent record for the period defined by the College.

The records of requests and disclosures may be inspected by the student, legitimate school officials and by federal auditors.

### **Challenge of the Contents of Educational Records**

Through a written request, a parent of a dependent student or a student has the opportunity to seek the correction of education records and to amend that part of the record they feel is inaccurate. If full relief is not provided, they must be informed of their rights to a formal hearing. The opportunity for a hearing should not be construed to apply to questions concerning the underlying reasons for the granting of a particular grade. Instead, a hearing to determine the accuracy of any grade should be confined to the issue of whether or not the recorded grade corresponded to the grade reported by the faculty member. Decisions of the hearing panels will be final. The college will amend the record in accordance with the decisions of the board.

Should the decisions be unsatisfactory, the student has the right to place in the educational record reasons for the disagreement. The statement will be maintained as long as the record is maintained and when disclosed to an authorized party, must include the statement filed by the student.

The hearing board will be appointed by the Chief Administrative Officer or their designee.

### **Rules and Regulations for the Maintenance of Public Order**

Rules and Regulations for the Maintenance of Public Order on Premises of State-Operated Institutions of the State University of New York Adopted by the Board of Trustees of the State University on June 18, 1969, and Amended on July 10, 1969, April 9, 1970, and April 29, 1970

**Section 535.1: Statement of Purpose.** The following rules are adopted in compliance with Section 6450 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within ten days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech nor peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

**Section 535.2: Application of Rules.** These rules shall apply to all state-operated institutions of the State University. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural,

recreational, athletic and other programs and activities, provided, however, that charges against any student for violation of these rules upon the premises of any institution other than the one at which they are in attendance shall be heard and determined at the institution in which they are enrolled as a student.

**Section 535.3: Prohibited Conduct.** No person, either singly or in concert with others, shall:

Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which they have a lawful right to do or to do any act which they have a lawful right not to do.

Physically restrain or detain any other person, nor remove such person from any place where they are authorized to remain.

Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.

Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.

Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.

Without authorization, remain in any building or facility after it is normally closed.

Refuse to leave any building or facility after being required to do so by an authorized administrative officer.

Obstruct the free movement of persons and vehicles in any place to which these rules apply.

Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express their views, including invited speakers.

Knowingly have in their possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such person.

Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

**Section 535.4: Freedom of Speech and Assembly; Picketing and Demonstrations**

No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of their views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

In order to afford maximum protection to the participants and to the institutional community, each state-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the grounds of such institution, its proposed local and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision

shall not supersede nor preclude the procedures in effect at such institution for obtaining permission to use the facilities thereof.

### **Section 535.5: Penalties.**

A person who shall violate any of the provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall:

If they are a licensee or invitee, having their authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of their failure or refusal to do so, they shall be subject to ejection.

If they are a trespasser or visitor without specific license or invitation, be subject to ejection.

If they are a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.

If they are a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of their employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.

If they are a staff member in the classified service of the civil service, described in section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said action.

If they are a staff member other than one described in subdivisions (D) and (E), be subject to dismissal, suspension without pay or censure.

### **Section 535.6: Procedure**

The chief administrative officer or their designee shall inform any licensee or invitee who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) that their license or invitation is withdrawn and shall direct them to leave the campus or other property of the institution. In the event of their failure or refusal to do so, such officer shall cause their ejection from such campus or property.

In the case of any other violator, who is neither a student nor faculty or other staff member, the chief administrative officer or their designee shall inform them that they are not authorized to remain on the campus or other property of the institution and direct them to leave such premises. In the event of their failure or refusal to do so, such officer shall cause their ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect their liability to prosecution for trespass or loitering as prescribed in the Penal Law.

In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in Section 535.9 of this part.

In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined in accordance with title D of part 338 of the Policies of the Board of Trustees.

In the case of any staff member who holds a position in the classified civil service, described in section 75 of the Civil Service Law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.

Any other faculty or staff member who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, or suspended or censured by the appointing authority prescribed in the Policies of the Board of Trustees.

### **Section 535.7: Enforcement Program**

The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and they shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which, in the judgment of the chief administrative officer or their designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).

In any case where violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or their designee shall cause the ejection of the violator from any premises which they occupy in such violation and shall initiate disciplinary action as herein before provided.

The chief administrative officer or their designee may apply to the public authorities for any aid which they deem necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and they may request the State University counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.

### **Section 535.8: Communication**

In matters of the sort to which these rules are addressed, full and prompt communication among all components of the institutional community, faculty, students and administration, is highly desirable. To the extent that time and circumstances permit, such communication should precede the exercise of the authority, discretion and responsibilities granted and imposed in these rules. To these ends each state-operated institution of the State University shall employ such procedures and means, formal and informal, as will promote such communication.

### **Section 535.9: Notice, Hearing and Determination of Charges Against Students**

The term "chief administrative officer", as used in these rules, shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the absence or disability of the incumbent.

Whenever a complaint is made to the chief administrative officer of any state-operated institution of the University of a violation by a student or students of the rules prescribed in this Part (or of any rules adopted by an individual institution supplementing or implementing such rules) or whenever they had knowledge that such a violation may have occurred, they shall cause an investigation to be made and the statements of the complainants, if any, and of other persons having knowledge of the facts reduced to writing. If they are satisfied from such investigation and statements that there is reasonable ground to believe that there has been such a violation, they shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation which shall state the provision prescribing the offense and shall specify the ultimate facts alleged to constitute such offense.

Such charges shall be in writing and shall be served on the student or students named therein by delivering the same to them personally, if possible, or, if not, by mailing a copy of such charges by registered mail to such student or students at their usual place or places of abode while attending college and also to their home address or addresses, if different.

The notice of charges so served shall fix a date for hearing thereon not less than ten nor more than fifteen days from the date of service which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charges on the date fixed for hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action, the Hearing Committee, hereinafter referred to, shall give notice to any student, who has failed to appear, in the manner prescribed in paragraph (C), of its proposed findings and recommendations to be submitted to the chief administrative officer and shall so submit such findings and recommendations ten days thereafter unless the student has meanwhile shown good cause for their failure to appear, in which case a date for hearing shall be fixed.

Upon demand at any time before or at the hearing, the student charged or their representative, duly designated, shall be furnished a copy of the statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearing.

The chief administrative officer may, upon the service of charges, suspend the student named therein, pending the hearing and determination thereof, whenever, in their judgment, the continued presence of such student would constitute a clear danger to themselves or to the safety of persons or property on the premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions, provided, however, that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.

There shall be constituted at each state-operated institution a Hearing Committee to hear charges against students of violation of the rules for maintenance of public order prescribed by or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until their successor or replacement has been designated. No member of the committee shall serve in any case where they are a witness or are or have been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and their principal designees shall designate an alternate student member, to serve in such cases. Any five members of the committee may conduct hearings and make findings and recommendations as hereinafter provided.

At any institution where the chief administrative officer determines that the number of hearings which will be required to be held is, or may be so great that they cannot otherwise be disposed of with reasonable speed, they may determine that the Hearing Committee shall consist of six members of the administrative staff and six members of the faculty to be designated by the members so designated by the chief administrative officer. In such event the chief administrative officer shall designate one of such members as chairman who may divide the membership of the committee into three divisions each to consist of two members of the administrative staff, two faculty members and two students and may assign charges among such divisions for hearing. Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.

The Hearing Committee shall not be bound by the technical rules of evidence, but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereon. A student against whom the

charges are made may appear by and with representatives of their choice. They may confront and examine witnesses against them and may produce witnesses and documentary evidence in their own behalf. There may be present at the hearing: the student charged and their representatives and witnesses; other witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons, or both, as may be admitted by the Hearing Committee. A transcript of the proceeding shall be made.

Within twenty days after the close of a hearing, the Hearing Committee shall submit a report of its findings of fact and the recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or their representative. Within ten days thereafter, the chief administrative officer shall make their determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made and to expel, suspend or otherwise discipline them shall be vested in the chief administrative officer. If they shall reject the findings of the Hearing Committee in whole or in part, they shall make new findings which must be based on substantial evidence in the record and shall include them in the notice of their final determination which shall be served upon the student or students with respect to whom it is made.

## **Policies of the Board of Trustees**

### **Definition of Policies of the Board of Trustees**

These are the official policies by which State University central staff and all the campuses are governed. Specifically, they set forth rules and regulations relating the College Officers and Organization, College Faculty, Appointment of Professional Staff, Recruitment, Promotion, Transfer, Leaves of Absence, Terminations of Service, Retirement, Student Assembly, and University Council of Presidents. Each Faculty member should have received a copy of the Policies and should be familiar with its contents.

The Board of Trustees is given its authority by the State Legislature.

(The following is a summary of the table of contents of the publication Policies of the Board of Trustees State University of New York.)

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## **Equal Employment Opportunity Policy**

### **State University of New York Board of Trustees**

Resolved that the statement entitled, Equal Employment Opportunity in State University of New York, as set forth below, be, and hereby is, adopted as the policy of State University on equal opportunity; and the Chancellor, or their designee, be, and hereby is, authorized and directed to take all steps necessary and proper to promulgate and implement said policy:

### **Equal Employment Opportunity in State University of New York**

State University of New York, in recognition of its educational mission, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of the individual, does hereby express and establish this University Policy of Equal Employment Opportunity.

It is the policy of the State University of New York to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment; and to promote the full realization of equal employment opportunity through a positive, continuing program for the University as a whole and for each constituent unit of the University.

This policy of equal employment opportunity:

1. Applies to all persons without regard to race, creed, color, national origin, age, marital status, arrest, disability, or sex, except where sex is a bona fide occupational qualification.
2. Applies equally to all job classifications and titles in State University and to all types of appointments under University jurisdiction, whether full-time or part-time.
3. Governs all University employment policies, practices and actions including but not necessarily limited to: recruitment, employment, rate of pay or other compensation, advancement, upgrading, promotion, demotion, renewal, non-renewal, termination, transfer, layoff, leave, training, and employee benefits of whatever nature.
4. Applies equally to all State University organizational units.
5. Expects each contractor, supplier, union, public agency or other cooperative agent to support this policy by complying with all applicable State and Federal equal employment opportunity laws and regulations.

Full, immediate and continuing realization of this policy in State University is to be undertaken by:

1. Developing Affirmative Action Programs which will: detail actions designed to realize the University's commitment to equal employment; analyze employment patterns within the University; set forth plans to rectify any deficiencies; identify and remove impediments to equal employment opportunity; establish goals and timetables for affirmative action; provide for the internal and external dissemination of University policy; pursue the commitment to equal employment opportunity throughout the institution; and provide for the review, assessment, evaluation, and improvement of University action in carrying out this policy and affirmative action programs.
2. Committing staff and support necessary to make effective the equal employment policies and programs of the University. University-wide liaison and leadership in equal employment opportunity shall be effected through a membership of the Chancellor's staff. Campus liaison and leadership shall be effected through a member of the President's staff. The liaison and leadership function will embrace such activities as: developing policy statements and Affirmative Action Programs; developing internal and external communication techniques; assisting in the identification of problem areas and establishment of goals and

objectives; assisting campus administration; internally assessing compliance; providing liaison among the University, enforcement agencies, minority organizations, and community action groups; designing and implementing audit and reporting systems required for effective monitoring and operation of affirmative action programs.

In support of this policy, State University affirms its right to take appropriate action if it or other duly constituted authority should determine that applicable Federal and State equal employment opportunity laws and regulations have been violated, or that the effect and intent of this policy have been willfully or habitually abrogated.

The development of programs, plans and procedures necessary to carry out a campus program for Equal Opportunity in Employment is coordinated by the Director of Human Resources and Affirmative Action.

### **Equality of Opportunity in Educational Programs and Employment at State University of New York**

As a unit of the State University of New York, the College is subject to Title IX of the Education Amendments of 1972. Specifically, Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Student and employee complaints alleging any action prohibited under Title IX will be handled under the grievance procedure developed by the State University. Complaints should be filed with the Affirmative Action Officer.

The College is also subject to Section 504 of the Rehabilitation Act of 1973. Section 504 reads as follows:

No otherwise qualified handicapped individual in the United States, as defined in Section 7 (6), shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

In accordance with Section 504 of the Federal Rehabilitation Act of 1973, as amended, State Laws and the Governor's Executive Order 40, the State University of New York does not discriminate against handicapped persons in the recruitment or admission of students, the recruitment of and employment of faculty and staff or in the operation of any of its programs and activities.

The State University grievance procedure developed for Title IX also applies to complaints alleging failure to comply with the provisions of Section 504.

### **State University of New York Non-Discrimination Policy**

The State University of New York in accordance with applicable Federal and State laws, does not discriminate on the basis of race, sex, ethnicity, national origin, religion, age, disability, marital status, and arrest and/or conviction record. Further, in accordance with the Vietnam Era Veterans' Readjustment Assistance Acts, disabled and Vietnam Era veterans are ensured of non-discriminatory treatment.

Additionally, discrimination on the basis of sexual orientation in the provision of any services or benefits by State University of New York Board of Trustees also requires that personal preferences of individuals which are unrelated to performance such as sexual orientation shall provide no basis for judgment of such individuals.

The Office of Employee Relations has established a uniform complaint procedure for all State employees. Under these procedures, any "employee or representative" may file a sexual orientation discrimination complaint with OER which will investigate and issue a determination with respect to the complaint. If OER determines that reasonable belief exists that employment discrimination or harassment on the basis of sexual orientation has occurred it may require the agency to take appropriate corrective action. While the OER procedures refer only to "employees", we have been advised by OER that applicants for employment may also

file complaints. The OER procedures, however, do not apply to students.

The College was also advised that the SUNY Internal Discrimination Grievance Procedure should be used for both employee and student complaints involving sexual orientation discrimination. The OER procedure is available as an alternate mechanism if the employee chooses not to file a complaint under the SUNY

Internal Grievance Procedure - The Internal Grievance Procedure provides that if an individual files a complaint with an external agency, the complaint shall not also be investigated under the SUNY Internal Grievance Procedure. Complaints filed with OER should be treated as complaints filed with external agencies.

Any violation of the University's non-discrimination policy should be reported to the campus Affirmative Action Officer.

## **Policy Regarding Sexual Harassment**

### **SEXUAL HARASSMENT IS UNLAWFUL**

Harassment on the basis of sex is a direct violation of Title VII of the Civil Rights Act of 1964 as amended by interim guidelines 1604.11, Sexual Harassment, established by the Equal Employment Opportunity Commission. The guidelines state that such "unwelcomed behavior may be either physical or verbal in nature. Unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

### **POLICY**

Sexual harassment of SUNY College of Agriculture and Technology at Cobleskill employees or of students which imposes requirement of sexual cooperation as a condition of employment or academic advancement is inimical and will not be tolerated in this academic community.

Whenever knowledge is received that a sex-based condition is being imposed, prompt and remedial action to investigate the allegation will be taken.

### **PROCEDURE**

Initial complaints should be referred to the Affirmative Action Officer as soon as possible. SUNY College of Agriculture and Technology faculty, staff and/or students may file a formal grievance in writing with the Affirmative Action Office within forty-five (45) calendar days of the alleged discriminatory act.

Questions relative to this campus policy and procedure should be referred to the Affirmative Action Officer.

## ***SECTION 2 - The College***

### **History**

The College was chartered by an Act of the State Legislature in 1911, and officially opened in 1916 as the Schoharie State School of Agriculture. A year after instruction in agriculture began, a home economics division was added. The Divisions of Culinary Arts, Hospitality and Tourism and Early Childhood evolved from this program. From 1922 to 1933, a rural teacher training program was offered, which later was transferred to the teachers colleges of the state. In the early 1950s, the Business and Computer Technologies Division evolved from the Agriculture and Natural Resources Division. Courses in the liberal arts and sciences have been offered continuously since 1916, with divisional status granted in 1956.

In nearly a century of service to the citizens of New York State, the College has undergone many changes in name, organization and curriculum. It became one of the original campuses of the State University of New York, in 1948, and was designated as an Agricultural and Technical College in 1964. The College was granted approval to offer curricula leading to a Bachelor of Technology degree beginning with the fall 1987 semester. The name of the institution was amended to reflect its expanded mission, and is now the "College of Agriculture and Technology at Cobleskill."

SUNY Cobleskill is one of the oldest institutions of its kind in New York State, and is a senior member among two-year colleges nationally.

### **Accreditation**

The College is accredited by the Middle States Association of Colleges and Secondary Schools, and the National Accrediting Agency for Clinical Laboratory Sciences.

### **Registration of Curricula**

All curricula offered at Cobleskill are registered by the Education Department of the University of the State of New York and are approved for the purpose of awarding the degrees of Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Associate in Occupational Studies (AOS), Bachelor of Technology (BT), Bachelor of Business Administration (BBA), and Bachelor of Science (BS).

### **College Mission and Goal Statement (Official)**

SUNY Cobleskill's mission is to provide superior educational experiences supported by technology. We take pride in delivering technical and general courses with personal attention in a student-centered environment, emphasizing friendship, cooperation and respect.

Our primary focus will be to provide quality Associate and Bachelor degree programs in select agricultural, technical and occupational fields supported by liberal arts and sciences. We will offer quality Liberal Arts and Science programs.

We will sustain a quality educational and residential environment which encourages intellectual and cultural growth, personal development, creativity, and diversity.

We will keep our programs relevant to the changing needs of our students, community, industry, and society.

We will maintain a physical environment conducive to learning, personal health and safety.

We will serve students from a wide geographic area.

## **Local Organization and Control**

The College of Agriculture and Technology at Cobleskill is governed and administered locally through:

The College Council  
Administrative officers and committees  
The faculty governance organization and its committees

### **The College Council**

Section 356 of the New York State Education Law provides for the establishment of a local council consisting of ten members, nine members appointed by the Governor and one member selected by Student Government, to supervise the operations and affairs of each institution of State University. Names of the Cobleskill Council members are listed in the College Catalog. The local council of each institution is empowered to do the following:

Recommend to the Board of Trustees of State University candidates for appointment by the Board to the presidency of the institution.

Review all major plans proposed by the president of the institution for its more effective operation and make such recommendations with respect thereto as it deems appropriate to the Board of Trustees.

Make regulations governing the care, custody, and management of lands, grounds, buildings, and equipment.

Review the proposed budget requests for the institution prepared by its president and recommend to the Board of Trustees a budget for the institution.

### **President's Staff**

The Policies of the SUNY Board of Trustees require that each campus establish an "administrative conference (which shall have a membership) comprised of the Chancellor, the chief administrative officer of the College and such other persons as may be designated by the chief administrative officer...The Chancellor, or in their absence, the chief administrative officer of the College, shall be the presiding officer...Each college administrative conference shall act as an advisory and consultative body to the chief administrative officer of the College...(and) shall meet at the call of the chief administrative officer of the College."

### **Academic Council**

The purpose of the Academic Council is to make recommendations to the provost in matters pertaining to academic affairs and to serve as a liaison between the provost and the school/faculties for consultation and communication. Specifically, the Academic Council assists in matters related to:

- Development and evaluation of instructional programs and courses therein
- Enrollment management
- Faculty recruitment, selection, and evaluation
- Academic standards and regulations
- Academic advisement
- Short and long-range academic and budget planning
- Registration, scheduling, and final examinations
- Assessment of academic computing and equipment

The Academic Council identifies:

- Areas where programs should be re-evaluated in light of SUNY Cobleskill's mission
- Programs that should develop exit strategies so that funding can be shifted to more mission-critical programs
- Opportunities for potential growth in programs
- New initiatives that align with the college's mission and strategic vision

Consistent with this charge, the SUNY Cobleskill Institutional Effectiveness Plan calls for the Academic Council to do the following:

- Examine Program Annual Effectiveness Reports, which include student learning outcomes, and provide feedback to department plans based on the report results.
- Examine Program Self-Study Reviews and provide feedback and support for action plans to improve programs as well as suggestions for improvement of the self-study review process.
- Annually and triennially provide feedback regarding Master Plan Effectiveness Reports, including planned actions, resource allocation, assessment data, and revisions that occur as a result of data analysis.
- Review course evaluation results to identify trends in faculty effectiveness and student satisfaction.

Members of the Academic Council include:

- Department chairs
- Presiding officer of the Faculty
- Secretary to the Faculty
- Chairs of faculty governance committees: Academic Policies, Academic Personnel Policies, Curriculum, and Technology
- Deans of academic schools and of the library
- Director of the Student Success Center
- Coordinator of the Internship Program
- Enrollment management administrator
- Director of the Office of Institutional Effectiveness

## **Professional Faculty Organizations on Campus**

### **Association of College Councils and Boards of Trustees**

This organization meets to discuss matters of mutual concern to all SUNY Colleges and Universities. The Association is especially active in legislative matters.

### **United University Professions**

United University Professions (UUP) is the officially recognized exclusive bargaining agent for the professional staff of the State University of New York. United University Professions chapters on each SUNY campus work diligently to improve the terms and conditions of employment and to defend the civil, professional and human rights of the SUNY professional staff.

United University Professions (UUP) is affiliated with the New York State United Teachers, the American Federation of Teachers and the AFL-CIO. Through these affiliations, members of UUP become eligible to purchase a variety of supplementary economic benefits including accident, disability and life insurance plans, automobile and homeowners' insurance, discount buying plans, travel programs and legal services. Membership is open to all teaching faculty and non-teaching professionals. Due to a law which was enacted in September, 1977, an agency fee is assessed to all members of the bargaining unit, whether they join UUP or not. This agency fee is equivalent to dues.

## **Special Committees Required by SUNY** (Appointed by College President)

### **Affirmative Action**

Purpose - To review campus affirmative action activities and participate in procedures established by the Chancellor's staff for reviewing complaints related to federal regulations prohibiting discrimination on the basis of sex, ethnicity or physical handicap.

Composition - The committee is comprised of ten appointed members, serving one-year and two-year terms. A teaching faculty member, a non-teaching professional, a CSEA representative and a Management / Confidential professional are appointed for a one-year term and a two-year term. A student representative recommended by Student Government and appointed by the President serves a one-year term, A representative from the Educational Opportunity Program is appointed to a one-year term. The Affirmative Action Officer and a representative from the Human Resources Office will serve as non-voting members, ex-officio.

### **Animal Care and Use Committee**

Purpose - The committee is to review animal care and use protocols for all vertebrate animals used in teaching and research. All faculty and staff using vertebrate animals in either teaching or research endeavors are required to submit an Animal Care and Use protocol to the campus Animal Care and Use Committee for approval before such activity occurs. In all cases of vertebrate use, faculty and staff will strictly adhere to the procedures outlined in the *Guide for the Care and Use of Laboratory Animals*.

Composition - The committee shall consist of not less than five members. At least one Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program responsibility for activities involving animals at the institution. One practicing scientist experienced in research involving animals, one member whose primary concerns are in a nonscientific area and one individual who is not affiliated with the institution in any way other than as a member of the committee. An individual may fulfill more than one of the requirements.

### **SUNY Cobleskill Institutional Review Board**

Purpose - It is the responsibility of the College to ensure that the rights and welfare of human subjects are protected in any research process and to protect the University from circumstances of liability. The primary responsibility for this protection lies with the individual who engages in the research project, however, the SUNY Cobleskill Institutional Review Board (IRB) will conduct a thorough review of each research proposal to be sure that human subjects are adequately protected.

Composition - The IRB will consist of three to four faculty and staff members, serving time-limited terms. Faculty and staff will be nominated and selected based on their expertise with research, statistics, codes of ethics, and knowledge of students. Additional members may be called in temporarily based on special expertise with a specific type of research project. The IRB will be responsible for reviewing a formal proposal submitted by the researcher, and offering approval, disapproval and/or required changes to the project.

### **Chancellor's Awards Committee for Excellence in Teaching, Librarianship, Distinguished Professorships**

Purpose - The committee is to nominate a faculty member/librarian to receive recognition of and award for teaching excellence, extraordinary professional achievement (librarian) and to nominate the faculty member/librarian to receive recognition of and award for excellence.

Composition - The committee is comprised of one faculty member from each academic School, one librarian, one past recipient of the Chancellor's Award for Excellence in Teaching, Chair of Faculty Governance or designee, and one student.

### **Chancellor's Awards for Excellence in Professional Service Committee**

Purpose - The committee is to nominate a member of the professional service personnel (non-teaching, non-librarian) to receive recognition of and award for outstanding job performance.

Composition - The committee is comprised of two management/confidential professionals, three non-teaching professionals, one faculty member, the chair or designee of the Faculty Governance Committee and one student.

### **Intercollegiate Athletics Board**

Purpose - The committee is to develop and recommend intercollegiate athletics policy, monitor compliance with rules and regulations, propose changes in intercollegiate athletics program, plan for intercollegiate athletics participation on campus and in conferences, develop and recommend the intercollegiate athletics budget, establish the standards for the academic progress of athletes (within NCAA, conference and College rules), interact with campus governance groups on intercollegiate athletics matters and other matters appropriate to its purview referred to it by the campus President.

Composition - The membership of the Cobleskill IAB will consist of sixteen members. To ensure compliance with NCAA policies, faculty and administrators combined shall comprise the majority of the voting membership of the Board. Ten voting members will be appointed from the faculty and administration with the Director of Athletics being one member. Terms of appointment will be for two years with five members appointed in alternate years. To ensure adequate student representation, no less than one-third of the voting membership of the Board will be students. Six voting student members will be appointed annually. At least one male and one female from intercollegiate athletics teams and at least one non-athletic student will be appointed. Students must maintain a minimum 2.0 average and be enrolled full-time during the term of their appointments.

The campus President after consultation with the Faculty Governance Committee and Student Government will appoint faculty and student members. The campus President will also select administrative and other members. Both the chair of the Board and the college's voting delegate to the NCAA will be appointed by the campus President and must be faculty members or administrators. Non-voting members may be appointed at the discretion of the campus President.

### **Personal Safety Advisory Committee**

Purpose - As an advisory committee to the President, it deals with the broad range of campus safety issues including the personal safety and security of campus community members, traffic safety, occupational safety and health, fire safety, building hazards, safety in the institutional environment and any other health or safety issues referred to it.

Composition - The committee will be composed of two female students, two male students, one male and one female representative from residential life, a Wellness Center representative, a Counseling Center representative, the Director of Facilities Management, the Chief of University Police, an environmental health and safety officer and two faculty or staff members, male or female, as needed to make an equal number of male and female committee members.

## **Special Committees Required by UUP Contract**

### **College Panel**

Purpose - A campus panel is selected according to the provisions of Article 33, Section 33.5, of the Agreement between the State of New York and the United University Professions, Inc. such as in cases of job security review.

Composition - The Panel consists of an odd number of members not less than nine.

### **Professional Evaluation Committee**

Purpose - The campus committee on professional evaluation shall, upon the request of a professional employee, review a final evaluation report characterized as “Unsatisfactory”. The committee review shall be addressed to both the procedure and substance of the unsatisfactory evaluation. Following its review, the committee shall prepare written recommendations to the professional employee, the immediate supervisor and, as appropriate, to the campus President.

Composition - The committee shall consist of five members, three of whom shall be professional employees serving positions in the negotiating unit selected at large by all professional employees in the negotiating unit. The remaining two members shall be selected by the campus President.

### **Professional Promotion Review Committee**

Purpose - The committee reviews appeals of promotions that have been denied. It reviews all applications for promotion submitted to it by professional employees. If the committee determines that the increase in duties and responsibilities under consideration does not warrant promotion, the panel shall so notify the employee. If the panel determines that the increase or change in duties and responsibilities under consideration warrants promotion, it shall forward its recommendation to the campus President with a copy sent to the applicant.

Composition - The committee shall consist of not less than five nor more than seven members elected at large by all professional employees.

## **Special Boards**

### **Alumni Board of Directors**

Purpose - Through its Board of Directors, the Alumni Association conducts its business including sponsoring regional clubs, Alumni Day and other programs.

Composition - Membership of the Board consists of four officers, seventeen members and three student representatives elected for two-year terms.

### **Child Care Center Board of Directors**

Purpose - To control all matters of policy and expenditure of funds relative to the establishment, operation and maintenance of a day care center for dependent children of State employees, of students enrolled in SUNY units, and the public at large; and to provide a practicum site for student enrolled in Early Childhood Education and related disciplines.

Composition - Membership of the Board of Directors consists of not less than nine nor more than fifteen members. A minimum of three directors shall be parents or guardians who currently have, or formerly had, children enrolled in the Child Care Center. Directors are elected at an annual meeting by majority vote of the members present. Approximately one-third of the directors are elected annually for a term of three years.

### **College Foundation Board of Directors**

Purpose - To conduct the property, affairs, business and concerns of the College Foundation, which supports a range of programs within the College. The Foundation seeks to generate financial support from the private sector which will provide the margin of excellence above those resources provided by the State.

Composition - The Foundation is governed by 25 members. Fifteen at-large members from the community who serve three-year terms, two College Council representatives who serve one-year terms, two Alumni Association who serve one-year terms and the Alumni Association president, one faculty member serving a three-year term and one student serving a one-year term. They elect the Board of Directors which is comprised of seven at-large and three ex-officio members. The President of the College and two members appointed by the President serve one-year terms as ex-officio members. The Board elects four officers annually from among the seven at-large members to serve as the Executive Committee, specifically president, vice-president, treasurer and secretary.

### **Cobleskill Auxiliary Services**

Purpose - To establish, operate, manage and promote educationally related services for the benefit of the campus community and to aid students and faculty in the development of auxiliary services.

Composition - All Directors shall be at least eighteen (18) years of age. The Board shall be composed of members of each of the following constituencies:

- a. Four (4) student directors
- b. Four (4) academic directors
- c. Four (4) management confidential directors
- d. The College President and one member of the College Council are ex-officio members of the Board of Directors.

Eligibility - The directorship of the Corporation shall be open to all full-time members of the student body, academic employees, and management confidential employees, who qualify under Law. There shall be twelve (12) directors as follows:

- a. Student Directors - Student directors shall consist of four (4) full-time matriculated students with a GPA of 2.00 or above - (two [2] first year students and two [2] upperclassmen), to be elected for one-year terms. One (1) of the student directors shall be the President of the Student Government, one (1) shall be a Bachelor of Technology student and one (1) shall be a commuter student. Student directors shall be elected, appointed or terminated by Student Government prior to the Annual Meeting of the Corporation.
- b. Academic Directors. Four (4) full-time academic employees who may be teaching or non-teaching (including librarians) faculty members of the College, to be nominated by the Constitution and By-Laws of the Faculty of the State University College of Agriculture and Technology at Cobleskill, New York. The Academic members shall be established so that one-half shall serve for the balance of the fiscal year in which they are elected and one (1) shall be established so that one-half shall serve for the balance of the fiscal year in which they are elected and one (1) additional year, another one-half of the directors shall serve for the balance of the fiscal year in which they are elected and two (2) additional years.
- c. Management Confidential Directors. Four (4) full-time management confidential employees shall be appointed to one-year terms by the Chief Administrator of the College prior to the Annual Meeting of the Board.

## **SECTION 3 - Faculty Senate of the State University of New York**

### **ARTICLE I - ESTABLISHMENT AND PURPOSES**

Section A. Establishment. The University Faculty Senate, hereafter called the Senate, is established by the *Policies of the Board of Trustees of the State University of New York*, hereafter called the *Policies*, in Article VII, Title A as:

1. Name. There shall be a University Faculty Senate of State University of New York.
2. Purposes. The Senate shall be the official agency through which the University Faculty engages in the governance of the University. The Senate shall be concerned with effective educational policies and other professional matters within the University.

### **ARTICLE II - SENATE MEMBERSHIP AND ELECTIONS**

Section A. Membership - The Senate is composed of the President; Vice President/Secretary; and Senators as specified in Article VII, Title B of the *Policies*. The immediate past President and immediate past Vice President/Secretary shall be non-voting Members of the Senate for one term of two years by reason of office. Committee Chairpersons who are not Senators shall be non-voting Members of the Senate by reason of office. Members of the Senate, elected or appointed, fulfill the purpose of the body, but no Member has the authority to speak in its name, other than the President or designee specified in these *Bylaws*.

Section B. Appointment and Election of Senators - The appointment and election of Senators shall conform to Article VII, Title B of the *Policies*.

1. Composition. The Senate shall consist of the Chancellor of the University, two representatives having University-wide responsibilities and representatives from each State-operated unit and contract college in numbers determined as follows:
  - a) One representative from each unit, independent of the size of the professional staff.
  - b) Additional representatives shall be authorized from units on the basis of the number of full-time professional staff according to the following: a second representative for units whose full-time professional staff is greater than or equal to 600 but less than 1,100; a third representative for units whose professional staff is greater than or equal to 1,100 but less than 1,600; and a fourth representative for units whose professional staff is greater or equal to 1,600.
2. Election and Appointment. The Chancellor of the University shall appoint the two University representatives and the two alternate University representatives having University-wide responsibilities. The professional staff of each State-operated unit and contract college shall, by secret ballot and majority of those voting, elect their own representatives and alternates in a manner that shall be further specified in the bylaws of each unit's faculty, provided that the alternate representatives shall serve for the same term as the representatives for whom they are alternates. Alternate representatives shall serve in the absence or inability to act for the representative for whom they are alternates and, in that event, such alternate representatives shall exercise all the powers and duties of the representatives for whom they are alternates.

3. Terms. The University representatives shall serve at the pleasure of the Chancellor of the University. Each representative of a State-operated unit or contract college shall serve for a term of three years; provided however, that no such representative shall serve as a member of the Senate after termination of employment in the unit which the representative was elected.
4. Reelection. An elected representative who has served a full three-year term or major fraction thereof shall be eligible to serve a second consecutive three-year term. Representatives shall not be eligible to serve again as members of the Senate until the expiration of one year from the end of their last preceding term. Representatives who have served only a minor fraction of one three-year term may serve for two additional three-year terms.
5. Vacancies. If a leave of absence or other reason will prevent a Senator or alternate from performing the duties of the office for a period of one academic year or longer, the position will be declared vacant and a new election will be held to fill the remainder of the unexpired term. An individual currently serving as an alternate may run in the election for a Senate seat that has been vacated in this manner. In the event that both the Senator and the alternate are simultaneously unable to represent the campus for a period in excess of four months during the academic year, both offices will be declared vacant and the unexpired term will be filled by a new election.

Section C. Notice of Vacancies - By February 1<sup>st</sup> of each year, the President of the Senate shall send to the Senators and administrative heads of those units for which vacancies will occur on July 1, a notice to this effect, with a request that the election of a Senator and alternate be held, and the results of the election transmitted to the President of the Senate by April 1<sup>st</sup>.

#### Section D. Membership by Reason of Office

1. Immediate Past President and Immediate Past Vice President/Secretary. The immediate past President and immediate past Vice President/Secretary shall serve as non-voting Members of the Senate by reason of office for one term of two years.
2. Chairpersons of Standing Committees. Those Chairpersons of Standing Committees who are not elected Senators shall serve as non-voting Members of the Senate by reason of office.

### **ARTICLE III - OFFICES AND ELECTIONS**

Section A. Election of Senate Officers - In accordance with *Policies*, Article VII, Title C:

1. *President of the Senate* - Before July 1 of each odd-numbered year, the Senate shall elect one of its elected members as President of the Senate for a term of two years. Upon election as President to the Senate, the elected member shall vacate the position as the representative of their unit in the Senate. The President of the Senate shall preside at all meetings of the Senate and shall exercise such other powers and duties as may be vested in the President by this Article and the bylaws of the Senate. The President shall be an *ex officio* member of all Senate committees. The President of the Senate may be reelected for a second term but may not thereafter be eligible for a successive term.
2. *Vice President/Secretary* - Before July 1 of each even-numbered year, the Senate shall elect one of its elected members to serve as Vice President/Secretary for a term of two years. The Vice President/Secretary shall take and keep minutes of the Senate and shall exercise such other powers and duties as the Senate shall provide in its bylaws. The Vice President/Secretary shall serve as the President of the Senate during that officer's absence or inability to act. Any regular member of the Senate is eligible to serve as Vice President/Secretary for one year beyond the expiration of their three-year term as a

Senate member. In such case the Vice President/Secretary shall become a nonvoting member of the Senate and the unit shall be represented by a regularly elected successor.

3. *Vacancies* - A vacancy in the office of President or Vice President/Secretary shall be filled for the unexpired term in the same manner as the original election, at the next succeeding meeting of the Senate following the occurrence of the vacancy. In the interim, the Executive Committee shall elect one of its members to serve in an acting capacity until the vacancy is filled.

Section B. Elections - Election to the offices of the Senate and its Executive Committee for terms beginning July 1 shall be held during the Spring Meeting of the Senate. The order of elections shall be: officer positions, then elected members of the Executive Committee.

Section C. Nominating Committee

1. Annual Nominations. All Senators in the last year of their terms shall constitute the Nominating Committee. The President shall designate the Chairperson of this committee from among those eligible to serve on the committee. The committee shall include at least one member from an institution in each of the groups specified in Article VIII, Section B of these *Bylaws*. The committee shall meet at the Winter Meeting of the Senate and shall seek to nominate at least two candidates for the appropriate officer's position. The Chairperson of the Nominating Committee shall request that each candidate prepare and submit for distribution to Members of the Senate a vita and statement of candidacy, each not to exceed one page. These shall arrive at the Senate office at least four weeks prior to the spring meeting of the Senate.
2. Nominations for Vacancies. When an Officer of the Senate vacates their position during a term, the Executive Committee shall appoint an Intraterm Nominating Committee composed of members of the immediately previous nominating committee who continue to serve as elected Members of the Senate or who are elected Members of the Senate serving the final year of their terms, and appoint one as chairperson. The committee shall include at least one member from an institution in each of the groups specified in Article VIII, Section B of these *Bylaws*. The intraterm committee shall have the duties specified in number 1 of this section.

Section D. Conduct of Elections - It shall be the responsibility of the Nominating Committee or Intraterm Nominating Committee to conduct all elections for Officers of the Senate and Members of the Executive Committee at meetings of the Senate.

Section E. Method of Elections - Elections shall be by secret ballot of the Senate as a whole, and a majority of the votes cast shall be required for election. If no candidate for an office or position receives a majority of the votes cast, then the candidate who received the lowest number of votes shall be removed from the slate, and the election repeated until a candidate receives a majority of the votes cast. If there is only one candidate for a position as Member of the Executive Committee, and if there is no objection from the floor, the Senate may authorize the Vice President/Secretary to cast a single ballot for that candidate.

Section F. Nominations for Members of the Executive Committee.

1. Nominations. Candidates for the elected positions on the Executive Committee shall be nominated by their respective groups of institutions outlined in Article VIII, Section B, of these *Bylaws*. Additional nominations from the floor for each position to be filled shall then be accepted.

2. Vacancies. An intraterm vacancy on the Executive Committee shall be filled by the Executive Committee following a call for nominations by the Senators from the group of institutions represented by the position. The Senators of that group shall consult and propose one or more nominees for consideration by the Executive Committee, and may do so by electronic means. The Executive Committee shall elect such a nominee to serve until the next regular meeting of the Senate, at which meeting an election shall be held to fill the vacancy for the remainder of the term.

#### **ARTICLE IV - AGENDA FOR REGULAR MEETINGS OF THE SENATE**

Section A. Meetings - In accordance with Article VII, Title D, Section 1 of the *Policies*:

The Senate shall meet at least twice a year at such times and places as shall be determined by the Executive Committee. Special meetings of the Senate may be called in accordance with the provisions of the *Bylaws*.

Section B. Meetings Agenda - At least ten calendar days prior to a regular meeting of the Senate, the President shall send the proposed agenda to the Members of the Senate. The agenda for all Senate meetings shall provide, as a priority order of business, an opportunity for the Chancellor to report to the Senate. The agenda shall be approved by the Executive Committee prior to the opening of the Senate meeting; the committee may modify the proposed agenda by adding or deleting items. Requests for changes may be submitted to the Executive Committee in writing or electronic text by any Member of the Senate no later than three days before a meeting of the Senate. The Senate may, by two-thirds vote, modify the agenda approved by the Executive Committee. Floor resolutions arising out of discussion during the normal course of business shall require only a majority vote to be considered.

#### **ARTICLE V - SPECIAL MEETINGS OF THE SENATE**

Section A. Calling Special Meetings - Special meetings of the Senate may be called by the Executive Committee or shall be called by the President when petitioned by at least one-fourth of the Members of the Senate. The petition shall state the matters to be addressed by the special meeting. Special meetings may also be called by the Chancellor. Special meetings shall be held at times and places designated by the Executive Committee.

Section B. Agenda for Special Meetings - The agenda for a special meeting of the Senate shall be contained in the call for the meeting. Additional items may be added to the agenda by the vote of three-fourths of the voting Members present.

#### **ARTICLE VI - DUTIES AND RESPONSIBILITIES OF SENATORS**

The duties and responsibilities of Senators shall include representation of their constituents, bringing to the Senate matters of concern from their constituent campuses, and reporting fully and regularly to their constituents on the activities of the Senate.

#### **ARTICLE VII - DUTIES AND RESPONSIBILITIES OF SENATE OFFICERS**

Section A. President. The President is the Presiding Officer of the Senate, shall preside at all the meetings of the Senate and shall exercise such other powers and duties as may be vested by this Article and the *Bylaws* of the Senate. The President shall be an *ex officio* member of all Senate committees, shall serve as the Chairperson of the Executive Committee and have such other duties as the Senate or Executive Committee shall assign. The President shall communicate the resolutions of the Senate to the persons or bodies to whom those resolutions are directed and shall monitor the disposition and implementation of its actions.

Section B. Vice President/Secretary. The Vice President/Secretary shall make and keep the minutes of the Senate, shall exercise such powers and duties as the Senate shall provide in its *Bylaws*, and shall serve as President of the Senate during that officer's absence or inability to act. The Vice President/Secretary shall preside over the Executive Committee in the absence of the President.

## **ARTICLE VIII - MEMBERSHIP, RESPONSIBILITIES, AND DUTIES OF SENATE STANDING COMMITTEES**

Section A. Committees - In accordance with Article VII, Title D, Section 2 of the *Policies*. The Senate may establish such standing committees as it deems advisable and shall prescribe the functions of such committees. One such committee shall be the Executive Committee. The chairpersons and members of all other standing committee shall be appointed by the Executive Committee and shall serve for terms of one year commencing July 1st of each year. Committee members shall be eligible for reappointment.

Section B. Executive Committee - There shall be an Executive Committee of the Senate which shall be comprised of the President of the Senate; the Vice President/Secretary; one of the two University-wide Representatives whom the Chancellor shall designate to serve; and one Senator representing each of the groups of institutions specified in #1 of this Section B, who shall be elected by the Senate. The President shall serve as Chairperson of the Executive Committee. The elected Senators shall serve one year terms commencing July 1 of each year. They shall be eligible for reelection as Members of the Executive committee. The immediate past President and immediate past Vice President/Secretary shall serve as non-voting Members of the Executive Committee for one term of two years by reason of office.

1. Elected Representatives. To determine the elected representative Members of the Executive Committee, the institutions comprising the state-operated and statutory colleges of the State University of New York shall be organized into the following groups, each of which shall be represented by one Member of the Executive Committee (See Article III, Sections B, D E and F for election procedures):

### **Group 1. University Colleges**

State University College at Brockport  
State University College at Buffalo  
State University College at Cortland  
State University College at Empire State College  
State University College at Fredonia  
State University College at Geneseo  
State University College at New Paltz  
State University College at Old Westbury  
State University College at Oneonta  
State University College at Oswego  
State University College at Plattsburgh  
State University College at Potsdam  
State University College at Purchase

### **Group 2. Health Science Centers**

State University of New York College of Optometry  
State University of New York Health Science Center at Brooklyn  
State University of New York at Buffalo Health Sciences Center  
State University of New York at Stony Brook Health Sciences Center  
State University of New York Health Science Center at Syracuse

**Group 3. Colleges of Technology/Agriculture**

State University of New York College of Technology at Alfred  
State University of New York college of Technology at Canton  
State University of New York College of Agriculture and Technology at Cobleskill  
State University of New York College of Technology at Delhi  
State University of New York College of Technology at Morrisville

**Group 4. Specialized and Statutory Colleges**

State University of New York College of Technology at Farmingdale  
State University of New York maritime College  
State University of New York Institute of Technology at Utica/Rome  
New York State College of Agriculture and Life Sciences at Cornell University  
New York State College of Ceramics at Alfred University  
New York State College of Human Ecology at Cornell University  
New York State School of Industrial and Labor Relations at Cornell University  
New York State College of Veterinary Medicine at Cornell University

**Group 5. University Centers**

State University of New York at Albany  
State University of New York at Binghamton  
State University of New York at Buffalo  
State University of New York at Stony Brook

2. Responsibilities and Duties. It shall be the responsibility of the Executive Committee to conduct business when the Senate is not in session. In addition, the Executive Committee shall have the responsibility:
- (a) To appoint members of such standing committees as may be established by the Senate and to direct the activities of such committees. The incoming and continuing officers of the Senate (President or Vice President/Secretary) and the incoming members of the Executive Committee, in consultation with the outgoing members of the Executive Committee, shall select the Chairpersons and members of the Standing Committees. Committee members shall be eligible for reappointment.
  - (b) To advise the President on creating and staffing ad hoc committees of the Senate and also directing the activities of such committees.
  - (c) To meet when deemed necessary by a majority of the Executive Committee or the Chairperson of the Executive Committee at times and places designated by the Chairperson of the Executive Committee.
  - (d) To report to the Senate on the Committee's activities since the last meeting of the Senate and on any actions it has taken in the name of the Senate.
  - (e) To approve the agenda for Senate meetings.
  - (f) To exercise such other powers and duties as may be conferred upon it by the Senate. Among such duties is its charge to act as the Committee on Committees of the body with power to counsel Standing Committees, Ad Hoc Committees, chairpersons, and committee members.

## **ARTICLE IX - AD HOC COMMITTEES**

Section A. Ad Hoc Committees shall be created by either of the following procedures:

1. The President in consultation with the Executive Committee shall appoint and charge ad hoc committees.
2. The President, by a two-thirds vote of the Senate, and in consultation with the Executive Committee, shall appoint and charge ad hoc committees.

## **ARTICLE X - REPORTS AND RESOLUTIONS**

Section A. Reports. All committee reports shall be presented in writing to the Senate at regular meetings and be received by a majority vote. Apart from reception by a majority vote, committee reports require no further action by the Senate.

Section B. Resolutions - Resolutions are actions adopted by a majority vote of the Senate or by larger majority vote when required by these Bylaws or the parliamentary authority. Proposed resolutions shall be submitted separately from committee reports or any other materials. The President shall communicate the resolutions of the Senate to the persons or bodies to whom those resolutions are directed and shall monitor the disposition and implementation by those persons or bodies of its resolutions.

## **ARTICLE XI - QUORUMS AND ACTIONS**

Section A. Quorums for Meetings - A quorum for the transaction of business at any meeting of the Senate, its Executive Committee, and of any committees of the Senate, shall be a majority of the voting members of each body.

Section B. Actions - Unless specified otherwise in these Bylaws, the act of a majority of the members present and eligible to vote at any meeting of the Senate, the Executive Committee, or committees of the Senate, shall be the act of that body.

Section C. Electronic Meetings. – Committees of the Senate may conduct meetings and distribute materials to be considered by electronic means. Members of a committee may similarly participate in meetings they are unable to attend in person. Committees may conduct discussions of and with the consent of two-thirds of their members vote on reports or proposed Senate resolutions by electronic means.

## **ARTICLE XII - RULES OF PROCEDURE**

Procedures at meetings of the Senate and Senate committees shall be governed by the most recent edition of *Robert's Rules of Order, Newly Revised*, except as otherwise provided by these *Bylaws*. The Senate shall have a parliamentarian selected by the President in consultation with the Executive Committee.

## **ARTICLE XIII - AMENDMENTS**

Section A. Procedures for Changes of Bylaws - In accordance with Article VII, Title E, Section 1 of the *Policies*:

The Senate may adopt, amend, or repeal such bylaws as it deems advisable, consistent with this Article VII, governing its activities and procedures.

1. Proposed changes shall be submitted to the Executive Committee not later than one month in advance of any regular meeting of the Senate. Amendments so submitted shall be introduced at one meeting of the Senate and voted on at the following Senate meeting.
2. Amendments submitted in accordance with paragraph 1 above shall be reported to the Senate by the Executive Committee, with recommendation.
3. Amendments offered in accordance with paragraphs 1 and 2 above shall be adopted by a two-thirds vote of the Members present and voting.

Section B - Procedure for Changes to Article VII of the *Policies of the Board of Trustees*. In accordance with Article VII, Title F of the *Policies*:

Proposed amendments to this Article may be recommended to the Board of Trustees by a majority vote of the Senate. The Chancellor shall transmit proposed amendments to the Board of Trustees with recommendations. Amendments, in such form as approved by the Board, shall become effective if ratified by the professional staff of a majority of State-operated units and contract colleges, by secret ballot, within such time period not in excess of one year as may be fixed by the Board of Trustees.

*These Bylaws incorporate all amendments adopted by the University Faculty Senate at its **January 2007** Plenary Meeting.*

The faculty Senate is an organization composed of faculty elected representatives from each State-operated unit. The composition, purposes and operational procedures of the Faculty Senate are delineated in Article VII of the current *Policies of the Board of Trustees*. The essence of its purpose is to consider matters of mutual interest to the faculties of the University. The elected President presides at Senate meetings and, with the Executive Committee, supervises the committee structure. The standing committees of the Senate include:

- Committee on Undergraduate Academic Programs and Policy
- Committee on Graduate Programs and Research
- Committee on University Operations
- Committee on University Programs and Awards
- Committee on Student Life

Faculty are encouraged to serve on these committees. Nominations are solicited each spring (April) by the Faculty Senator.

#### **SECTION 4 - Constitution and By-Laws of the Faculty of SUNY Cobleskill**

**PREAMBLE** - The Constitution and By-Laws have been developed to establish the basis and provide the means by which the Faculty of the State University of New York College of Agriculture and Technology at Cobleskill can govern itself as a body within the College, involve itself in the governance of the College, and carry out its responsibility to participate in the development of the educational program of the College and to conduct this program.

The Constitution and By-Laws are in accordance with the requirements and policies of the Board of Trustees of the State University of New York.

## **ARTICLE I - NAME**

The Name of this organization shall be THE FACULTY of the State University College of Agriculture and Technology at Cobleskill.

## **ARTICLE II - PURPOSE**

**Section 1:** To study problems and to help formulate policies of the College pertaining to the development and conduct of the educational program.

**Section 2:** To provide the faculty with an opportunity for expression of personal or professional interests and to take any action deemed necessary.

## **ARTICLE III - VOTING FACULTY**

The voting faculty of the College shall be composed of:

- A. The Chancellor of the University and the chief administrative officer of the College; and
- B. All members of the professional staff of the College, including part-time lecturers with 2 year appointments, except: Management Confidential, Assistant Instructors, part-time instructors, interns without SL rank, technical assistants and persons having temporary appointments. On this basis faculty are categorized as follows:
  - 1. Academic employees (full-time faculty, librarians, part-time lecturers with 2 year appointments).
  - 2. Professional employees (professional personnel, instructional support staff, interns with SL rank).

## **ARTICLE IV - OFFICERS**

The Officers of this organization shall be the College President, Presiding Officer, and Secretary.

## **ARTICLE V - FACULTY REPRESENTATIVES**

These representatives will represent the faculty in their respective organizations, a University Faculty Senator, University Faculty Senator Alternate, two Cobleskill Auxiliary Services representatives, a College Foundation representative.

## **ARTICLE VI - AMENDMENTS**

This Constitution may be amended, repealed, or altered in whole or in part by a two-thirds vote of the membership, and with the approval of the President of the College. An amendment may not be acted upon at the same meeting at which it is proposed. All proposed amendments must be presented in writing.

## **BY LAWS**

### **ARTICLE I - PARLIAMENTARY PROCEDURE**

Parliamentary Proceedings shall be according *Roberts' Rules of Order*, Newly Revised (1990).

## ARTICLE II - MEETINGS

**Section 1:** Faculty meetings shall be held at least three (3) times during the academic year and scheduled in the following manner: The regularly scheduled faculty meetings shall be convened on the officially announced date of return of the faculty for the commencement of *each* semester and at the *end* of the spring semester. Additional faculty meetings may be called at the discretion of the Presiding Officer after consultation with the Faculty Governance Executive Committee.

**Section 2:** Special meetings may be called by petition of at least 10 percent of the Faculty or by the Chairperson of the Faculty.

## ARTICLE III - ELECTION, DUTIES AND RESPONSIBILITIES OF OFFICERS

**Section 1:** Chairperson - The Chief Administrative Officer of the College shall be the Chairperson of the Faculty of the College.

**Section 2:** Presiding Officer - The Presiding Officer shall be elected in October for a term of two years and will take office on January 15. Following the election, the Presiding Officer-Elect will begin their transition to this leadership position by attending Executive Committee meetings and all other important administrative functions. Whenever the Presiding Officer is on leave for any reason or any length of time, the Faculty Senator will assume the role of Presiding Officer and the Alternate Faculty Senator will assume the role as Faculty Senator.

The Presiding Officer, Faculty Senator and Faculty Secretary will attend Governance Leadership meetings with the President, Provost and VP.

The roles of the Presiding Officer are to:

- a. preside at all meetings of the Faculty;
- b. serve as Chair of the Faculty Governance Executive Committee;
- c. make appointments to appointed faculty committees, with the consultation of the Faculty Governance Executive Committee;
- d. prepare and communicate the agenda for faculty meetings;
- e. represent the faculty at College Council meetings;
- f. represent SUNY Cobleskill at meetings of SUNY Local Governance Leaders.

**Section 3:** Secretary - The Secretary shall be elected in October (approved 8/08) for a term of two years, to coincide with the term of the Presiding Officer. The Secretary shall serve as Faculty Secretary, determine quorums and majorities and distribute meeting minutes. The Secretary shall post draft Faculty Meeting minutes on SharePoint within one month of that meeting and shall post official Faculty Meeting minutes on Faculty SharePoint within one week of approval by The Faculty. The Secretary shall send electronic and hard copies of the official Faculty Meeting minutes to the library for archival storage. The Secretary shall also coordinate all committee nominations and elections. The Secretary shall assume office duties as of January 15 and shall appoint a Secretary pro-tem at any time there will be an absence from duty. However, when the Secretary is on leave for more than one semester, an election will be held to fill the vacancy.

## ARTICLE IV - ELECTION, DUTIES AND RESPONSIBILITIES OF ELECTED REPRESENTATIVES

### Section 1: *Faculty Senator*

- 1.1 To determine the opinion of the Faculty on issues coming before the Senate;
- 1.2 To see that matters of concern to the Faculty are brought to the Senate for consideration;
- 1.3 To represent the Faculty at meetings of the Senate;
- 1.4 To report fully and regularly to the Faculty on the activities of the Senate;
- 1.5 To serve as an ex-officio member on the Faculty Governance Executive Committee.

In carrying out the above duties and responsibilities, the Senator should consult with and report to appropriate committees of the Faculty on activities of the Senate that fall within their areas of concern.

The Faculty Senator shall be elected in January for a three-year term of office commencing July 1.

**Section 2: *Faculty Senator Alternate*** - To serve in the absence of the Faculty Senator as prescribed in the Constitution of the University Faculty Senate. The Faculty Senator Alternate shall be elected in January for a three-year term of office commencing July 1.

**Section 3: *Cobleskill Auxiliary Services: Academic Directors of the Board.*** Four (4) full-time academic employees which may be teaching or non-teaching (including librarians) faculty members of the College, to be nominated by the Faculty Nominating Committee and elected by the Faculty as may be prescribed by the Constitution and By-Laws of the Faculty of the State University College of Agriculture and Technology at Cobleskill, New York. The Academic members shall be elected to serve two-year terms to begin at the next Annual Meeting of the Corporation and initially directors shall be established so that one-half shall serve for the balance of the fiscal year in which they are elected and one (1) additional year, another one-half of the directors shall serve for the balance of the fiscal year in which they are elected and two (2) additional years.

## ARTICLE V - COMMITTEES

### Section 1: **Participation**

- 1.1 Service on College Committees is a Faculty responsibility.
- 1.2 Membership on standing committees should be distributed as widely as possible among the total Faculty.
- 1.3 As a general principle, a Faculty member should not serve on more than one *standing* committee concurrently.
- 1.4 On those committees whose purview is campus-wide, membership will include other members of the campus community as appropriate. Nominations from CSEA/Council 82/PEF/Research Foundation will be submitted to the Executive Committee who will select the membership.

### Section 2: **Responsibilities**

- 2.1 Standing committees of the College are the means by which the Faculty make recommendations to the Chief Administrative Officer or their designee by initiation and development of policies in the different areas of College governance.
- 2.2 Standing committees, as representative groups of the Faculty, have the responsibility of promoting the best interests of their colleagues, of the students, and of the College as an educational institution.
- 2.3 Committee members should not be obligated to represent the views of any one faction, faculty, or administrative officer but should act as free agents who consider the expressed views of the total Faculty.
- 2.4 It is a committee's obligation to consult with the administrative officer whom it advises and to whom it makes recommendations.

- 2.5 Prior to May 31 of each year, the outgoing Chairperson shall call a meeting of all members of each committee and conduct an election of a Chairperson for the succeeding year.

### **Section 3: Membership**

- 3.1 Membership on standing committees shall be open to all members of the faculty pursuant to the composition of each committee.
- 3.2 On those committees whose purview is campus-wide, membership will include other members of the campus community as appropriate.

### **Section 4: Selection**

- 4.1 Election of members to elected standing committees shall be on the basis of departmental representation for academic committees and at-large for all other committees. Members will be elected either by the Faculty or by each department as specified for each committee under Section 7.
- 4.2 The Presiding Officer shall notify faculty of pending at large and area-specific committee vacancies by January 31. Election of department or school representative(s) to elected committees shall be held prior to March 1 by secret ballot in the manner of the collective bargaining unit elections. Election results shall be reported to The Faculty by March 1. Election of at-large members to standing committees and appointment to appointed committees shall be completed by May 1. Student members on committees shall be appointed by March 1 for terms to begin in fall semester. (approved 9/4/12)
- 4.3 In the Spring semester, the following committee membership shall be nominated and elected: Academic Personnel Policies, Academic Policies, Curriculum, Governance Executive, Facilities & Space, Fiscal Affairs and Strategic Planning (FASP), Professional Development & Training, and Technology. The following committees will be appointed: Cultural Diversity and Student-Faculty Judiciary. Service on these committees will not commence until the subsequent Fall semester.
- 4.4 Appointments to appointed standing committees shall be made by the College President in consultation with the Presiding Officer of the Faculty.
- 4.5 Selection for committee membership should be made with consideration of the following: a Faculty member's expressed interest for service on a particular committee; a Faculty member's past experience and educational background, if either or both of these make them especially qualified to serve on a particular committee; a Faculty member's other College or College-related assignments, duties and obligations; a Faculty member's seniority
- 4.6 When a department does not have sufficient eligible faculty to meet its membership obligations on committees requiring school representation, the necessary members shall be selected from the Faculty at-large.
- 4.7 Each Faculty member appointed to a committee should be notified of their appointment by the Faculty Governance Secretary.
- 4.8 A Faculty member should have the privilege of accepting or declining an appointment to a particular committee.
- 4.9 Vacancies on Elected Committees
  - A. Vacancies on elected committees for one full semester or less shall be filled through appointment by the Governance Executive Committee. Such position shall be filled with due consideration to the appropriate composition of the committee.
  - B. Vacancies on elected committees for more than one full semester shall be filled by the prescribed nomination and election procedures as if for a full term.
  - C. Vacancies on committees shall be defined as an open position created for any reason other than the expiration of a normal term of membership.

**Section 5: Reports**

- 5.1 Standing committees have an obligation to keep the Faculty informed of what they have been and are concerned with, and each committee should make at least one detailed and comprehensive report of its activities to the Faculty during each academic year.
- 5.2 Copies of the approved minutes of all standing committees, appointed committees, task forces, and ad hoc committees shall be posted on Faculty SharePoint within two weeks of committee approval and electronic and hard copies shall be sent to the library by respective committee secretary for archival storage. (approved 4/12)
- 5.3 When, on any committee, there is a minority in disagreement with a decision or recommendation of a majority of the committee, this minority may present a separate report setting forth its position and indicating the points on which it is not in agreement with the report of the majority.
- 5.4 The minutes and reports of all standing committees shall be made available to all faculty members through the Library.

**Section 6: Committee Chairperson**

On all committees, an acting chair shall be appointed by the Presiding Officer of the Faculty.

**Section 7: Operational Guidelines**

- 7.1 If a majority of the committee petitions the chairperson, a meeting must be called.
- 7.2 Committee members will determine what items are established for the agenda and the priority of each item.
- 7.3 The committee will publish its own minutes by posting on Faculty SharePoint within two weeks of committee approval and will submit electronic and hard copies to the library for archival storage. (revised 4/12)
- 7.4 The administrative person whom the committee advises shall not be entitled to a vote on committee decisions.
- 7.5 Any faculty member may discuss an item of concern with a committee member and request committee consideration of the matter. This action shall not be construed as undue pressure on the committee.
- 7.6 The Chairperson of a committee, in consultation with the members of that committee, shall have the authority to request the appropriate office to replace any member who is not actively participating. (The Presiding Officer for appointed committees, the Governance Executive Committee for elected committees and Student Government for student members of elected committees.)
- 7.7 Committees may conduct meetings and distribute materials to be considered by electronic means.
- 7.8 Members of a committee may similarly participate in meetings they are unable to attend in person.
- 7.9 Committees may conduct discussions, and with the consent of a quorum of their members, vote electronically. (7.7, 7.8, 7.9 added July 2014)

## Section 8: Elected Standing Committees

### 8.1 Academic Personnel Policies Committee

#### Purpose

- A. To make recommendations, where appropriate under the negotiating contract, to the Faculty and the President on behalf of the Faculty on issues and policies pertaining to conduct such as:
- Professional rights, duties, obligations and responsibilities
  - Evaluation for reappointment of academic faculty
  - Professional conduct and ethics
  - Academic freedom
  - Appointment, promotion and termination of appointment
  - Sabbatical leaves of absence
  - Evaluation of reappointment, continuing appointment and promotional procedures for academic staff
  - Evaluation of substitute professional credit and waivers

**Note:** Any disagreement must be negotiated between Management at the State level (Management as defined in the contract), and the legally authorized negotiating agent.

- B. To review and evaluate faculty applications for promotion and teaching portfolio and recommendations of Deans/Department Chairs and departmental peer review on these evaluations for promotion, and the Vice President for Academic Affairs' certification of eligibility of the candidate.
- C. To consult with prior evaluators concerning the rationale for making recommendation choices.
- D. To afford a faculty member denied recommendation at any prior level of the process a hearing prior to final committee action, as well as an opportunity to meet with the committee after it has reached its decisions.
- E. To forward to the President, in writing, the committee's decisions to concur or not to concur with the prior recommendations within the process based on the criteria for promotion in Section VII of the *Faculty Handbook*, the written materials presented to the committee by both applicant and the evaluators, and the committee's consultative deliberations. A copy of the committee's decisions is to be sent to the Provost/Vice President for Academic Affairs.
- F. To meet with the President and Provost/Vice President of Academic Affairs when appropriate, and the prior evaluators to review the committee's decisions.
- G. To provide candidates and evaluators with information concerning the progress of the process and with a thorough explanation of the decisions that it makes. This explanation will include specific recommendations for improvement when warranted.

**Composition:** School representation based on a ratio of 1 representative for every 15 full time faculty and one librarian (representatives must be tenured). Terms for elected members shall be staggered evenly to provide continuity; there is a term limit of two consecutive three-year terms of service by elected members on this committee.

## 8.2 Academic Policies Committee

### Purpose

- A. Review and make recommendations for attendance policies regardless of delivery system.
- B. Review and make recommendations for enrollment, withdrawal, and waivers, not associated with administrative function (See Part III-Academic Policies, Sec. D)
- C. Review and make recommendations for student responsibilities, including academic integrity and appeals processes. (See Part III-Academic Policies, Sec. E) Review and make recommendations for grades, including appeals processes and grade transactions, change of grade. (See Part III-Academic Policies, Sec. H, I)
- D. Review and make recommendations for academic standing which includes terms, conditions, and appeals for probation and suspension (See Part III-Academic Policies, Sec. J)
- E. Review and make recommendations for graduation requirements not associated with participation in the graduation ceremony. (See Part III-Academic Policies, Sec. K)
- F. Make recommendations concerning Academic Policies to the Provost/Vice President for Academic Affairs

**Composition: Provost/Vice President for Academic Affairs (ex-officio, non-voting), eight teaching faculty, preferably one from each academic department, a librarian, a representative from EOP, the Registrar's Office and a student. Terms for elected members shall be staggered evenly to provide continuity; there is a term limit of two consecutive three-year terms of service by elected members on this committee.**

## 8.4 Curriculum Committee

### Purpose

- A. To review the educational objectives of the College and the philosophy underlying its academic programs.
- B. To be concerned with the overall development of existing and future curricula in respect to their fulfilling the objectives of the College and meeting the needs of both its students and society.
- C. To consider all proposals that would result in the substantive revision of a curriculum, specifically with respect to programs, courses or certificates.
- D. To make recommendations concerning the above to the Provost/Vice President for Academic Affairs.

**Composition: Provost/Vice President for Academic Affairs (ex-officio, non-voting), Registrar (ex-officio, non-voting), one teaching faculty from each academic department and one librarian. Terms for elected members shall be staggered evenly to provide continuity; there is a term limit of two consecutive three-year terms of service by elected members on this committee.**

## 8.5 Governance Executive Committee

### Purpose

- A. To act as a liaison between the President and the Faculty. The College President and Vice Presidents shall be invited to attend two meetings (one per semester) of the Executive Committee. The Presiding Officer, Secretary of the Faculty & Faculty Senator shall meet with the College President and Provost on a bi-weekly basis during the academic year, and shall report on all non-confidential matters to the Executive Committee.
- B. To be concerned with matters affecting the Faculty in the conduct of their professional duties and responsibilities in accordance with the Agreement.
- C. To receive recommendations from individual members of the Faculty for amendments to the Constitution and By-Laws and to originate and propose to the Faculty such amendments as the Committee deems necessary or desirable.
- D. To receive items from members of the Faculty which they wish to have brought before the Faculty and to forward such items to the Presiding Officer for listing on the agenda of the Faculty meetings.
- E. To act as a committee on committees to define areas of committee responsibility in order to eliminate duplication of effort, to advise the President on the need for the establishment of any new committee structure, and to otherwise provide for effective participation of the faculty through committees in developing policies of the College.
- F. To oversee committee elections and appointments.
  - 1. To nominate Faculty members to fill all non-appointive offices and/or positions on non-appointive committees.
  - 2. To present at least two candidates for each office or position to be filled.
  - 3. To solicit from members of the Faculty expressions of their interest in serving on particular appointed and elected committees and to consider those interested when making nominations for elected committees. To forward to the Presiding Officer the names of those interested in appointed committees.
  - 4. To prepare ballots for all Faculty elections.
- G. To act on behalf of the faculty when it is not possible to call a faculty meeting (summer, semester break). At such times the Executive Committee will be expanded to include the Department Chairs (provided they are not management confidential).

**Composition:** The Committee is comprised of the Chairs of the Standing Committees and Chairs of the Appointed Standing Committees. The Presiding Officer, the Secretary, and the Faculty Senator will serve as ex-officio members. The Presiding Officer will serve as Chair of the committee. Terms for elected members shall be staggered evenly to provide continuity; there is a term limit of two consecutive three-year terms of service by elected members on this committee.

## 8.6 Facilities and Space Committee

### Purpose

- A. To offer advice and recommendations intended to increase the quality and effective use of all campus facilities and space by integrating the strategies from the Strategic Plan into the Campus Facilities Master Plan.
- B. To assist the administration, in particular the Director of Facilities and Management and the Vice President of Operations, in the planning process for construction proposals. The proposals will be ranked according to priorities stated in the Strategic Plan and the Campus Facilities Master Plan.
- C. When there are planned changes to the overall appearance, functionality, or dedication of state owned buildings or land which is not incorporated as part of the Campus Facilities Master Plan, the proposed changes will be presented to the committee for its advice and/or recommendations during the development of the proposal as submitted using the Project Request Form under Facilities Management for new projects.
- D. To determine that all campus projects conform to the design and aesthetic standards in the Campus Facilities Master Plan.
- E. To promote sustainability and energy efficiency in the planning process of projects to better our environment. FSC members should be liaisons to other committee groups dealing with sustainability and energy efficient alternatives.

**Composition: VP for Operations (ex-officio, non-voting); fourteen additional members: Director of Facilities Management, Six from the teaching faculty with equal representation from each school; two from professional staff, two from CSEA/PBA, one from CAS, one from Educational Support Service; and one SUNY Cobleskill student. Terms for elected members shall be staggered evenly to provide continuity; there is a term limit of two consecutive three-year terms of service by elected members on this committee.**

## 8.7 Fiscal Affairs and Strategic Planning Committee

### Purpose

- A. To act as a liaison between the President and the Faculty on financial, strategic and budgetary matters.
- B. To participate in the development of procedures and to make recommendations concerning strategic planning and budgetary policies and procedures on the Cobleskill campus.
- C. To monitor the campus fiscal affairs and strategic plan to ensure that priorities and funding reflect the input and needs of faculty as well as administration. The College President and Cabinet shall be invited to FASP each semester to report on the progress of the Strategic Plan.
- D. To make recommendations regarding decisions necessary because of budget modifications.
- E. To keep the Faculty informed of strategic and financial matters through periodic reports.
- F. To conduct studies, investigations, and reviews to facilitate above.

**Composition:** Vice President for Administration and Finance, Controller or designee (ex-officio, non-voting), teaching faculty preferably one from each department, three professional staff, one CSEA/PBA staff, one Advancement Office representative, a librarian and a student. Terms for elected members shall be staggered evenly to provide continuity; there is a term limit of two consecutive three-year terms of service by elected members on this committee.

## **8.8 Professional Development and Training Committee**

### **Purpose**

- A. To review applications and make awards to eligible faculty and staff who apply for financial support from the Professional Development fund.
- B. To periodically review the Guidelines for Awarding of Professional Development funds and revise as appropriate. Also, to advise the campus community of these updates and to provide information about other sources of funding.
- C. To work with campus committees and other interested groups to help with the funding of group professional development and training activities.

**Composition:** Teaching faculty, two from each school, two professional staff, one management confidential employee, two CSEA/PBA members, one information technology representative and a student. Terms for elected members shall be staggered evenly to provide continuity; there is a term limit of two consecutive three-year terms of service by elected members on this committee.

## **8.11 Technology Committee**

### **Purpose**

- A. To provide long and short-range planning advice for implementation and policy related to technology issues that support the academic functions on campus.
- B. Monitor and make specific recommendations for that portion of the funding from the Student Technology Fee.
- C. Prepare and present the annual budget at the last faculty meeting of the academic year.
- D. Submit the annual Technology Committee Report and other reports as requested to the Executive Committee.

**Composition:** Teaching faculty, three elected from each school, preferably from different departments, a representative appointed from each of the following areas: ITS Support Staff, Director of ITS (ex officio, non-voting), Assistant Director of Technology Services, Instructional Technologies Coordinator, representative from the Business Office, Educational Support Services, Student Affairs, Library, and a student. Terms for elected members shall be staggered evenly to provide continuity; there is a term limit of two consecutive three-year terms of service by elected members on this committee.

## **Section 9: Appointed Standing Committees**

### **9.1 Cultural Diversity**

#### **Purpose**

To promote the respect and understanding of all cultures, lifestyles, origins, abilities, orientations and beliefs in an effort to foster growth, development, and equity among all members of the community. The Committee shall serve in an advisory capacity to the Quality of Student Life Committee and Faculty Governance and the President of the college.

**Composition:** Members will be appointed for a 3-year term from those who express interest. Every effort will be made to have a committee which reflects the diversity of the campus.

### **9.2 Student-Faculty Judiciary**

#### **Purpose**

A. To act as a Student-Faculty Judicial Board to consider:

- Cases referred to it by other campus judicial boards;
- Cases referred to it by a member of the campus community

**Composition:** Three Boards are constituted. Each Board has five members: Chief Justice (faculty member), one (1) Faculty/Staff, one (1) Resident Director, and two (2) Students.

Operational guidelines are stated in the *Student Handbook*.

## **Section 10: Special Appointed Action Groups**

The College President, in consultation with the Presiding Officer and Executive Committee, may appoint members to serve on Action Groups or Ad Hoc Committees to work on problems of a seasonal nature, those of a temporary nature, and such others as are deemed necessary in the operation of a unified College.

## **ARTICLE VI - VOTING**

**Section 1:** All decisions shall be made by a majority vote, that is, a majority of votes cast, excluding blanks, of the voting faculty qualified to vote as stated in Article III of the Constitution.

**Section 2:** Voting for officers and committee members shall be by secret ballot.

**Section 3:** In elections, if no candidate receives a majority vote on the first ballot, those candidates (ranked highest to lowest) whose votes total up a majority of the votes cast, will be retained on subsequent ballots until the election is decided.

**Section 4:** In elections, if a majority vote is obtained by more candidates than the number of positions to be filled, the candidate with the least votes will be eliminated, and a subsequent election will be conducted.

## ARTICLE VII - QUORUM

Those present at a meeting of the Faculty shall constitute a quorum.

## ARTICLE VIII - MINUTES

The complete minutes of each meeting of the Faculty shall be published and distributed to all members within two weeks of the meeting. These minutes shall be kept on file.

## ARTICLE IX - AMENDMENTS

The By-Laws may be amended, repealed, or altered in whole or in part by a simple majority of the votes cast by the membership, and with the approval of the President of the College. An amendment may not be acted upon at the same meeting at which it is proposed. All proposed amendments must be in writing

## ARTICLE X - AGENDA

**Section 1:** The order of the agenda for regular faculty meetings shall be as follows:

- Reading and approval of the minutes of the previous meeting
- Reports
- President
- Committees
- Other
- Unfinished Business
- New Business
- Announcements
- Adjournment

**Section 2:** Agenda items may be submitted by individual faculty members directly to the presiding officer and/or to the Faculty Committee for forwarding to the presiding officer.\*

**Section 3:** Under normal conditions, the presiding officer shall issue an announcement calling for agenda items for a faculty meeting not later than ten (10) days prior to the meeting and publish the agenda not later than three (3) work days prior to the faculty meeting. Wherever possible, all items requiring faculty action shall appear in written form.\*\*

**NOTE:** In accordance with the revision of Article X of the Policies of the Board of Trustees during the May, 1972 meeting, "By-Laws shall be consistent with and subject to the Policies of the Board of Trustees of the State University of New York, the laws of the State Of New York, and the provisions of agreements between the State of New York and the certified employee organization established pursuant to article 14 of the civil service law. Provisions of by-laws concerning consultation with the faculty shall be subject to approval of the chief administrative officer of the College. All actions under by-laws shall be advisory upon the chancellor and the chief administrative officer of the College."

\* As stated in the current Cobleskill By-Laws

\*\* As stated in Article III of the By-Laws Election, Duties and Responsibilities of Officers:  
Section 2: Presiding Officer

## **ROLE OF DEPARTMENT CHAIR**

### **ROLE**

The primary role of the department chair is to be an advocate of the department, and a liaison from the department to the dean, providing leadership to faculty, student and Department matters.

Each Chair carries a teaching load of no more than 9 contact hours/semester. More than that will result in extra service pay. Chairs will maintain a ten month contract, unless departmental needs require summer work, in which case a stipend will be paid.

## **DUTIES THAT DEPARTMENT CHAIRS ASSUME**

### **FACULTY**

1. Working with the dean, convene the department peer review committee in a timely fashion to address all promotion, reappointment, and tenure evaluations. Provide the dean with information for the faculty member's evaluation.
2. Involve faculty members in the decision making process of the department.
3. Coordinate the search and recruitment of prospective faculty.
4. Facilitate the flow of information to the Department members to inform them of department, college, and university plans and activities.
5. Help the dean, coordinate development of teaching schedules.
6. Communicate faculty expectations to the campus administration.
7. See that classroom evaluations are conducted for all faculty up for reappointment, promotion or continuing appointment and for all new adjunct faculty.

### **STUDENT**

1. Address the concerns and conflicts for faculty and student personnel matters.
2. Coordinate department representation at academic review.

### **PROSPECTIVE STUDENTS**

1. Coordinate department participation in student orientation programs, open house and accepted student days.

### **DEPARTMENT**

1. Plan for future departmental goals, curricula, personnel, equipment and fiscal needs.
2. Keep the administration fully informed of all relevant departmental matters and events.
3. Plan and conduct meetings.
4. Facilitate the evaluation and revision of curriculum, academic programs and courses.
5. Facilitate the development and discontinuation of programs and courses.
6. Review faculty/faculty and or faculty/student complaints.
7. Supervise and evaluate the performance of technical staff where appropriate.
8. Working with the dean, make recommendations regarding class-size policies and learning environment.
9. Assist the dean in the development and preparation of departmental public relations program with departmental course or program brochures, flyers, exhibits, etc.

10. Assist the dean with the development of course and program articulation guidelines with other institutions.
11. Inform administration of maintenance and repair needs of departmental lab and classroom equipment.
12. Supply departmental information for accreditation procedures.
13. Lead assessment processes to improve departmental offerings as appropriate.
14. Working with the dean, establish and meet with Department Advisory Committees as appropriate.
15. Working with faculty, develop department strategic plan.

## **BUDGET**

1. Working with dean, develop, allocate, and maintain the department budget.
2. Approve departmental purchase requests.
3. Identify the facilities and equipment needed to achieve departmental objectives in terms of approved programs.
4. Evaluate and revise, if necessary, equipment and fiscal needs.

## **Department Chair By-Laws**

### **I. NAME**

The name of the department shall be the Department of (Name).

### **II. MEMBERS**

- A. Members of the department shall be college faculty teaching undergraduate courses and/or engaged in projects related to <name>.
- B. Voting faculty of the department shall be those persons holding the rank of lecturer, instructor, assistant professor, associate professor, or professor engaged in full time teaching or equivalency, such as special projects. Members of the department will vote on extending voting privileges to temporary appointees.

### **III. DEPARTMENT**

- A. Term - Department Chair will serve a term of three years, renewable according to the will of the Department members, the Vice President of Academic Affairs and the President. In accordance with the Board of Trustees Policies, the President may relieve a chair of their duties at any time, with notification to the Chancellor.
- B. Selection
  1. By November 15<sup>th</sup> of the appropriate year, the Academic Vice President will announce the expiration of the term and elections for a new term of Department Chair. This will allow ample time for nomination and approval procedures to occur.
  2. The Department Chair nominee will be selected by a majority vote of their departmental colleagues. Department Chairs can vote for the Department Chair position.
  3. A facilitator will be selected from among the department members to conduct the nomination process.
  4. Candidates for Chair must be nominated by a member of the department, or they may nominate themselves.
  5. Candidates will make a statement in support of their candidacy.
  6. Voting will be by secret ballot. The candidate receiving the largest number of votes shall be declared the nominee for recommendation to the Academic Vice President by December 15<sup>th</sup>.

7. The name of the nominee, as well as a written statement prepared by the facilitator, will be forwarded to the Academic Vice President. The Vice President will forward the department's recommendation and their recommendation to the President.
8. The President will confirm/select the nominee or make a new recommendation.
9. If the President approves the Department's recommendation, a letter of appointment will be sent to the nominee. If a different individual is selected, the President will present rationale to the Department for their decision of the selection in order to facilitate a close working relationship with members of the Department.
10. Completion of the selection process must be done by February 1<sup>st</sup> to provide an opportunity to begin the fall scheduling process.
11. Formal appointment begins July 1<sup>st</sup>.

C. Replacement and Recall

1. When a Chair becomes vacant, the members shall select a nominee for replacement as per above.
2. A recall motion may be brought to the Department upon petition of two-thirds of the voting members (in departments with a membership of fewer than five, the quorum will be one-half). Notification of pending action shall be submitted to members two weeks prior to a specially scheduled hearing. A facilitator from the Department will officiate at this hearing. At the hearing, the Chair may speak in their own defense if they so desire. Within two weeks of the hearing, a secret ballot will be submitted to all voting members. A two-thirds vote (one-half quorum for small departments as above) shall be necessary for the action to be reported to the Academic Vice President, who will then transmit the report to the President of the College for appropriate action in accordance with policies of the Board of Trustees.

IV. MEETINGS

- A. Meetings shall be scheduled on a regular schedule in accordance with the campus calendar.
- B. Special meetings may be called by the Chair or faculty petition of 25 percent of the voting faculty.
- C. A quorum is two-thirds (one-half for small departments as above) of the voting faculty of the department.

V. EVALUATION

Evaluation of Department Chair shall be concluded by March 1<sup>st</sup> of the third year of appointment. Additional evaluations may be initiated by the Academic Vice President or two-thirds (or one-half as above) of the voting faculty of the department. The Academic Vice President facilitates the evaluation by seeking input from individual faculty members. Faculty evaluative comments shall remain confidential; however, a summary of the respective comments will be shared by the Academic Vice President with the Chair.

# ***PART II - PERSONNEL***

## **2.1 - Academic Employees**

### **Responsibilities of Academic Employees**

**Safety** - A faculty member is responsible for the safety of students and employees under their supervision. Besides insuring that appropriate safeguards are in effect, faculty are responsible for insuring that proper medical attention is given when an injury occurs and for completing, where applicable, the required accident report forms.

### **Personal Liability of University Employees**

Section #17 - Indemnification of Officers and Employees of the State

1. The state shall save harmless and indemnify all officers and employees of the state from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act by such officer or employee provided that such officer or employee at the time damages were sustained was acting in the discharge of their duties and within the scope of their employment and that such damages did not result from the willful and wrongful act or gross negligence of such officer or employee and provided further that such officer or employee shall within five days of the time they are served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy thereof to the attorney general.
2. Upon such delivery the attorney general may assume control of the representation of such officer or employee. Such officer or employee shall cooperate fully with the attorney general's defense.
3. This section shall not in any way impair, limit or modify the rights and obligations of any insurer under any policy of insurance.
4. The benefits of this section shall inure only to officers and employees of the state and shall not enlarge or diminish the rights of any other party.

### **Reference: New York Public Officers Law**

1. Article 7A (1977) of the State Finance Law allows any citizen, whether or not specially aggrieved, to bring an action against an officer or employee of the State who in the course of their duties has caused, is now causing, or is about to cause, a wrongful expenditure, misappropriation or any other illegal or unconstitutional disbursement of State funds or property. The statute permits the courts to require the offending employee to make restitution to the State for the value of the funds or other property unlawfully expended.

## **The following is a normal distribution of the responsibility of Teaching Faculty:**

1. Effective instruction is the primary responsibility of the teaching faculty. This includes:
  - a. Preparation, presentation, testing, evaluation and informing students of their progress.
  - b. Selection of texts and auxiliary materials.
  - c. Preparation of course outlines
    - An outline must be given to each student at the start of the semester/module
    - Outlines should be reviewed each year, and revised as needed.
  - d. Academic advisement.
  - e. Evaluation of student progress and performance via tests, reports, papers, observation, and other appropriate means.
  - f. Determining a course grade for each student.
  - g. Submitting a course grade for each student.
  - h. Hold classes as scheduled or by arrangement with instructor in accordance with state law.
  - i. Arrange for coverage whenever possible when a class must be missed.
  - j. Have 5 regularly scheduled office hours per week to meet student needs. Office hours should not conflict with regular meeting times or other regularly scheduled obligations.
  - k. Give accurate and timely advisement--including advisement activities during new student orientation; have extra office hours during the first week of classes for add/drop.
2. Participation in:
  - a. The developing of academic policies, procedures and regulations
  - b. The evaluation of courses and programs.
  - c. The planning of courses and programs in accordance with goals of the College and the SUNY Master Plan.
3. Professional Development
  - a. Teaching faculty should keep abreast of knowledge in their discipline, and in others, by a variety of means. These include: formal courses, informal courses, seminars, workshops, conferences, research, publications, artistic performances, individual study.
4. College Responsibilities
  - a. To serve on committees
  - b. To support and/or participate in activities
  - c. To supervise and guide student activities.
  - d. Regularly attend and participate in school, department and faculty meetings.
  - e. Share responsibility for Open House Days and/or Accepted Student Days when possible.

## **Academic Employee Workload**

Because of the diversity of requirements and demands arising from different programs and courses, it is not feasible to attempt to specify in terms of numbers of hours, students, and preparations, what an academic employee's workload should be. It is more appropriate under the circumstances to establish guidelines to be followed in establishing total workload. This total workload shall be determined by consultation between the academic employee and Dean and/or Department Chairperson. The following are offered as guidelines:

1. An academic employee's total workload should not be such as to adversely affect the quality of instruction.

2. There should exist no serious imbalances in workload among academic employees except under exceptional situations caused by necessity.
3. In the consultation between an academic employee and Dean and/or Department Chairperson regarding the teaching assignment, the following should be taken into consideration:
  - Number of contact hours
  - Number of different preparations
  - Number of students
  - Special requirements and demands of particular courses
  - Differences in scope or difficulty of courses
  - Other institutional services rendered by the academic employee
4. A reduction in teaching assignments should be made whenever the College draws heavily on an academic employee's energies and time in other areas, subject to resources available.

### **Board of Trustees Appointments, Reappointments, Promotion and Evaluation (Process) for Academic Employees**

1. Upon hiring, each academic faculty member will receive an “Initial Employment Status Form” based on information provided in the resume and application. This form will explain how many years will be granted for continuing appointment, based on guidelines in *Policies of the Board of Trustees of the State University*, Article XI, Title C, #3 which states:

Initial Appointment - A person who is appointed to a professional title in which permanent appointment may be granted, must be granted a temporary appointment for the first year of that person's employment in such title when the appointment is made to a position vacated by a professional employee who is serving a probationary appointment pursuant to Title C, section 5, or Title D, section 6; otherwise the person shall be granted term appointment, except where a temporary appointment is appropriate. Upon completion of the initial temporary or term appointment, the professional employee may be granted a further appointment in accordance with this Article. Service in a temporary appointment pursuant to this section shall be counted toward the satisfaction of the eligibility requirements for initial permanent appointment.

Service Credit will be granted for continuing appointment base on guidelines in *Policies of the Board of Trustees of the State University*, Article XI, Title B, #3 (d) which states:

Service Credit - (1) In determining eligibility for continuing appointment under subdivision (b) of this section, satisfactory full-time prior service in academic rank at another accredited academic institution of higher education may, at the request of the appointee and in the discretion of the Chancellor, or designee, be credited as service, up to a maximum of three years, at the time of appointment at a college. Waiver of all or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of initial appointment. (2) In computing consecutive years of service for the purposes of appointment or reappointment to the academic staff, periods of leave of absence at full salary shall be included; periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.



**INITIAL EMPLOYMENT STATUS FORM  
COLLEGE OF AGRICULTURE AND TECHNOLOGY  
COBLESKILL, NEW YORK**

Name

Date

**GRADUATE STUDY PRIOR TO EMPLOYMENT AT COBLESKILL**

YEAR	SCHOOL	MAJOR	SEM CR. HRS.	DEGREE

**UNDERGRADUATE STUDY**

YEAR	SCHOOL	MAJOR	SEM CR. HRS.	DEGREE

**TEACHING EXPERIENCE PRIOR TO EMPLOYMENT AT COBLESKILL**

DATES	EMPLOYER	DUTIES



## 2. **General Guidelines**

An academic employee's appointment, reappointment, promotion and evaluation are made on an individual basis in accordance with:

- a. Articles XI and XII of the current *Policies of the Board of Trustees of the State University*;
- b. Campus guidelines for eligibility for rank
- c. Campus guidelines for criteria for evaluation.

## 3. Evaluation

*Purpose:* The primary purpose of the evaluation system is self-improvement. Evaluation is also an integral part of the decision involving promotion and/or reappointment. The evaluation and subsequent recommendation of academic employees is primarily the responsibility of School Deans/Director of the Library after consultation with the Department Chairperson, if applicable. In cases of continuing appointment, the department must meet to review and recommend appointment.

*Professional growth conferences* shall take place at the request of the Dean, the Department Chairperson, the Director of the Library, or the academic employee. These conferences may occur as frequently as deemed appropriate and mutually convenient. A written summary of the personal conference shall be filed in the academic employee's personnel folder in the office of the Dean or Director of the Library, and in the official personnel file.

*Evaluation for reappointment:* Evaluation for reappointment shall take place each year the academic employee is eligible for reappointment. The evaluation will be completed prior to notification of change of contract status. An academic employee will be provided with a copy of the evaluation after the evaluation is discussed with the employee.

*Evaluation for promotion:* Academic employees seeking promotion must first be declared eligible for consideration. A completed "Promotion Eligibility Form" shall be submitted to the Department Chair by the third (3<sup>rd</sup>) Monday in November.

- The Department Chair signs the form to acknowledge the request for promotion and passes it along to the Dean who does the same.
- The form is then forwarded to the Provost/Vice President for Academic Affairs for verification.

After eligibility for promotion is verified by the Provost/Vice President for Academic Affairs, the approved form is returned to the academic employee with a copy to the Dean.

To complete the application process, the academic employee must submit a full and complete portfolio in accordance with the criteria and guidelines contained in the *Faculty Handbook* to the Provost/Vice President for Academic Affairs no later than the first Monday in April.

## **Reappointment and Promotion Review**

1. Department Chairs must present information to their respective members concerning any department faculty eligible for reappointment or continuing appointment and promotion applications. A review of this faculty member will be conducted by a Departmental Review Panel (DRP). The Departmental Review Panel may consist of all, or selected, members of the department to assess and discuss any concerns and to provide any recommendation or conditions to be met for a future reappointment term or promotion, if any. Membership composition is to be determined by the Department. **The faculty member eligible for review must submit** their full portfolio, including their completed self-evaluation and supporting documentation, to the DRP for evaluation. A vote will be conducted according to departmental guidelines and the results will accompany a written summary of any recommendations.
  - a. The DRP should generally be composed of faculty on continuing appointment; however, the composition is determined by the Department in accordance with Department Bylaws.
  - b. The completed “Departmental Peer Evaluation Form” with the results of the voting and the summary is returned to the academic employee who signs to acknowledge receipt and may attach a statement regarding the evaluation if they so wish.
  - c. The completed form and statement (if any) are added to the faculty member’s portfolio and it is forwarded on to the Dean for further evaluation.
2. The Dean or their designee will review the portfolio and complete the “Academic Faculty Evaluation Form” including a recommendation in favor of or against the action sought.
  - a. The evaluation is shared with the academic employee who signs to acknowledge receipt and may attach a statement regarding the evaluation if they so wish.
  - b. The completed form and statement (if any) are added to the faculty member’s portfolio and the complete package is forwarded to the Provost/Vice President for Academic Affairs.
3. The Provost/Vice President for Academic Affairs makes all evaluations available to the Academic Personnel Policies Committee.
4. The Academic Personnel Policies Committee will review faculty portfolios. The Committee will then make a decision to concur or to not concur, with the evaluator's recommendations based on the information provided.
  - a. The Committee will forward a short letter about the decision to the following: President, Provost/Vice President for Academic Affairs, Dean, Faculty member.
5. The Provost/Vice President for Academic Affairs will review all materials submitted and will forward a copy of their recommendation to the President and to the Faculty member.
6. The President has the responsibility for the final action on the recommendations.

<b>Timetable for Reappointments</b>			
	Faculty Year of Employment		
	1 year	2 years	More than 2 yrs.
Dept/School evaluation sent to Provost/VP for Academic Affairs	2 <sup>nd</sup> Monday December	2 <sup>nd</sup> Monday October	2 <sup>nd</sup> Monday March
Provost/VP for Academic Affairs forwards evaluation materials to APPC by	January 20	November 1	March 30
Faculty members review folder during	2 <sup>nd</sup> week February	2 <sup>nd</sup> week November	1 <sup>st</sup> week April
APPC reports to President by	February 15	November 15	May 1
President's letter to faculty <i>if non-renewal</i> not later than	March 1	December 1	August 31
Letter of Intent	June 3	June 3	June 3

**Notifications/Communications**

Written notice that a term appointment is not to be renewed upon expiration is to be given to the appointee by the President or their representative as soon as possible and not less than: Three months prior to the end of a term expiring at the end of such employee's first year of service within the University, but not later than March 1 for terms ending in June or August;

Six months prior to the end of a term expiring after the completion of one, but not more than, two years of service within the University, but not later than December 15 for terms ending in June, July, or August, and;

Twelve months prior to the expiration of a term after two or more years of service with the University.

At the beginning of each academic year, the Office of Human Resources will publish for academic employees a complete list of all promotions and appointments.

## **Criteria for Reappointment, Continuing Appointment, and Promotion**

*(Approved by the Faculty 3/28/13)*

The new criteria will be applied to Faculty members hired after the recommendations are approved by the Faculty (approved 3/28/13) and subsequently implemented by the administration (approved 6/3/13). Faculty hired before this date will be evaluated according to the current criteria in the 2007 Faculty Handbook for period of five (5) years, after which the new criteria will apply. The 2007 Handbook does not require a terminal degree for promotion to the higher ranks. As we do not wish to disadvantage current faculty and as the new guidelines do require a terminal degree for promotion beyond Assistant Professor/Senior Assistant Librarian, the 5-year grandfathering period is intended to allow current faculty reasonable time to earn promotion under the 2007 guidelines. Current faculty will not lose earned rank or continuing appointment at the end of the 5-year period. Faculty hired before June 2013 may choose to waive their right to a grandfathering period and be evaluated according to the new criteria immediately if they so wish. A letter to the Provost, copied to the faculty member's Dean and Department Chair, will suffice.

The guidelines consist of minimum eligibility requirements for each rank, followed by evaluation criteria in the areas of teaching/librarianship, scholarship, and service. An Advancement Evaluation table summarizing necessary ratings for advancement through the ranks is included, as is a new process for those wishing to appeal denial of reappointment, continuing appointment, or promotion.

### **Eligibility for Faculty Ranks**

**Lecturer** - The position of Lecturer signifies that an individual is an effective educator in their specialty area. A Lecturer will have experience in the field of specialization, or have established a reputation in the discipline. A minimum of a bachelor's degree in the discipline is required.

**Instructor/Assistant Librarian** - The rank of Instructor/Assistant Librarian signifies that an individual is an effective educator/librarian in their specialty area. Minimum qualification for the rank of Instructor is a master's degree. A bachelor's degree with specialization in the discipline is acceptable when the candidate has an established reputation in the field. Minimum qualification for the rank of Assistant Librarian is a master's degree from an ALA-accredited program in the field of information studies or directly related field.

**Assistant Professor/Senior Assistant Librarian** - The rank of Assistant Professor/Senior Assistant Librarian signifies that an individual is an effective educator/librarian in their specialty area and has demonstrated ability as a teacher/librarian. An Assistant Professor/Senior Assistant Librarian will have an earned doctorate or appropriate terminal degree in their discipline as determined by their department, or have completed all requirements for a doctorate but the dissertation (ABD), or have a master's degree with specialization in the field.

**Associate Professor/Associate Librarian** - The rank of Associate Professor/Associate Librarian signifies that an individual is an outstanding educator/librarian, an emerging scholar, and has a strong record of service to the College and the profession. At minimum, an Associate Professor/Associate Librarian will have an earned doctorate or appropriate terminal degree in their discipline as determined by their department, or have completed all requirements for a doctorate but the dissertation (ABD). It is preferred that the candidate also have six (6) years at SUNY Cobleskill or elsewhere at the rank of Assistant Professor/Senior Assistant Librarian.

**Professor/Librarian** - The rank of Professor signifies that an individual is an outstanding educator/librarian, an established scholar, and has a sustained record of service to the College and the profession. A Professor /Librarian will have an earned doctorate or appropriate terminal degree in their discipline as determined by their department. It is preferred that the candidate also have six (6) years at SUNY Cobleskill or elsewhere at the rank of Associate Professor/Associate Librarian and a minimum of twelve (12) years of teaching/ librarianship experience.

## **Areas of Evaluation**

**Teaching/Librarianship** - Teaching is a multifaceted activity that is composed of classroom teaching, working with students outside the formal classroom setting, advising students, and developing courses, curricula, and teaching materials. Librarianship is a multifaceted profession devoted to the furthering of the educational mission of the college. Responsibilities are comprised of but not limited to research and reference consultation, developing collections of both physical and online resources, information literacy integration, automated systems administration, budget management, and resource sharing at the local, regional, and national levels.

### **Criteria for Evaluating Teaching**

1. Exhibits instructional proficiency in speech, organization of material, style of presentation, and stimulation of critical thinking.
2. Displays in-depth knowledge of the content area.
3. Displays concern for student mastery of course material by employing current/proven pedagogical practices in classroom.
4. Exhibits concern for student mastery of course content by interacting with students outside of the formal classroom setting.
5. Engages advisees regularly on matters of course selection and career path.
6. Develops appropriate course content, curriculum, and/or teaching materials in support of instruction.
7. Creates and implements appropriate instruments for student assessment at appropriate intervals throughout the course, in keeping with best practices.
8. Adapts and enhances course content and delivery based on self-, student-, and peer-feedback.

The above criteria are meant to be illustrative not definitive. Documentation of the criteria may include but is not limited to: evaluations by students and peers; teaching-related awards; development of new courses and curricula; and supervision of student research.

### **Criteria for Evaluating Librarianship**

1. Displays in-depth knowledge in area of specialization.
2. Uses evaluations, suggestions, and criticisms from students and colleagues to improve operations and/or performance.
3. Manages area/s of responsibility by supervising and evaluating staff, and developing appropriate policies, procedures, and training materials.
4. Exhibits understanding of overall Library operations and demonstrates commitment to the Library's goals and services.
5. Leads new initiatives that enhance students' learning experience.
6. Engages in concerted efforts to integrate information literacy into the curriculum.

7. Creates and maintains instruments for assessing Library effectiveness.
8. Promotes Library services and resources to the entire campus community.
9. Develops liaison relationships with faculty and departments.
10. Develops programs and opportunities for the campus community to effectively use Library resources.

The above criteria are meant to be illustrative not definitive. Documentation of the criteria may include but is not limited to: evaluations by peers and supervisors; librarianship-related awards; development of internal library materials; and development of new programs and services.

**Scholarship** - Scholarship in higher education can result from a diverse set of activities including but not limited to research, publications, seminars, workshops, creative achievements, exhibition, and intellectual involvement in professional organizations or societies. The principal defining outcome of scholarship is the advancement of a body of knowledge and/or its application through a peer-adjudicated process.

### **Criteria for Evaluating Scholarship**

1. Pursues the advancement of the knowledge base and performance levels of content area.
2. Develops marketable instructional materials, or instruction materials used to enhance course presentation.
3. Creates peer-reviewed artistic works.
4. Invitations for professional presentations or performances
5. Produces articles in refereed or editor-evaluated publications.
6. Engages in successful grantsmanship.
7. Creates published (or selected unpublished) research, books, monographs, inventions, patented or copyrighted products, etc.

The above criteria are meant to be illustrative not definitive. Evidence of publication and research can include but is not limited to: journal articles; books; book chapters and reviews; off-campus presentation of scholarly papers; partnerships; and other peer-reviewed research activities.

**Service** - Service is the demonstration of leadership, involvement, and sharing of expertise with the College, the University, Community, and the Profession.

### **Criteria for Evaluating Service**

1. Participates and/or leads in campus governance.
2. Participates and/or leads in University governance.
3. Supports student organizations
4. Serves internal/external and public and/or private organizations.
5. Develops and implements local workshops.
6. Serves in professional organizations.
7. Participates in community affairs.
8. Testifies as an expert witness.
9. Serves on editorial boards.
10. Presents keynote addresses.

The above criteria are meant to be illustrative not definitive. Documentation of the criteria may include but is not limited to: correspondence; certificates; and official publications.

**Advancement Evaluation Table** - Ratings on evaluation forms are as follows: Minimally Effective, Effective, and Highly Effective

<i>Advancement Sought...</i>	<i>Criteria Evaluations Required in Teaching/Librarianship, Scholarship, Service...</i>
Earn reappointment or continuing appointment while Assistant Professor / Senior Assistant Librarian <b>or</b> promotion to Assistant Professor / Senior Assistant Librarian	No less than one-half of all ratings at the <b>Effective</b> level
Earn reappointment or continuing appointment while Associate Professor / Associate Librarian <b>or</b> promotion to Associate Professor / Associate Librarian	No less than two-thirds of all ratings at the <b>Effective</b> level
Earn promotion to Professor / Librarian	No less than two-thirds of all ratings at the <b>Highly Effective</b> level

**Appeals** - Faculty wishing to appeal denial of reappointment, continuing appointment\*, or promotion have two (2) weeks following the receipt of notification to submit a letter requesting a review to the Chair/s of the Academic Personnel Policies Committee. The letter should be copied to the Presiding Officer of the Faculty, Department Chair, Dean, Provost, and President. (\*If denial of continuing appointment is eligible for review under Article 33 of the UUP contract, that takes precedence and this appeals process does not apply.)

A tripartite Appeals Panel of tenured faculty shall be formed within one (1) month during the academic year. The Presiding Officer of the Faculty picks one member of the panel, the denied faculty member picks one member, and APPC picks the third. The panel then selects a chair (from the 3) and reviews all materials relevant to the case, including formal summary statements and copies of pertinent documents provided by the faculty member, administration, and APPC. Panel should request individual meetings with “all concerned” to conduct live interviews and consider testimony.

The recommendation of the Appeals Panel will be submitted to the President, with a copy to the faculty member, Department Chair, Dean, Provost, and APPC, no later than one (1) month following its initial meeting.

The President will respond to the individual requesting the appeal, with a copy to the Department Chair, Dean, Provost and APPC, no later than one (1) month following receipt of the Appeals Panel’s recommendation.

If the outcome of the appeal process goes against denied faculty member, that original decision, including any applicable timelines, shall stand.

## Academic Faculty Promotion Eligibility Form

Submit this form to your school Dean by the third (3rd) Monday in November. After eligibility is verified, include this form and the Provost's letter in your promotion materials (binder).

Name \_\_\_\_\_ Date \_\_\_\_\_

Academic Department/School \_\_\_\_\_

Current Rank \_\_\_\_\_

Seeking Promotion to: \_\_\_\_\_

Highest Earned Degree (specify discipline) \_\_\_\_\_

Number of credit hours earned beyond degree \_\_\_\_\_

### **SUNY Cobleskill Academic Employment History**

Date of Initial Term Employment \_\_\_\_\_

Initial Academic Rank \_\_\_\_\_

Date of Continuing Appointment \_\_\_\_\_

Number of years of teaching/librarianship experience at SUNY Cobleskill as of date of requested promotion \_\_\_\_\_

### **Teaching/Librarianship Experience Other than at SUNY Cobleskill:**

Years	School	Rank	Specialization

**Previous Promotions:**

To Assistant Professor/Sr. Assistant Librarian                      Date: \_\_\_\_\_

To Associate Professor/Associate Librarian                      Date: \_\_\_\_\_

Transcripts and other documentation to verify the above are in my file in the Office of Human Resources.

In accordance with the criteria in Part II of the Faculty Handbook, I, \_\_\_\_\_

request consideration for promotion to \_\_\_\_\_  
Rank

Signed/Date \_\_\_\_\_

Faculty Member

I acknowledge this request for promotion.

Signed/Date \_\_\_\_\_

Department Chair

Signed/Date \_\_\_\_\_

School Dean

I have reviewed the above and find minimum requirements for eligibility to be met and the entries to be correct.

Signed/Date \_\_\_\_\_

Provost/Vice President for Academic Affairs

***Form Applies Only to Faculty Hired BEFORE 2013-14 Academic Year***

**ACADEMIC SELF-EVALUATION AND  
PROFESSIONAL GROWTH PLAN**

**TO BE COMPLETED BY FACULTY MEMBER**

Name \_\_\_\_\_ Date \_\_\_\_\_

Current Rank \_\_\_\_\_ Department \_\_\_\_\_

Evaluation Form for period 20\_\_\_\_ through 20 \_\_\_\_

**PURPOSE OF EVALUATION**

The purpose of the self-evaluation document shall be to promote professional growth and to help provide a basis for the review of performance of the teaching faculty and librarians.

**DEFINITION FOR RATING CATEGORIES**

**O** *Outstanding* – Consistently exceeds performance expectations.

**HE** *Highly Effective* – Often exceeds the performance expectations.

**E** *Effective* – Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.

**NI** *Needs Improvement* – Does not always meet expectations. Immediate and substantive improvement in performance is required.

**U** *Unsatisfactory* – Fails to meet reasonable expectations. Immediate and substantive improvement in performance is required.

Evaluation to be used for:

\_\_\_\_\_ 1. Effectiveness and self-improvement

\_\_\_\_\_ 2. For promotion to \_\_\_\_\_

\_\_\_\_\_ 3. For reappointment to \_\_\_\_\_

\_\_\_\_\_ 4. For continuing appointment

\_\_\_\_\_ 5. Other (such as merit or sabbatical leave) \_\_\_\_\_

## *Category #1 – Effectiveness in Teaching/Librarianship*

Provide a variation and give examples for each criterion under documentation. Use additional pages if necessary. Refer to and add an appendix of sample items, etc., if desired.

- A. Long and short-term organization and preparation.
- B. Use of teaching/librarianship techniques appropriate to objectives and circumstances.
- C. Evaluation of student academic performance as noted by grading policies, adoption of various teaching methods, meeting learning needs of students. Refer to classroom observation form. (Use similar criteria for librarian evaluation of patron/employee performance).
- D. Availability to assist students (patrons) on individual basis.
- E. Definition and clarification of goals, objectives, and policies in academic/work responsibilities.
- F. Promotion of a stimulating environment for learning.
- G. Selection, integration, and adoption of available resources.
- H. Academic advisement. (May not apply to librarians.)
- I. Subject matter knowledge within field of specialization.

### **DOCUMENTATION**

## ***Category #2 – Professional Growth***

Check the items which apply to you. Each item checked must be documented in writing. Use additional pages if necessary. Add an appendix if desired.

Professional growth *within* field of specialization as evidenced by:

- |   |                                       |
|---|---------------------------------------|
| _____ A. formal academic work   | _____ G. formal research projects     |
| _____ B. workshops, seminars, and other educational experiences                       | _____ H. honors, awards, licenses     |
| _____ C. informal/independent academic work including reading, study, project, travel | _____ I. work/consultation experience |
| _____ D. sabbatical leave activities  | _____ J. artistic performance and     |
| _____ E. professional associations  | _____ K. grants (personal/academic)   |
| _____ F. professional writing   | _____ L. other _____                  |

### **DOCUMENTATION**

***Category #3 – Professional Service***

Check the items that apply to you. Each item checked must be documented in writing. Use additional pages if necessary.

\_\_\_\_\_ A. Department/School committees and service

\_\_\_\_\_ B. College service:

\_\_\_\_\_ 1. Faculty Governance offices held, committees, and service

\_\_\_\_\_ 2. UUP offices held, committees and service

\_\_\_\_\_ 3. Service with student groups

\_\_\_\_\_ 4. Other college service

\_\_\_\_\_ C. University service (SUNY-wide)

\_\_\_\_\_ D. Community service

\_\_\_\_\_ E. Grants

\_\_\_\_\_ F. Other \_\_\_\_\_

**DOCUMENTATION**

## ***Professional Growth Plan***

This form is to be prepared by the faculty member and jointly reviewed/revised by the faculty member and Department Chair and/or Dean to serve as a guideline for the next evaluation. Short and long range plans should reflect faculty goals. A change may be initiated by the faculty member and amended in consultation with the Dean/Supervisor while the plan is in effect.

Name \_\_\_\_\_

Initial Appointment Date \_\_\_\_\_ Current Date \_\_\_\_\_

This form, completed by the faculty member and jointly reviewed/revised by the faculty member, Department Chair and/or Dean, must be submitted to the Vice President for Academic Affairs by no later than June 1 of the initial year of appointment and by the same date for each evaluation thereafter.

### **Short Range Professional Growth Plans**

Describe in detail specific short range plans for professional growth during the coming academic year. Include separate sheet.

### **Long Range Professional Growth Plans**

Describe in detail specific long range plans for professional growth beyond the coming academic year. Include separate sheet.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

I reviewed this plan and agree \_\_\_\_\_ disagree \_\_\_\_\_ with the goals set forth. (See attached statement.)

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

I reviewed this plan and agree \_\_\_\_\_ disagree \_\_\_\_\_ with the goals set forth. (See attached statement.)

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

Copies of this completed form are to be retained by the faculty member, Department Chair, and Dean.



**SUNY  
Cobleskill**

**State University of New York  
College of Agriculture and Technology  
Cobleskill, New York**

**ACADEMIC FACULTY SELF-EVALUATION FORM, PROFESSIONAL  
GROWTH PLAN & ACADEMIC EMPLOYMENT HISTORY**

***TO BE COMPLETED BY FACULTY MEMBER***

Name \_\_\_\_\_ Date \_\_\_\_\_

Current Rank \_\_\_\_\_ Department \_\_\_\_\_

Evaluation Form for period \_\_\_\_\_ through \_\_\_\_\_

**PURPOSE & INSTRUCTIONS**

The purpose of the self-evaluation document shall be to promote professional growth and to help provide a basis for the review of performance of the teaching faculty and librarians.

Evaluation to be used for (Check all that apply):

- 1. Effectiveness and self-improvement
- 2. Promotion to \_\_\_\_\_
- 3. Reappointment to a \_\_\_\_\_ year term
- 4. Continuing appointment

Criteria listed are meant to be illustrative not definitive (refer to Faculty Handbook for Criteria for Reappointment, Continuing Appointment, and Promotion). Faculty should seek to include as many of the evaluation criteria as are applicable and add lines for any other criteria to be considered. APPC recommends a minimum of ten (10) criteria spread across the three (3) categories, with no less than four (4) in the Teaching/Librarianship category and two (2) in each of the others.

Each criterion chosen must be documented in writing and given a rating of HE, E, or ME. Use additional pages as necessary but do not exceed ten (10) pages of narrative for each category. Add an appendix of items referenced in your documentation and included in your folder.

**DEFINITIONS FOR RATINGS (Only the following ratings should be used):**

- HE** *Highly Effective* – Often exceeds the performance expectations.
- E** *Effective* – Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.
- ME** *Minimally Effective* – Does not always meet expectations. Immediate and substantive improvement in performance is required.

***Category #1a – Effectiveness in Teaching***

For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section that applies to you.

**Rating**

- \_\_\_ 1. Instructional proficiency in speech, organization of material, style of presentation, stimulation of critical thinking
- \_\_\_ 2. In-depth knowledge of content area
- \_\_\_ 3. Current/proven pedagogical practices
- \_\_\_ 4. Interacting with students outside of classroom setting
- \_\_\_ 5. Engaging advisees regularly

**Rating**

- \_\_\_ 6. Developing appropriate course content, curriculum, and/or teaching materials
- \_\_\_ 7. Creating/implementing appropriate instruments for student assessment
- \_\_\_ 8. Adapts/enhances course content based on feedback
- \_\_\_ 9. \_\_\_\_\_
- \_\_\_ 10. \_\_\_\_\_

**DOCUMENTATION:**

**Category #1b – Effectiveness in Librarianship**

For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section that applies to you.

<b>Rating</b>		<b>Rating</b>	
___	1. In-depth knowledge of specialization	___	7. Creates and maintains instruments for assessing effectiveness
___	2. Uses feedback to improve operations and/or performance	___	8. Promoting services
___	3. Managing area/s of responsibility (supervising/evaluating staff, policies, procedures, etc.)	___	9. Developing liaison relationships
___	4. Understanding of overall operations, commitment to goals/services	___	10. Developing programs
___	5. New initiatives	___	11. _____
___	6. Integrating information literacy into the curriculum	___	12. _____

**DOCUMENTATION:**

**Category #2 – Scholarship**

**Rating**

- \_\_\_ 1. Pursues advancement of knowledge base and performance levels
- \_\_\_ 2. Develops marketable instructional materials or instruction material to enhance course presentation
- \_\_\_ 3. Creates peer-reviewed artistic works
- \_\_\_ 4. Invitations for professional presentations or performances

**Rating**

- \_\_\_ 5. Produces articles in refereed or editor-reviewed publications
- \_\_\_ 6. Engages in successful grantsmanship
- \_\_\_ 7. Creates published (or selected unpublished) research, books, etc.
- \_\_\_ 8. \_\_\_\_\_  
\_\_\_\_\_

**DOCUMENTATION**

**Category #3 – Service**

**Rating**

- \_\_\_ 1. Participates and/or leads in campus governance
- \_\_\_ 2. Participates and/or leads in University governance
- \_\_\_ 3. Supports student organizations
- \_\_\_ 4. Serves internal/external and public and/or private organizations
- \_\_\_ 5. Develops and implements local workshops
- \_\_\_ 6. Serves in professional organizations

**Rating**

- \_\_\_ 7. Participates in community affairs
- \_\_\_ 8. Testifies as an expert witness
- \_\_\_ 9. Serves on editorial boards
- \_\_\_ 10. Presents keynote addresses
- \_\_\_ 11. \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 12. \_\_\_\_\_  
\_\_\_\_\_

**DOCUMENTATION**

***Professional Growth Plan***

This section is to be prepared by the faculty member and jointly reviewed/revised by the faculty member and Department Chair and/or Dean to serve as a guideline for the next evaluation. Short and long range plans should reflect faculty goals. A change may be initiated by the faculty member and amended in consultation with the Dean/Supervisor while the plan is in effect.

Name \_\_\_\_\_

Initial Appointment Date \_\_\_\_\_ Current Date \_\_\_\_\_

**Short Range Professional Growth Plans**

Describe in detail specific short range plans for professional growth during the coming academic year. Include separate sheet.

**Long Range Professional Growth Plans**

Describe in detail specific long range plans for professional growth beyond the coming academic year. Include separate sheet.

\_\_\_\_\_  
Faculty Signature Date

I reviewed this plan and  agree  disagree with the goals set forth. (See attached statement.)

\_\_\_\_\_  
Department Chair Signature Date

I reviewed this plan and  agree  disagree with the goals set forth. (See attached statement.)

\_\_\_\_\_  
Dean Signature Date

Copies of this completed form are to be retained by the faculty member, Department Chair, and Dean.



**Form Applies Only to Faculty Hired BEFORE 2013-14 Academic Year**

**Departmental Peer Evaluation Form  
for Reappointment and Promotion**

**To be filled out by Departmental Review Panel (DRP)  
(Based on the Documentation Submitted by the Candidate to APPC)**

Name of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

To be Evaluated \_\_\_\_\_

Evaluation to be used for:

1. Reappointment to a \_\_\_\_\_ year term.  
 2. Continuing Appointment  
 3. Promotion to \_\_\_\_\_

DEFINITION FOR RATING CATEGORIES	
4 - <b><i>Outstanding -</i></b>	<b>Consistently exceeds performance expectations</b>
3 - <b><i>Highly Effective -</i></b>	<b>Often exceeds the performance expectations</b>
2 - <b><i>Effective -</i></b>	<b>Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.</b>
1 - <b><i>Needs Improvement -</i></b>	<b>Does not always meet expectations. Immediate and substantive improvement in performance is required.</b>
0 - <b><i>Unsatisfactory -</i></b>	<b>Fails to meet reasonable expectations. Immediate and substantive improvement in performance is required</b>

- A. Effectiveness in teaching. Rating \_\_\_\_\_  
Narrative: \_\_\_\_\_
- B. Scholarly ability and professional growth. Rating \_\_\_\_\_  
Narrative: \_\_\_\_\_
- C. Professional Service Rating \_\_\_\_\_  
Narrative: \_\_\_\_\_
- D. Summary Statement (include strengths and areas for improvement).  
Narrative: \_\_\_\_\_

Overall Rating \_\_\_\_\_

Recommendation for Reappointment and/or Promotion:

Name \_\_\_\_\_

Is  Is Not  Recommended to reappointment to a \_\_\_\_\_ year term.

Is  Is Not  Recommended for continuing appointment

Is  Is Not  Recommended for promotion to the rank of \_\_\_\_\_

Peer Evaluation Team Signatures:

\_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

Total Votes Available: \_\_\_\_\_ Number in Support: \_\_\_\_\_ Number Not In Support: \_\_\_\_\_

I have read this evaluation. A statement is attached: Yes  No

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Faculty Member

***Form Applies Only to Faculty Hired 2013-14 Academic Year and Thereafter***



State University of New York  
College of Agriculture and Technology  
Cobleskill, New York

**DEPARTMENTAL PEER EVALUATION FORM**

**TO BE COMPLETED BY DEPARTMENTAL REVIEW PANEL (DRP) based on the documentation submitted by the Candidate.**

Name of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_  
To be Evaluated

Evaluation to be used for (Check all that apply):

- 1. Effectiveness and self-improvement
- 2. Promotion to \_\_\_\_\_
- 3. Reappointment to a \_\_\_\_\_ year term
- 4. Continuing appointment

Criteria listed are meant to be illustrative not definitive (refer to Faculty Handbook for Criteria for Reappointment, Continuing Appointment, and Promotion). Use those criteria that apply and add lines for any other criteria to be considered. APPC recommends a **minimum** of ten (10) criteria spread across the three (3) categories, with no less than four (4) in the Teaching/Librarianship category and two (2) in each of the others. Give each selected criterion a rating of HE, E, or ME.

Because many people review this document, please write specific comments in the narrative section that will help the reviewers make an informed recommendation. Use additional pages as necessary.

**DEFINITIONS FOR RATINGS (Only the following ratings should be used):**

- HE** *Highly Effective* – Often exceeds the performance expectations.
- E** *Effective* – Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.
- ME** *Minimally Effective* – Does not always meet expectations. Immediate and substantive improvement in performance is required.

***Performance Category #1a – Effectiveness in Teaching***

For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section that applies to the specific faculty member.

**Rating**

- \_\_\_ 1. Instructional proficiency in speech, organization of material, style of presentation, stimulation of critical thinking
- \_\_\_ 2. In-depth knowledge of content area
- \_\_\_ 3. Current/proven pedagogical practices
- \_\_\_ 4. Interacting with students outside of classroom setting
- \_\_\_ 5. Engaging advisees regularly

**Rating**

- \_\_\_ 6. Developing appropriate course content, curriculum, and/or teaching materials
- \_\_\_ 7. Creating/implementing appropriate instruments for student assessment
- \_\_\_ 8. Adapts/enhances course content based on feedback
- \_\_\_ 9. \_\_\_\_\_
- \_\_\_ 10. \_\_\_\_\_

***Narrative - Include Strengths and Areas for Improvement:***

***Performance Category #1b – Effectiveness in Librarianship***

For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section which applies to the specific faculty member.

<b>Rating</b>		<b>Rating</b>	
___	1. In-depth knowledge of specialization	___	7. Creates and maintains instruments for assessing effectiveness
___	2. Uses feedback to improve operations and/or performance	___	8. Promoting services
___	3. Managing area/s of responsibility (supervising/evaluating staff, policies, procedures, etc.)	___	9. Developing liaison relationships
___	4. Understanding of overall operations, commitment to goals/services	___	10. Developing programs
___	5. New initiatives	___	11. _____
___	6. Integrating information literacy into the curriculum	___	12. _____

***Narrative - Include Strengths and Areas for Improvement:***

***Performance Category #2 – Scholarship***

<b>Rating</b>		<b>Rating</b>	
___	1. Pursues advancement of knowledge base and performance levels	___	5. Produces articles in referred or editor-reviewed publications
___	2. Develops marketable instructional materials or instruction material to enhance course presentation	___	6. Engages in successful grantsmanship
___	3. Creates peer-reviewed artistic works	___	7. Creates published (or selected unpublished) research, books, etc.
___	4. Invitations for professional presentations or performances	___	8. _____

***Narrative - Include Strengths and Areas for Improvement:***

***Performance Category #3 – Service***

**Rating**

- \_\_\_ 1. Participates and/or leads in campus governance
- \_\_\_ 2. Participates and/or leads in University governance
- \_\_\_ 3. Supports student organizations
- \_\_\_ 4. Serves internal/external and public and/or private organizations
- \_\_\_ 5. Develops and implements local workshops
- \_\_\_ 6. Serves in professional organizations

**Rating**

- \_\_\_ 7. Participates in community affairs
- \_\_\_ 8. Testifies as an expert witness
- \_\_\_ 9. Serves on editorial boards
- \_\_\_ 10. Presents keynote addresses
- \_\_\_ 11. \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 12. \_\_\_\_\_  
\_\_\_\_\_

***Narrative - Include Strengths and Areas for Improvement:***

Select and complete the appropriate section/s below.

- A. This evaluation has been completed for purposes of self-improvement only.
- B. This evaluation has been completed for purposes of reappointment, continuing appointment and/or promotion.

**Summary Statement (include strengths and areas for improvement):**

**Recommendation for Reappointment, Continuing Appointment and/or Promotion:**

(Refer to Advancement Evaluation Table in the Faculty Handbook)

Name \_\_\_\_\_

Is  Is Not  Recommended for promotion to the rank of \_\_\_\_\_

Is  Is Not  Recommended for reappointment to a \_\_\_\_\_ year term

Is  Is Not  Recommended for continuing appointment

Peer Evaluation Team Names/Signatures:

_____	_____	Date _____

Total Votes Available: _____	Number in Support: _____	Number Not In Support: _____
------------------------------	--------------------------	------------------------------

\*\*\*\*\*

I have read this evaluation. A statement is attached:      Yes  No

Signed \_\_\_\_\_ Date \_\_\_\_\_

Faculty Member

***Form Applies Only to Faculty Hired BEFORE 2013-14 Academic Year***

**ACADEMIC FACULTY EVALUATION FORM**

**TO BE COMPLETED BY EVALUATOR**

Name \_\_\_\_\_ Date \_\_\_\_\_

Current Rank \_\_\_\_\_ Department \_\_\_\_\_

Evaluation Form for period 20\_\_\_\_ through 20 \_\_\_\_

**PURPOSE OF EVALUATION**

The primary purpose of the evaluation system is self-improvement. Evaluation is also an integral part of the decision involving promotion and/or reappointment. At least **three** classroom observations need to be included to verify the evaluation process. The evaluation and subsequent recommendation of academic employees is primarily the responsibility of Department Chair/Director of Learning Resources.

Evaluation to be used for:

- \_\_\_\_\_ 1. Effectiveness and self-improvement
- \_\_\_\_\_ 2. For promotion to \_\_\_\_\_
- \_\_\_\_\_ 3. For reappointment to \_\_\_\_\_
- \_\_\_\_\_ 4. For continuing appointment
- \_\_\_\_\_ 5. Other (such as merit or sabbatical leave) \_\_\_\_\_

**DEFINITION FOR RATING CATEGORIES**

- O**     ***Outstanding*** – Consistently exceeds performance expectations.
- HE**    ***Highly Effective*** – Often exceeds the performance expectations.
- E**     ***Effective*** – Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.
- NI**    ***Needs Improvement*** – Does not always meet expectations. Immediate and substantive improvement in performance is required.
- U**     ***Unsatisfactory*** – Fails to meet reasonable expectations. Immediate and substantive improvement in performance is required.

**Cobleskill Academic Employment History**

Date of Initial Term Appointment \_\_\_\_\_

Initial Academic Rank \_\_\_\_\_

**Other Full Time Experience**

Name of Institution \_\_\_\_\_ Year(s) \_\_\_\_\_

Name of Institution \_\_\_\_\_ Year(s) \_\_\_\_\_

Name of Institution \_\_\_\_\_ Year(s) \_\_\_\_\_

**Cobleskill Academic Reappointment Dates:** \_\_\_\_\_

**Interruptions in Cobleskill Service**

Type of Leave \_\_\_\_\_ Date \_\_\_\_\_

Type of Leave \_\_\_\_\_ Date \_\_\_\_\_

**Promotions**

To Assistant Professor/Senior Assistant Librarian Date \_\_\_\_\_

To Associate Professor/Associate Librarian Date \_\_\_\_\_

To Professor/Librarian Date \_\_\_\_\_

Signature \_\_\_\_\_  
Applicant Date

Signature \_\_\_\_\_  
Evaluator and Title Date

## *Performance Category #1 – Effectiveness in Teaching*

An academic employee must consistently demonstrate outstanding or highly effective achievement in **over half** of the criteria listed in this category to be recommended for promotion/reappointment. You may refer to the faculty handbook for some examples of evidence to include in the documentation. Because many people review this document, please write specific comments in the narrative of each item for **Category #1** that will help the reviewers make an informed recommendation.

A. Long and short-term organization and preparation:

O \_\_\_\_\_ HE \_\_\_\_\_ E \_\_\_\_\_ NI \_\_\_\_\_ U \_\_\_\_\_

Narrative:

B. Use of teaching techniques appropriate to objectives and circumstances:

O \_\_\_\_\_ HE \_\_\_\_\_ E \_\_\_\_\_ NI \_\_\_\_\_ U \_\_\_\_\_

Narrative:

C. Evaluation of student academic performance as noted by grading policies, adoption of various teaching methods, meeting learning needs of students. Refer to classroom observation form.

O \_\_\_\_\_ HE \_\_\_\_\_ E \_\_\_\_\_ NI \_\_\_\_\_ U \_\_\_\_\_

Narrative:

D. Availability to assist students on individual basis:

O \_\_\_\_\_ HE \_\_\_\_\_ E \_\_\_\_\_ NI \_\_\_\_\_ U \_\_\_\_\_

Narrative:

E. Definition and clarification of goals, objectives, and policies in academic/work responsibilities:

O \_\_\_\_\_ HE \_\_\_\_\_ E \_\_\_\_\_ NI \_\_\_\_\_ U \_\_\_\_\_

Narrative:

F. Promotion of a stimulating environment for learning:

O \_\_\_\_\_ HE \_\_\_\_\_ E \_\_\_\_\_ NI \_\_\_\_\_ U \_\_\_\_\_

Narrative:

G. Selection, integration, and adoption of available resources:

O \_\_\_\_\_ HE \_\_\_\_\_ E \_\_\_\_\_ NI \_\_\_\_\_ U \_\_\_\_\_

Narrative:

H. Academic advisement:

O \_\_\_\_\_ HE \_\_\_\_\_ E \_\_\_\_\_ NI \_\_\_\_\_ U \_\_\_\_\_

Narrative:

I. Subject matter knowledge within field of specialization:

O \_\_\_\_\_ HE \_\_\_\_\_ E \_\_\_\_\_ NI \_\_\_\_\_ U \_\_\_\_\_

Narrative:

***Summary Statement - Include Strengths and Areas for Improvement***

This faculty member was observed in their classroom on the following dates:

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

The attached Classroom Observation Forms were reviewed with the faculty member.

<b>Circle the Overall Rating for Category 1</b>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
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***Performance Category #2 – Professional Growth***

TO BE COMPLETED BY EVALUATOR

Substantial professional growth achievement must be demonstrated to be recommended for promotion/reappointment. Criteria listed under this category serve as guidelines. Substantial can be defined as evidence of growth in at least three (3) of the eleven (11) areas listed below including “other”.

- |   |  |
|---|--|
| <p>_____ A. formal academic work</p> <p>_____ B. workshops, seminars, and other educational experiences</p> <p>_____ C. informal/independent academic work including reading, study, project, travel</p> <p>_____ D. sabbatical leave activities</p> <p>_____ E. professional associations</p> <p>_____ F. professional writing</p> | <p>_____ G. formal research projects</p> <p>_____ H. honors, awards, licenses</p> <p>_____ I. work/consultation experience</p> <p>_____ J. artistic performance and exhibitions</p> <p>_____ K. grants (personal/academic)</p> <p>_____ L. other _____</p> |
|---|--|

**Summary Statement – Include Strengths and Areas for Improvement**

<b>Circle the Overall Rating for Category 2</b>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
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***Performance Category #3 – Professional Service***

**TO BE COMPLETED BY EVALUATOR**

Substantial professional service achievement must be demonstrated to be recommended for promotion/reappointment. Substantial can be defined by extensive evidence of professional service in any one area or a moderate amount in two or more of the areas listed below:

- \_\_\_\_\_ A. Department committees and service
- \_\_\_\_\_ B. College service:
  - \_\_\_\_\_ 1. Faculty Governance offices held, committees, and service
  - \_\_\_\_\_ 2. UUP offices held, committees and service
  - \_\_\_\_\_ 3. Service with student groups
  - \_\_\_\_\_ 4. Other college service
- \_\_\_\_\_ C. University service (SUNY-wide)
- \_\_\_\_\_ D. Community service
- \_\_\_\_\_ E. Grants
- \_\_\_\_\_ F. Other \_\_\_\_\_

***Summary Statement***

Summary statement should clearly indicate individual responsibilities and/or role for offices, committees, and student groups. Include strengths and areas for improvement.

<b>Circle the Overall Rating for Category 3</b>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
---	------------------	---------------------------	----------------	----------------------------	---------------------

***Evaluation Conference Summary***

Select and complete the appropriate section.

- ( ) A. This evaluation has been completed for purposes of self-improvement only.
- ( ) B. This evaluation has been completed for purposes of reappointment and/or promotion.

**Comments:**

**Recommendation for Reappointment and/or Promotion**

Name \_\_\_\_\_

(is/is not) recommended for promotion to the rank of \_\_\_\_\_

(is/is not) recommended for reappointment to a \_\_\_\_\_ year term

(is/is not) recommended for continuing appointment

Signature \_\_\_\_\_  
Evaluator Date

I do/do not concur with this recommendation.

Signature \_\_\_\_\_  
Dean/Director Date

\*\*\*\*\*

I have reviewed this report.

Signature \_\_\_\_\_  
Faculty Member Date

A statement is attached. \_\_\_\_\_ Yes \_\_\_\_\_ No



State University of New York  
College of Agriculture and Technology  
Cobleskill, New York

## ACADEMIC FACULTY EVALUATION FORM

*TO BE COMPLETED BY EVALUATOR*

Name \_\_\_\_\_ Date \_\_\_\_\_

Current Rank \_\_\_\_\_ Department \_\_\_\_\_

Evaluation Form for period \_\_\_\_\_ through \_\_\_\_\_

### PURPOSE & INSTRUCTIONS

The primary purpose of the evaluation system is self-improvement. Evaluation is also an integral part of the decision involving reappointment, continuing appointment and/or promotion.

**This evaluation is to be completed by the Dean or their designee.** At least **three (3)** classroom/ reference observations need to be included to verify the evaluation process.

Evaluation to be used for (Check all that apply):

- 1. Effectiveness and self-improvement
- 2. Promotion to \_\_\_\_\_
- 3. Reappointment to a \_\_\_\_\_ year term
- 4. Continuing appointment

Criteria listed are meant to be illustrative not definitive (refer to Faculty Handbook for Criteria for Reappointment, Continuing Appointment, and Promotion). Use those criteria that apply and add lines for any other criteria to be considered. APPC recommends a minimum of ten (10) criteria spread across the three (3) categories, with no less than four (4) in the Teaching/Librarianship category and two (2) in each of the others. Give each selected criterion a rating of HE, E, or ME.

Because many people review this document, please write specific comments in the summary section that will help the reviewers make an informed recommendation. Use additional pages as necessary.

### DEFINITIONS FOR RATINGS (Only the following ratings should be used):

- HE** *Highly Effective* – Often exceeds the performance expectations.
- E** *Effective* – Generally meets performance expectations. Employee may exceed expectations or needs improvement in some areas. Performance is at the expected and usual level.
- ME** *Minimally Effective* – Does not always meet expectations. Immediate and substantive improvement in performance is required.

**Performance Category #1a – Effectiveness in Teaching**

For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section that applies to the individual being evaluated.

**Rating**

- \_\_\_ 1. Instructional proficiency in speech, organization of material, style of presentation, stimulation of critical thinking
- \_\_\_ 2. In-depth knowledge of content area
- \_\_\_ 3. Current/proven pedagogical practices
- \_\_\_ 4. Interacting with students outside of classroom setting
- \_\_\_ 5. Engaging advisees regularly

**Rating**

- \_\_\_ 6. Developing appropriate course content, curriculum, and/or teaching materials
- \_\_\_ 7. Creating/implementing appropriate instruments for student assessment
- \_\_\_ 8. Adapts/enhances course content based on feedback
- \_\_\_ 9. \_\_\_\_\_
- \_\_\_ 10. \_\_\_\_\_

***Summary Statement - Include Strengths and Areas for Improvement:***

This faculty member was observed in their classroom on the following dates:

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

The attached Observation Forms were reviewed with the faculty member.

***Performance Category #1b – Effectiveness in Librarianship***

For ease of completion, Category #1 is split between Teaching and Librarianship. Please use the section that applies to the individual being evaluated.

<b>Rating</b>		<b>Rating</b>	
___	1. In-depth knowledge of specialization	___	7. Creates and maintains instruments for assessing effectiveness
___	2. Uses feedback to improve operations and/or performance	___	8. Promoting services
___	3. Managing area/s of responsibility (supervising/evaluating staff, policies, procedures, etc.)	___	9. Developing liaison relationships
___	4. Understanding of overall operations, commitment to goals/services	___	10. Developing programs
___	5. New initiatives	___	11. _____
___	6. Integrating information literacy into the curriculum	___	12. _____

***Summary Statement - Include Strengths and Areas for Improvement:***

This faculty member was observed in their classroom or on Reference duty on the following dates:

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

The attached Observation Forms were reviewed with the faculty member.

***Performance Category #2 – Scholarship***

**Rating**

- \_\_\_ 1. Pursues advancement of knowledge base and performance levels
- \_\_\_ 2. Develops marketable instructional materials or instruction material to enhance course presentation
- \_\_\_ 3. Creates peer-reviewed artistic works
- \_\_\_ 4. Invitations for professional presentations or performances

**Rating**

- \_\_\_ 5. Produces articles in refereed or editor-reviewed publications
- \_\_\_ 6. Engages in successful grantsmanship
- \_\_\_ 7. Creates published (or selected unpublished) research, books, etc.
- \_\_\_ 8. \_\_\_\_\_

***Summary Statement - Include Strengths and Areas for Improvement:***

***Performance Category #3 – Service***

<b>Rating</b>		<b>Rating</b>	
___	1. Participates and/or leads in campus governance	___	7. Participates in community affairs
___	2. Participates and/or leads in University governance	___	8. Testifies as an expert witness
___	3. Supports student organizations	___	9. Serves on editorial boards
___	4. Serves internal/external and public and/or private organizations	___	10. Presents keynote addresses
___	5. Develops and implements local workshops	___	11. _____
___	6. Serves in professional organizations	___	12. _____

***Summary Statement - Include Strengths and Areas for Improvement:***

***Evaluation Conference Summary***

Select and complete the appropriate section.

A. This evaluation has been completed for purposes of self-improvement only.

B. This evaluation has been completed for purposes of reappointment, continuing appointment and/or promotion.

**Comments:**

**Recommendation for Reappointment, Continuing Appointment and/or Promotion:**

(Refer to Advancement Evaluation Table in the Faculty Handbook)

Name \_\_\_\_\_

Is  Is Not Recommended for promotion to the rank of \_\_\_\_\_

Is  Is Not Recommended for reappointment to a \_\_\_\_\_ year term

Is  Is Not Recommended for continuing appointment

Signature \_\_\_\_\_  
Evaluator – Dean’s Designee Date \_\_\_\_\_

I  Do  Do Not Concur with this recommendation.

Signature \_\_\_\_\_  
Dean Date \_\_\_\_\_

\*\*\*\*\*

I have reviewed this report.

Signature \_\_\_\_\_  
Faculty Member Date \_\_\_\_\_

A statement is attached.  Yes  No

**Form Applies Only to Faculty Hired BEFORE 2013-14 Academic Year**

**Classroom Observation Form and Mentoring Guide**

Faculty Member Observed \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Class Observed \_\_\_\_\_

**Purpose of Observation**

Requested for Self Improvement \_\_\_\_\_ Required for Reappointment/Promotion \_\_\_\_\_

**Type of Classroom Visit**

Announced \_\_\_\_\_ Unannounced \_\_\_\_\_

For each of the four categories, please indicate a written comment for each item listed, then provide a summary statement to include any specific recommendations for improvement.

Category 1 – Knowledge of Subject	
Demonstrated knowledge of current information on subject	
Added interpretation or evaluation of subject where appropriate	
Connected subject with related fields of interest to students	
Challenged students to develop thinking skills	

Comments:

<b>Circle the Overall Rating for Category 1</b>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
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<b>Category 2 – Preparation</b>	
Planning included clearly defined objectives for class period	
Instructional materials showed evidence of thoughtful preparation	
Assignments designed to promote learning	
Class activities well-suited to class objectives	
Specific class objectives directly related to overall course objectives	
Illustrative examples pertinent to course and student/interest abilities	
Classroom environment conducive to teaching/learning (if under instructor's control)	

Comments: (Including specific recommendations for improvement)

<b><i>Circle the Overall Rating for Category 2</i></b>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
--	------------------	------------------------	----------------	-------------------------	---------------------

<b>Category 3 – Presentation</b>	
Communicated effectively to class	
Objectives for class clearly communicated	
Use of board or other appropriate technology	
Instructional techniques conveyed subject matter	
Exhibited positive attitude or enthusiasm for subject/teaching	
Coped well with distractions (i.e. environment, room, equipment, class size)	
Brought class to appropriate and timely conclusion	
Made good use of the class period	

Comments: (Including specific recommendations for improvement)

<b><i>Circle the Overall Rating for Category 3</i></b>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
--	------------------	------------------------	----------------	-------------------------	---------------------

<b>Category 4 – Interaction</b>	
Encouraged dialogue and exchanges between students when appropriate	
Exhibited good listening skills	
Displayed sensitivity in responding to student questions, answers or comments	
Maintained good contact with entire class	
Answered student questions thoroughly and clearly	
Encouraged active student response	
Displayed flexibility as strengths/weaknesses of class revealed	

Comments: (Including specific recommendations for improvement)

<b><i>Circle the Overall Rating for Category 4</i></b>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
--	------------------	------------------------	----------------	-------------------------	---------------------

The class observed was generally satisfactory/unsatisfactory. Please list the essential reasons for this judgement.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Evaluator

I have read this evaluation. A statement is attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Faculty Member



***Category 2: Preparation***

Stated objectives for class	
Instructional materials and/or lecture showed evidence of thoughtful preparation	
Class activities well-suited to class objectives	
Illustrative examples pertinent to course and student/interest abilities	

Comments: (Including specific recommendations for improvement)

***Category 3: Presentation***

Communicated effectively to class	
Use of board or other appropriate technology	
Exhibited positive attitude or enthusiasm for subject/teaching	
Coped well with distractions (i.e. environment, room, equipment, class size)	
Brought class to appropriate and timely conclusion	
Assignments designed to promote learning	

Comments: (Including specific recommendations for improvement)



# Leave of Absence

## **Sabbatical Leave**

1. **Policy.** Sabbatical leaves for professional development may be made available to members of the professional staff who meet the requirements set forth below. The objective of such leave is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.
2. **Purpose.** Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experiences of professional value.
3. **Eligibility.** Academic employees having continuing appointments and College administrative officers not in a negotiating unit established pursuant to Article XIV of the Civil Service Law who have completed at least six consecutive years of service within the University or who, if they previously have had a sabbatical leave, have completed at least six consecutive years of service within the University from the date of return of their last sabbatical leave, shall be eligible for sabbatical leave. In computing consecutive years of service for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absences, other than vacation and sick leave with salary, and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.
4. **Terms and Conditions.** Sabbatical leaves may be granted for periods of one year at rates not to exceed one-half basic annual salary or for periods of one-half year at rates not to exceed full basic annual salary. Eligible employees on sabbatical leave may, with the prior approval of the Chief Administrative Officer, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the Chief Administrative Officer may adjust the sabbatical leave salaries to reflect such income, either prior to or during the periods of such leaves, provided, however, that in no case shall sabbatical leave salary be reduced if total earnings are less than full salary.
5. **Applications.** Applications for sabbatical leaves shall be submitted to the Chief Administrative Officer as far in advance as possible of the requested effective date of the leave, but in no event later than six months in advance of such date unless such requirement is expressly waived by the Chief Administrative Officer. Each application shall include a statement outlining the program to be followed while on sabbatical leave, indicating any prospective income, stating that the applicant will continue as a member of the professional staff for a minimum of one year upon return and stating that upon return, the applicant will submit to the Chief Administrative Officer a detailed report of professional activities and accomplishments while on sabbatical leave.
6. **Approval.** Consistent with provisions of Section 4 of this title, the Chief Administrative Officer may approve each sabbatical leave as they deem appropriate and such leave shall be reported to the Chancellor.
7. **Leave Credits.** Vacation leave and sick leave credits shall not be accrued or used during sabbatical leave.

## 8. Procedures for Applying for Sabbatical Leave

- a. By the first Monday in October, the President or their designee notifies the faculty of the application procedures and deadlines for sabbaticals.
- b. Applications must be reviewed by the Department Chair and Dean before being submitted to the Provost's Office by the second Monday in November.
- c. The Academic Personnel Policies Committee will review applications from the academic faculty and send them in ranked order to the Provost/Vice President for Academic Affairs by the end of the fall semester. The Vice President for Academic Affairs will then forward the recommendations of the Academic Personnel Policies Committee to the President
- d. The President will notify applicants of the action taken by the second Monday in February.

STATE UNIVERSITY OF NEW YORK  
COLLEGE OF AGRICULTURE AND TECHNOLOGY  
COBLESKILL, NY 12043

**Application for Sabbatical Leave**

(Please type. Attach additional information when necessary)

NAME: \_\_\_\_\_

TITLE/RANK: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE OF INITIAL APPOINTMENT: \_\_\_\_\_

DATE OF PRIOR LEAVE: \_\_\_\_\_

LEAVE REQUEST FOR: FALL \_\_\_\_\_ SPRING \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_  
(Year) (Year)

PURPOSE OF LEAVE: \_\_\_\_\_

(Specify: formal education, research, writing, travel/study, other)

***SABBATICAL LEAVE PROPOSAL***

Please provide a complete and detailed description of your proposed sabbatical leave, including activities you plan to accomplish during the leave, location of these activities, a schedule for completion of activities, and other information specific to your leave. Explain why a leave is essential for accomplishing your objectives.

***EVIDENCE OF BENEFIT TO DEPARTMENT/COLLEGE***

Explain how your leave would improve and enrich your department and the college/SUNY.

***PROFESSIONAL DEVELOPMENT ACTIVITIES***

Please cite and describe your professional development activities for the past five (5) years starting with the most recent, e.g., formal education, research, travel/study, publications or other such activities. Please give dates, locations, and other specifics.

***SUPPLEMENTARY INCOME***

Persons on leave may, with the prior approval of the President of the campus, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the President may adjust the leave salaries to reflect such income. Please state the sources, and amount of income you will receive.

***STATEMENT OF INTENT***

*I have read the statements on sabbatical leaves from both the Policies of the Board of Trustees and the SUNY Cobleskill Faculty Handbook. I understand the conditions and requirements set forth in these publications and agree to fulfill them if the sabbatical leave is approved.*

*I intend to continue as an employee of the college for a minimum of one year upon completion of my sabbatical leave. I further understand that if I do not meet this requirement, that I agree to repay all salary earned during my sabbatical leave.*

*Further, I understand it is my obligation to submit a report of my sabbatical activities no later than the end of the first full semester after my return. This report, which shall be submitted to the President, will describe the activities accomplished during the leave and their benefit to the college.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

*I have reviewed the application for sabbatical leave and I endorse it for further consideration.*

*I have reviewed the application for sabbatical leave and I do not endorse it for further consideration.*

\_\_\_\_\_  
*Signature of the Department Chair/Immediate Supervisor*

\_\_\_\_\_  
*Date*

*I have reviewed the application for sabbatical leave and I endorse it for further consideration.*

*I have reviewed the application for sabbatical leave and I do not endorse it for further consideration.*

\_\_\_\_\_  
*Signature of the School Dean*

\_\_\_\_\_  
*Date*

*I have reviewed the application for sabbatical leave and I recommend this applicant for sabbatical leave.*

*I have reviewed the application for sabbatical leave and I do not recommend this applicant for sabbatical leave.*

\_\_\_\_\_  
*Signature of Provost/VP Academic Affairs*

\_\_\_\_\_  
*Date*

***APPC Rating Form for Sabbatical Leave Applications***

***Criteria for Rating Sabbatical Leave Applications***

- A. Clarity of the proposal: To receive full consideration, the proposal must be understandable to the committee. Thus, the applicant is encouraged to define technical terms, to spell out acronyms, to supply sufficient detail so that the committee can appreciate the relation of the plan to the faculty member’s present or intended assignments. If the proposal involves more than the faculty member’s School that connection should be clearly stated and supported.
- B. Viability of the plan: The committee will weigh the practicality and worthiness of each plan. The applicant should supply sufficient evidence to show that the plan is realistic, beneficial, and achievable. For example, the committee will consider evidence that the applicant has sufficient groundwork for the sabbatical through appropriate reading, discussion with others in the field, or preliminary research.
- C. Benefits of the plan: The intended outcome of the sabbatical should be clear and concrete and in keeping with the professional aim and College assignments of the faculty member. Specific goals should be enunciated. The applicant should indicate how these goals will benefit the institution and the faculty member.

1 - Not clear in presentation and/or connection to the needs and plans of the Department/ School/College  
Return to APPC by \_\_\_\_\_

2 – Needs a great deal of clarification  
Return to APPC by \_\_\_\_\_

3 - Needs some clarification  
Return to APPC by \_\_\_\_\_

4 - Clearly written and focused on the needs and plans of the Department/School/College  
Return to APPC by \_\_\_\_\_

5 - Very clear and focused on the needs and plans of the Department/School/College – no additional information required

Clarity of Proposal: Average APPC score: _____	Viability of the Plan: Average APPC score: _____	Benefits of the Plan: Average APPC score: _____
---	---	--

\_\_\_\_\_ APPC has reviewed the application for sabbatical leave and endorses it for further consideration.

\_\_\_\_\_ APPC has reviewed the application for sabbatical leave and does not endorse it for further consideration.

\_\_\_\_\_  
Signature of APPC Chair

\_\_\_\_\_  
Date

## **Title F. Other Leaves**

1. Approval - The chief administrative officer may recommend to the Chancellor other leaves of absence for employees at full or reduced salary, or may grant employees leaves of absence without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leave of absence without salary may also be granted under appropriate circumstances, for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this section shall be subject to the approval of the Chancellor, and such leaves granted shall be reported to the Board of Trustees.
2. Application - Applications for such leaves of absence shall be made to the chief administrative officer. Each such application shall include a statement of the purpose for which the leave is requested, its anticipated duration and its values to the applicant and the University.
3. Leave Credits - Vacation leave and sick leave credits shall not be accrued or used during a period of leave pursuant to provisions of this section.

## **Guidelines for Professional Credits**

**Requests for Professional Credit are limited to twelve (12) credits for any one activity for the following reasons:**

1. Professional credits are equivalent to graduate credits in promotional requirements and should reflect an accumulation of a substantial body of knowledge.
2. It is difficult to acquire the equivalent knowledge of more than four (4) graduate courses with any one activity.
3. The review procedure is not set up to effectively evaluate an activity representing more than twelve (12) credits of work. To adequately review the substitution of large numbers of graduate credits would require extensive documentation and subject knowledge beyond the scope of the professional credit review process.
4. Faculty desiring more than twelve (12) professional credits for their activities are encouraged to work with Empire State College to accomplish the evaluation.

**Types of experience for which professional credits may be granted - these activities are supplemental to and not in lieu of formal academic study.**

1. *Attendance at workshops, institutes, etc.*, which are substantial in content and directly relevant to faculty member's job responsibilities including the professional development programs coordinated through the Office of Lifelong Learning.

2. *Publications* - Published materials (textbooks, articles, etc.) in one's own teaching field that contribute to the professional development of the faculty member.

Unpublished materials (procedures manuals, workbooks, etc.) which enhance the basic course content or job responsibility and go beyond the basic requirements for teaching or job performance.

Format of publication includes non-print (computer programs, videotapes, and other audiovisual materials) as well as print materials.

Criteria to consider for credits granted include substance, length, time involved in project, contribution to the teaching field, and contribution to professional growth.

3. Non-teaching work experience in one's own teaching field as a means of updating skills and knowledge.

**Types of experience for which professional credits *cannot* be granted:**

*Credit Programs* - any program, seminar or experience carrying regular academic credit.

*High School Equivalency* - programs leading to the high school equivalency certificate or diploma.

*Orientation Programs* - educational programs which deal in such internal topics as orientation in rights, benefits and responsibilities, organizational structure; or on-the-job methods, processes or procedures

*Committee Meetings* - committee activities

*Policy Assignments* - conferences, delegate assemblies, or similar meetings for policy-making purposes.

*Meetings and Conventions* - meetings and conventions of societies and associations do not qualify, per se, as continuing education. Educational activities programmed independently and held concurrently with these meetings may meet the criteria for waiver.

*Mass Media Programs* - casual participation in programs delivered through the media such as television, radio, newspapers do not qualify.

*Entertainment and Recreation* - attendance at lecture series, cultural performances, entertainment or recreational meetings or activities, and participation in travel groups do not qualify unless these activities are an integral part of a larger educational program.

*Self-Directed Studies* - individual, self-directed studies or other forms of independent learning experiences that are not subject to later verification.

## **Procedures for Application**

### Proposal Review Procedures for Requests of *More than Three (3) Professional Credits*

For requests of more than three (3) professional credits, an outline of the proposed professional activity should be presented to the School Dean or Dean of the Library and the Academic Faculty Personnel Policies Committee for review ***PRIOR TO THE ACTIVITY***.

1. The application shall be submitted, in writing, to the School Dean or Dean of the Library. The Application for Professional Credit form should be used.
2. If the Dean approves the proposal, it will be forwarded to the APPC with the Dean's signature. If the proposal is not approved, it shall be returned to the faculty with an explanation.
3. The APPC will review the proposal forwarded by the Dean. If there are any problems, the APPC will contact the faculty member and the Dean to resolve the issues. When the APPC is satisfied that the proposal meets the guidelines, it will be signed by the chair and a copy returned to the faculty member and the Dean.
4. After the project is completed, the faculty member will follow the normal procedures for professional credit application as outlined below.

### **Application for Professional Credit**

1. The application shall be submitted, in writing, to the School Dean or Dean of the Library. The application shall only include activities accomplished over the seventy-two (72) months preceding the date of application. ***APPLICATION FOR MORE THAN THREE (3) CREDITS MUST BE APPROVED AHEAD OF TIME***. See Proposal Review procedures.
2. The application shall consist of:
  - a. A complete copy of Summary of Qualifications
  - b. Title of the activity (or copy of program, etc.)
  - c. A clear and specific statement of objectives
  - d. A detailed description of the procedures followed in pursuing the activity; including actual time involved
  - e. A rationale for the activity in which the applicant shall:
    - state the nature and scope of the activity,
    - show the correlation between the activity and the applicant's professional responsibilities, professional growth and contribution to the teaching field;
    - provide a brief statement of previous formal training and/or related experience
  - f. Where appropriate (such as non-teaching work experience) verification from the supervisor/dean/departments chair or someone with the capability of monitoring the work of this individual is to be designated ***BEFORE*** the activity takes place.

- g. The number of professional credits that the applicant wishes to be granted for the learning activity undertaken. The applicant should also include a justification for the number of professional credits requested. One professional credit shall be equivalent to one graduate hour in promotion requirements. ***ANY ONE ACTIVITY WILL BE GRANTED NO MORE THAN TWELVE (12) CREDITS.***

One Professional Credit (PC) equals 30 hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. For programs awarding CEUs, 3 CEU = 1 PC. In non-CEU programs, "participation" should be defined as combinations of in-class instruction and out-of-class preparation, with the *minimum* in-class instruction totaling 15 hours.

For example, 1 PC = 30 hours instruction; or 20 hours instruction, + 10 hours preparation; or 15 hours instruction, + 15 hours preparation.

Some guidelines that can be used in determining the number of professional credits granted: Credit recommendations as listed in:

*National Guide to Credit Recommendations for Non-Collegiate Courses (American Council on Education)*

*Guide to Educational Programs in Non-Collegiate Organization (New York State Education Department)*

<u>Learning Activity</u>	<u>Professional Credits Granted</u>
"Weekend" Workshop (substantial in content)	1/2 to 1
Week-Long Workshop	1 to 2
Semester Full-time Work Experience	Up to 12
Published article	Up to 3
Published manual or book	Up to 12
Chapter in a professional book	Up to 4

The School Dean or the Dean of the Library will forward the application, along with their recommendation, to the Chairperson of the Academic Faculty Personnel Policies Committee. In addition, a copy of this recommendation will be sent to the faculty member.

## **Evaluation of Applications**

The Academic Personnel Policies Committee will review the application and will make a recommendation to the President concerning the acceptability of the proposal and the number of professional credits to be granted (copy to Dean and Director of the Library and the faculty member). CEU's earned outside of the Cobleskill Campus must be petitioned for acceptance. If additional input is required, it will be requested by the committee.

### **Definition – Continuing Education Units (CEU's)**

The Continuing Education Unit (CEU) is an internationally recognized measure of participation in a continuing professional education program. One continuing Education Unit (1.0) is defined as “Ten contact hours of participation in organized continuing education experience under responsible, qualified direction”. (International Association for Continuing Education and Training, Criteria and Guidelines for Quality Continuing Education and Training Programs, 1998)

The faculty member will receive final written notification from the President concerning the number of professional credits granted by. A copy of this decision will be placed in the applicant's personnel file.

Credits that are to be used to meet promotion requirements must have been granted prior to the deadline for promotion application.

One professional credit shall be equivalent to one graduate hour in promotion requirements. Professional credits may be substituted for not more than ten (10) semester hours of graduate credit at the level of Assistant Professor, twenty (20) at the level of Associate Professor and thirty (30) at the level of Professor.

Thirty (30) hours are the maximum number of credits that may be substituted by a faculty member.

Once professional credits are used for a promotion, they cannot be used again for a second promotion.

**APPLICATION FOR PROFESSIONAL CREDIT**

(to be used for both Proposal and Applications)

*This page is to be used as the first page for a request for Professional Credit.*

NAME \_\_\_\_\_

DATE \_\_\_\_\_

CURRENT RANK \_\_\_\_\_

Have you ever applied for substitute professional credits? If so, when?

Please attach a copy of any previous professional credit requests with the professional credits granted.

How many professional credits are you currently applying for?

What time period is the application covering?

Please give a description of your current proposal for professional credit(s).

What degrees do you currently hold?

Degree	Field of Specialization
--------	-------------------------

How many graduate credits do you currently have beyond your highest degree?

Undergraduate    Graduate    Professional Credits    Total

Dates of initial appointment and last promotion:

\_\_\_\_\_  
Applicant's Signature

APPROVED BY:

\_\_\_\_\_  
Department Chairperson's Signature

\_\_\_\_\_  
School Dean's Signature

\_\_\_\_\_  
Chairperson, APPC

**\*\*ATTACH APPROPRIATE DOCUMENTATION\*\***

## SUMMARY OF QUALIFICATIONS

This page is to be used as the first page for requests both for waivers and substitute professional credits.

NAME \_\_\_\_\_ CURRENT RANK

Have you ever applied for a waiver?

When did you apply?

What was the outcome of the decision?

Please attach a copy of the previous waiver request(s).

Have you ever applied for substitute professional credits?

When did you apply?

What are the total professional credits granted?

Please attach a copy of the previous professional credit request(s).

What degrees do you currently hold?

<u>Degree</u>	<u>Field of Specialization</u>
---------------	--------------------------------

How many credits do you currently have, including all degrees?

<u>UNDERGRADUATE</u>	<u>GRADUATE</u>	<u>PROFESSIONAL CREDITS</u>	<u>TOTAL</u>
----------------------	-----------------	-----------------------------	--------------

How many graduate credits do you currently have *beyond* your highest degree?

Dates of initial appointment and last promotion:

## ***2.2 - Professional Employees (Non-Teaching Professionals)***

### **Responsibilities of Employees**

**Safety** - A professional employee is responsible for the safety of students and employees under their supervision. Besides insuring that appropriate safeguards are in effect, professional employees are responsible for insuring that proper medical attention is given when an injury occurs and for completing, where applicable, the required accident report forms.

### **Personal Liability of University Employees**

Section #17 - Indemnification of Officers and Employees of the State

1. The state shall save harmless and indemnify all officers and employees of the state from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act by such officer or employee provided that such officer or employee at the time damages were sustained was acting in the discharge of their duties and within the scope of their employment and that such damages did not result from the willful and wrongful act or gross negligence of such officer or employee and provided further that such officer or employee shall within five days of the time they are served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy thereof to the attorney general.
2. Upon such delivery the attorney general may assume control of the representation of such officer or employee. Such officer or employee shall cooperate fully with the attorney general's defense.
3. This section shall not in any way impair, limit or modify the rights and obligations of any insurer under any policy of insurance.
4. The benefits of this section shall inure only to officers and employees of the state and shall not enlarge or diminish the rights of any other party.

### **Reference: New York Public Officers Law**

1. Article 7A (1977) of the State Finance Law allows any citizen, whether or not specially aggrieved, to bring an action against an officer or employee of the State who in the course of their duties has caused, is now causing, or is about to cause, a wrongful expenditure, misappropriation or any other illegal or unconstitutional disbursement of State funds or property. The statute permits the courts to require the offending employee to make restitution to the State for the value of the funds or other property unlawfully expended.

Evaluation and promotion of professional employees shall be made in accordance with Article XII, Title C of the *Policies of the Board of Trustees of the State University of New York*, and Article 30.2 in the current *Agreement* between the State of New York and United University Professions, Inc. Article XII, Title C of the *Policies* states:

1. **Policy** - *It is the policy of the University to evaluate on a regular basis the performance of all professional employees and to give such employees consideration for promotion. The Chancellor or designee shall provide for the administration of systems for evaluation and promotion of such employees.*
  
2. **Definitions**
  - a. *“Promotion” shall mean an increase in a professional employee's basic annual salary with a change in title and movement to a higher salary rank, resulting from a permanent significant increase or change in their duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity of function at the same or different college.*
  
  - b. *“Immediate Supervisor” shall mean the person designated by the chief administrative officer for the purpose of evaluating professional employees.*
  
3. **Promotion**
  - a. *Professional employees may apply, and upon such application shall receive consideration, for promotion to vacant professional employee positions in the Professional Services Negotiating Unit which are to be filled, or for promotion in their present positions, provided, however, that nothing contained herein shall affect or operate to invalidate any promotion or appointment nor shall anything contained herein be construed to require promotions or appointments to vacant positions in the Professional Services Negotiating Unit to be made from among professional employees presently employed by the University.*

To request a promotion either you or your supervisor must obtain a **Personnel Action Request Form** from the Office of Human Resources. For a promotion, the section entitled “*Request to Reclassify Professional Position*” must be completed in full. You should then forward to the Vice President for Administration in Human Resources the completed form, signed by the appropriate Department Chair or Dean, and attach a copy of your past and current performance programs and your current and requested MAC titles. Should your Department Chair or Dean choose not to forward the paperwork for the promotion to Human Resources, you may submit it without their signature. If your request to reclassify the professional position is denied, you have the right to contact the UUP grievance committee (see current UUP contract).
  
  - b. *Prior to making promotions or recommendations to the Chancellor for promotion of professional employees, the chief administrative officer shall review the supervisory evaluation and recommendations relating to such employees, together with the recommendations, if any, of the appropriate professional staff committees established for such purpose.*

4. **Evaluation**

- a. *Each professional employee in the Professional Services Negotiating Unit shall have their performance evaluated by their immediate supervisor formally, in writing, once each year during the term of appointment and as changing conditions warrant, except where the employee is serving their final year in the University following notice of non-renewal. Such evaluation shall be based on a performance program determined by the immediate supervisor after consultation with the employee, a copy of which shall be given to the employee.*
- b. *Performance shall be characterized, in summary, as either satisfactory or unsatisfactory. A professional employee whose performance is characterized as unsatisfactory in a written report resulting from a formal evaluation may seek review of such report by the appropriate professional staff committee established for such purpose.*

5. **Criteria**

*As they relate to the duties, responsibilities and objectives of the position in which a professional employee is being evaluated or for which such employee is being considered for promotion, the following criteria may include but not be limited to:*

- a. *Effectiveness in performance - as demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.*
- b. *Mastery of specialization - as demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.*
- c. *Professional ability - as demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas; i.e., development or refinement of programs, methods, procedures, or apparatus.*
- d. *Effectiveness in University service - as demonstrated, for example, by such things as College and University public service, committee work, and involvement in College or University related student or community activities.*
- f. *Continuing growth - as demonstrated, for example, by continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance and increased duties and responsibilities.*

6. **Action by Chief Administrative Officer**

*Notwithstanding anything contained herein the chief administrative officer of a college may promote or recommend for promotion directly to the Chancellor, or designee, any professional employee in the Professional Services Negotiating Unit at the chief administrative officer's college.*

**Article 30.2 of the Agreement (1995-99) states:**

1. Evaluation and promotion of employees shall be made in accordance with Article XII of the Policies.
3. Subject to provisions of this Agreement, the system of evaluation for professional employees shall be as specified in the Memorandum of Understanding dated September 30, 1981, between the University and UUP relating to a system of evaluation for professional employees, and the system of promotion for professional employees shall be as specified in the Memorandum of Understanding dated August 8, 1989, between the University and UUP relating to a system of promotion for professional employees. Such Memoranda of Understanding shall be statements of mutual intentions and shall not constitute agreements under Article 14 of the Civil Service Law or for any other purpose.

***Service Credit*** – Article XI, Title C, #4 Section (c) *Policies of the Board of Trustees*

- (1) *In determining eligibility for permanent appointment under this section, satisfactory full-time prior service in a professional title at any one college of the University may, at the request of the professional employee and in the discretion of the Chancellor, or designee, be credited as service, up to a maximum of three years, at the time of appointment at another college. Waiver of all or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of appointment at the college.*
- (2) *In computing consecutive years of service for the purpose of appointment or reappointment of professional employees, periods of leave of absence at full salary and periods of full-time service in probationary and temporary appointments granted pursuant to this Title shall be included; periods of leave of absence at partial salary or without salary and periods of part-time service shall not be included but shall not be deemed an interruption of consecutive service for other purposes.*

## **Leave of Absence**

### **Sabbatical Leave**

1. Policy. Sabbatical leaves for professional development may be made available to members of the professional staff who meet the requirements set forth below. The objective of such leave is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.
2. Purpose. Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experiences of professional value.
3. Eligibility. Academic employees having continuing appointments and College administrative officers not in a negotiating unit established pursuant to Article XIV of the Civil Service Law who have completed at least six consecutive years of service within the University or who, if they previously have had a sabbatical leave, have completed at least six consecutive years of service within the University from the date of return of their last sabbatical leave, shall be eligible for sabbatical leave. In computing consecutive years of service for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absences, other than vacation and sick leave with salary, and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

4. **Terms and Conditions.** Sabbatical leaves may be granted for periods of one year at rates not to exceed one-half basic annual salary or for periods of one-half year at rates not to exceed full basic annual salary. Eligible employees on sabbatical leave may, with the prior approval of the Chief Administrative Officer, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the Chief Administrative Officer may adjust the sabbatical leave salaries to reflect such income, either prior to or during the periods of such leaves, provided, however, that in no case shall sabbatical leave salary be reduced if total earnings are less than full salary.
5. **Applications.** Applications for sabbatical leaves shall be submitted to the Chief Administrative Officer as far in advance as possible of the requested effective date of the leave, but in no event later than six months in advance of such date unless such requirement is expressly waived by the Chief Administrative Officer. Each application shall include a statement outlining the program to be followed while on sabbatical leave, indicating any prospective income, stating that the applicant will continue as a member of the professional staff for a minimum of one year upon return and stating that upon return, the applicant will submit to the Chief Administrative Officer a detailed report of professional activities and accomplishments while on sabbatical leave.
7. **Approval.** Consistent with provisions of Section 4 of this title, the Chief Administrative Officer may approve each sabbatical leave as they deem appropriate and such leave shall be reported to the Chancellor.
8. **Leave Credits.** Vacation leave and sick leave credits shall not be accrued or used during sabbatical leave.
8. **Procedures for Applying for Sabbatical Leave**
  - a. By the first Monday in October, the President or their designee notifies the faculty of the application procedures and deadlines for sabbaticals.
  - b. Applications must be reviewed by the Department Chair/Immediate Supervisor and Dean, if applicable, before being submitted to the appropriate vice President by the second Monday in November.
  - c. The vice President of Administration and Vice president for Student Affairs in conjunction with Department heads of those professional employees submitting applications, will review and forward recommendations to the President by the end of the fall semester.
  - d. The President will notify applicants of the action taken by the second Monday in February.

STATE UNIVERSITY OF NEW YORK  
COLLEGE OF AGRICULTURE AND TECHNOLOGY  
COBLESKILL, NY 12043

**Sabbatical Leave Application**

(Please type. Attach additional information when necessary)

NAME: \_\_\_\_\_

TITLE/RANK: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE OF INITIAL APPOINTMENT: \_\_\_\_\_

DATE OF PRIOR LEAVE: \_\_\_\_\_

LEAVE REQUEST FOR:

FALL \_\_\_\_\_ SPRING \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_  
(Year) (Year)

PURPOSE OF LEAVE: \_\_\_\_\_

(Specify: formal education, research, writing, travel/study, other)

**SABBATICAL LEAVE PROPOSAL**

Please provide a complete and detailed description of your proposed sabbatical leave, including activities you plan to accomplish during the leave, location of these activities, a schedule for completion of activities, and other information specific to your leave. Explain why a leave is essential for accomplishing your objectives.

**EVIDENCE OF BENEFIT TO DEPARTMENT/COLLEGE**

Explain how your leave would improve and enrich your department and the college/SUNY.

**PROFESSIONAL DEVELOPMENT ACTIVITIES**

Please cite and describe your professional development activities for the past five (5) years starting with the most recent, e.g., formal education, research, travel/study, publications or other such activities. Please give dates, locations, and other specifics.

**SUPPLEMENTARY INCOME**

Persons on leave may, with the prior approval of the President of the campus, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the President may adjust the leave salaries to reflect such income. Please state the sources, and amount of income you will receive.

**STATEMENT OF INTENT**

*I have read the statements on sabbatical leaves from both the Policies of the Board of Trustees and the SUNY Cobleskill Faculty Handbook. I understand the conditions and requirements set forth in these publications and agree to fulfill them if the sabbatical leave is approved.*

*I intend to continue as an employee of the college for a minimum of one year upon completion of my sabbatical leave. I further understand that if I do not meet this requirement, that I agree to repay all salary earned during my sabbatical leave.*

*Further, I understand it is my obligation to submit a report of my sabbatical activities no later than the end of the first full semester after my return. This report, which shall be submitted to the President, will describe the activities accomplished during the leave and their benefit to the college.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

*I have reviewed the application for sabbatical leave and I endorse it for further consideration.*

*I have reviewed the application for sabbatical leave and I do not endorse it for further consideration.*

\_\_\_\_\_  
*Signature of the Department Chair/Immediate Supervisor*

\_\_\_\_\_  
*Date*

*I have reviewed the application for sabbatical leave and I endorse it for further consideration.*

*I have reviewed the application for sabbatical leave and I do not endorse it for further consideration.*

\_\_\_\_\_  
*Signature of the School Dean*

\_\_\_\_\_  
*Date*

*I have reviewed the application for sabbatical leave and I recommend this applicant for sabbatical leave.*

*I have reviewed the application for sabbatical leave and I do not recommend this applicant for sabbatical leave.*

\_\_\_\_\_  
*Signature of Provost/VP Academic Affairs*

\_\_\_\_\_  
*Date*

## **Title F. Other Leaves**

Leaves of Absence for Professional Employees and Other Professional Staff - The chief administrative officer may recommend to the Chancellor other leaves of absence for employees at full or reduced salary, or may grant employees leaves of absence without salary, for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the University. Leave of absence without salary may also be granted under appropriate circumstances, for the purpose of child care. Leaves of absence at full or reduced salary pursuant to provisions of this section shall be subject to the approval of the Chancellor, and such leaves granted shall be reported to the Board of Trustees.

Application - Applications for such leaves of absence shall be made to the chief administrative officer. Each such application shall include a statement of the purpose for which the leave is requested, its anticipated duration and its values to the applicant and the University.

Leave Credits - Vacation leave and sick leave credits shall not be accrued or used during a period of leave pursuant to provisions of this section.

## ***2.3 - Internal Career Advancement Program***

### **Statement of Program**

The State University of New York Agricultural and Technical College at Cobleskill recognizes the need for an internal career advancement program for its employees.

The College shall continue to grant advancements/promotions within rank and to upgrade positions in SL rank as each position warrants or as each employee merits such in-grade promotion and will give first consideration to SUNY Cobleskill full-time and part-time professional staff especially for career advancement/promotion to those vacant positions in the Professional Services Negotiating Unit regardless of rank. In other words, if an internal candidate meets the qualifications for a position, they should be given first consideration. SUNY Cobleskill hopes in this way to recognize the competency and contributions of its professionals as they significantly affect the quality of the institution as it strives to achieve its objectives, including those of affirmative action. The program is applicable to all vacancies regardless of rank in the bargaining unit which have not been waived in accordance with the waiver policy stated in the “Guidelines for the Employment of Professional Personnel,” as published November, 1997. At the discretion of the appointing authority, positions designated Management/Confidential levels may also be filled under this procedure.

### **Procedure**

The State University of New York Agricultural and Technical College at Cobleskill has established the following procedure for providing career advancement/promotion opportunities for its professional employees and to recognize those who have given service to the University. (Professional employees shall mean an employee in the Professional Service Negotiating Unit, other than an employee with academic or qualified academic rank.)

1. All vacancies in the professional bargaining unit will be recruited through the **Internal Career Advancement Program** with the exception of those waived under the waiver policy. The posting will provide ten (10) working days for the receipt of internal letters of application for advancement/promotion.
2. Interested qualified full-time and part-time professional staff must file a letter of application for advancement/promotion with the Director of Human Resources within a ten (10) day working period following the publication of a vacancy on the campus SharePoint. The Director of Human Resources will acknowledge receipt of the letter(s) of application no later than one (1) day after the application deadline.
3. The Search Committee will process these applications following the “Guidelines for the Employment of Professional Personnel”.
  - If a recommendation for appointment is forwarded to the President, they may approve the request for an internal advancement/promotion or may require an open affirmative action search. The successful candidate shall accept or reject, in writing, the advancement/promotion within five (5) working days of receipt of the notification.

- If no letter of application is received in a timely fashion and/or no applicant can meet the minimal qualifications as stated on the vacancy notice, an open recruitment will be recommended. The Coordinator of the Search Committee will inform the President of their rationale for applicants not meeting the qualifications.
4. Any applicant found unqualified shall have the right to appeal the evaluation of the Search Committee. The appeal procedure shall be as follows:
    - The employee shall make that appeal in writing to the existing campus Promotion Review Panel within five (5) working days of receipt of notification.
    - The campus Promotion Review Panel shall consider the appeal and render its decision within ten (10) working days of receipt of the appeal. The decision of the campus Promotion Review Panel shall be forwarded to the College President with a copy to the appellant.
    - The College President may accept or reject the recommendation(s) of the campus Promotion Review Panel.
  5. In the event there are no applicants or appeals, the Office of Human Resources shall advertise the vacancy. If the search is unsuccessful and the position is redefined, the process will begin again. All letters of application submitted after the ten (10) day period will be considered in the normal affirmative action search.
  6. In order not to compromise Cobleskill's affirmative action goals, it will be the intention of the College to conduct an open affirmative action search for the final vacancy created by the **Internal Career Advancement Program**.

*The **Internal Career Advancement Program** for SUNY Cobleskill emerged as a cooperative venture of the SUNY Cobleskill community. All parties involved were truly committed to achieving a process whereby the points of view of the Administration, SUNY and UUP were represented.*

## ***2.4 - Management Confidential Employees***

### **Personal Liability of University Employees**

#### Section #17 - Indemnification of Officers and Employees of the State

1. The state shall save harmless and indemnify all officers and employees of the state from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act by such officer or employee provided that such officer or employee at the time damages were sustained was acting in the discharge of their duties and within the scope of their employment and that such damages did not result from the willful and wrongful act or gross negligence of such officer or employee and provided further that such officer or employee shall within five days of the time they are served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy thereof to the attorney general.
2. Upon such delivery the attorney general may assume control of the representation of such officer or employee. Such officer or employee shall cooperate fully with the attorney general's defense.
3. This section shall not in any way impair, limit or modify the rights and obligations of any insurer under any policy of insurance.
4. The benefits of this section shall inure only to officers and employees of the state and shall not enlarge or diminish the rights of any other party.

#### **Reference: New York Public Officers Law**

1. Article 7A (1977) of the State Finance Law allows any citizen, whether or not specially aggrieved, to bring an action against an officer or employee of the State who in the course of their duties has caused, is now causing, or is about to cause, a wrongful expenditure, misappropriation or any other illegal or unconstitutional disbursement of State funds or property. The statute permits the courts to require the offending employee to make restitution to the State for the value of the funds or other property unlawfully expended.

### **Evaluation of Management/Confidential Employees**

**Policy** - It shall be the policy of SUNY Cobleskill to evaluate annually the performance of all Management/Confidential employees.

The purposes of this performance evaluation program are:

1. To promote the successful achievement of the College's mission and strategic plan.
2. To ensure that Management/Confidential employees clearly understand and effectively carry out the responsibilities of their positions and the expectations of their supervisors.

3. To promote the recruitment, professional development, and retention of a highly effective Management/Confidential team.
4. To identify and recognize individual performance.
5. To identify individuals prepared for career advancement.
6. To identify the need for training and professional development programs.
7. To identify positions needing redefinition and reclassification.

## **Performance Program**

At the beginning of the evaluation period, each supervisor will meet with their management/confidential employee(s) as a group for the purpose of establishing goals and objectives consistent with those to be achieved by the campus, school and/or department during the evaluation period. The evaluation period will normally cover 12 months (July 1 through June 30).

Based on the goals and objectives agreed upon, each management/confidential employee shall prepare a proposed performance program. The performance program contains two major elements: (1) the job description, which lists the major on-going responsibilities of the job, and (2) specific goals and objectives within the general job description that should be achieved during the evaluation period. The proposed program may also include criteria for evaluating the employee's performance. The criteria may include, but are not limited to, the following:

1. The manner in which the employee's performance helped attain the College's goals as outlined in the mission statement and strategic plan during the evaluation period.
2. The degree to which the employee's performance program objectives were achieved.
3. The ability to establish priorities consistent with the College's objectives.
4. The ability to exercise sound judgment in the decision-making process.
5. The ability to apply creativity in accomplishing assigned responsibilities.
6. The willingness and effectiveness with which the employee assists colleagues, including those in other offices where the work performed may require effective interaction.
7. Communication and interaction with staff, students, and other constituencies.
8. Relations with the public.
9. Adherence to and furtherance of the University's equal employment opportunity and affirmative action policies.

Upon initial appointment, the preparation of the performance program shall be the responsibility of the immediate supervisor in consultation with the new management/confidential employee.

The employee and the supervisor will meet to discuss the proposed program and make modifications as required. The supervisor is responsible for the final content of the performance program, subject to the approval of the appropriate vice president (if any). The signed original of the performance program is to be placed in the personnel file, with a copy provided to the employee. The performance program is subject to modification as required by changing conditions or circumstances.

## **Evaluation of Performance**

Each management/confidential employee shall be formally evaluated annually by the employee's immediate supervisor. The evaluation of performance is a continuing process, however, and when a supervisor identified a need for improvement in performance, the supervisor shall immediately discuss the need with the employee and recommend appropriate improvements.

Near the close of each performance period, the supervisor may request or the employee may submit additional materials relevant to the evaluation of the employee's performance program. The immediate supervisor shall then prepare a performance evaluation in a brief, succinct narrative form for each employee. In preparing the evaluation, the supervisor may solicit signed written comments regarding the employee's professional performance from those with whom the employee has a professional working relationship. Upon completion, the immediate supervisor shall forward the evaluation to the next higher supervisor (if any) for review and approval. After making appropriate revisions, if any, recommended by the next higher supervisor, the immediate supervisor shall give the employee a copy of the evaluation for review. Shortly thereafter, the supervisor will meet privately with the employee to discuss and review the evaluation. After written acknowledgement by the employee, the immediate supervisor will provide the employee with a copy of the evaluation. The signed original of the performance evaluation is to be placed in the employee's personnel file.

## **Appeals**

When an employee, other than those reporting directly to the president, has a concern regarding either the performance program or the performance evaluation statement that cannot be satisfactorily resolved with the immediate supervisor, the employee shall have the right to meet and discuss the concern with the next higher level supervisor. The decision of the next higher level supervisor shall be final. The employee shall have the right to file written comments regarding the evaluation and such comments shall be attached to the performance evaluation statement.