

College of Staten Island  
The City University of New  
York

Faculty Handbook

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Note: This handbook does not establish policy; for College and University policy see 2b.

# 1. The University and the College

## *1a. The City University of New York (CUNY)*

The City University of New York (CUNY), of which the College of Staten Island is a constituent senior college, traces its beginnings to a public referendum held in 1847 that established the Free Academy, later The City College, and a tradition of free higher education for residents of New York City. The municipal college system grew rapidly. In 1961, its various colleges--four older senior colleges (Brooklyn College, The City College, Hunter College, and Queens College), newer senior colleges established during the 1960s, community colleges, and a consorcially organized graduate school--were consolidated by an act of the New York State Legislature as The City University of New York.

In 1970, CUNY's Board of Higher Education (now the Board of Trustees) implemented a policy of open admissions that assured anyone with a high school diploma or its equivalent a place in a CUNY college. In 1976, as a consequence of New York City's fiscal crisis, New York State assumed responsibility for CUNY's senior colleges, imposed tuition at both its senior and community colleges, and introduced a state-supported Tuition Assistance Program (TAP) to support the education of students who would otherwise be unable to attend college.

CUNY now also comprises the William E. Macaulay Honors College at CUNY, the doctorate-granting Graduate Center, The City University of New York School of Law, CUNY Graduate School of Journalism, and the Sophie Davis School of Biomedical Education. It is the largest municipal college system and the third largest university system in the United States.

CUNY is governed by a 17-member Board of Trustees, ten appointed by the Governor of New York State and five by the Mayor of New York City. The Chair of the University Faculty Senate serves ex officio, without vote; the Chair of the University Student Senate serves ex officio, with vote. The Chancellor of CUNY is the chief educational and administrative officer and is assisted by a Deputy Chancellor, Vice Chancellors for various areas, and their staffs.

The individual colleges of CUNY have considerable latitude in governing their own affairs through bodies representing faculty, students, and administrators. The Board of Trustees decides University policy and approves new plans and programs for the colleges.

### University Faculty Senate (UFS)

The University Faculty Senate represents the interests of the entire CUNY faculty in matters of governance and academic affairs. Questions of academic freedom, faculty status, research, scholarship, and teaching, as well as the rights of faculty in governance, are among its concerns. Delegates are elected by each college, their number depending on the size of the faculty. CSI has one representative for each 60 full-time faculty members eligible to vote, or major proportion thereof, and one additional senator as there are at least 60 persons who are part-time members of the instructional staff. The College has a tradition of the latter position being filled by a part-time faculty member, but this is not mandated. Since the Senate was founded in 1968, three faculty members from CSI have served as its chair.

## Professional Staff Congress (PSC)

Instructional staff are represented by their union, the Professional Staff Congress, which negotiates collective bargaining agreements with the Board of Trustees. (<http://www.psc-cuny.org>) These agreements cover full-time and part-time faculty and instructional staff: College Laboratory Technicians (CLTs), Higher Education Officers (HEOs), and Research Associates/Assistants. Agency fees are automatically deducted from the paychecks of full-time faculty and instructional staff. For additional information, see the Agreement between The City University of New York and the Professional Staff Congress/CUNY--the current agreement runs from December 1, 2017-February 28, 2023.

### ***1b. The College of Staten Island (CSI)***

The College of Staten Island was founded in 1976 through a merger of Staten Island Community College, founded in 1955, and Richmond College, founded in 1967. Staten Island Community College, the first community college in CUNY, offered two-year terminal and transfer degrees; Richmond College, CUNY's only upper-division college, offered four-year degrees in the liberal arts and sciences, engineering science, and medical technology, and also prepared students for certification as teachers. The merger of these two colleges created a BA/MA-granting institution, the only public institution of higher education on Staten Island.

#### Mission

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of The City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

#### Vision

Providing students with an outstanding educational experience guides everything the College of Staten Island undertakes. The College is committed to enhancing the success of all students and to evidence-based initiatives and opportunities. We strive to provide rigorous undergraduate and graduate degrees at all levels and to respond to the changing educational and professional aspirations of students in a complex and dynamic world through innovative disciplinary and interdisciplinary programs. Excellence in scholarship, research, and creative activities provides a strong foundation for our academic programs and student learning experiences, and by attracting and retaining an outstanding faculty, we will also attract strong graduate students to our master's and doctoral programs and to work in our laboratories. We aspire to be a vibrant center of intellectual and cultural exchange and to broaden the horizons of our students by increasing the integration of global perspectives through our curriculum, scholarship, and international opportunities. At the same time, we will enhance students' educational experiences by expanding opportunities to engage with our more immediate community through research, service, and civic engagement, consistent with our commitment to borough stewardship. The College is enriched by the diversity of its students, faculty, and staff, and we will expand efforts to ensure an inclusive and increasingly diverse campus community. We will be a leader in conserving resources, will be

creative in aligning resource allocations with strategic priorities, and will be data-informed in our decision-making. Through these accomplishments, the College of Staten Island will become a destination for students, faculty, and staff, with greater regional, national, and international recognition.

#### Values

*Strong commitment to teaching, scholarship, research, creative activities, and service.*

We set and meet high expectations in our academic programs through innovative teaching, scholarship, and research. We promote engagement among students and faculty. We explore the broader impacts of our work and are proud of recognition received at local, national, and international venues.

*Emphasis on campus pride and the cultivation of a welcoming and inclusive environment.*

We cultivate pride in our institution in everything that we do. We strive to ensure that all who come to campus feel welcomed and valued. We enjoy celebrating our successes. Together, we work to achieve greater recognition through advancement and the promotion of campus activities.

*Facilitation of serious conversations about difficult subjects.*

We seek to make our campus a place for the open exchange of ideas. We encourage critical thinking, curiosity, and creative expression. We see value in thoughtful conversation and the consideration of differing viewpoints. We promote events on campus that are relevant and related to larger questions that have impact on our lives.

*Innovative approaches to student success.*

As a comprehensive college, we provide support for students from pre-college through doctoral degrees. We embrace innovative approaches to increase student engagement and encourage progress in achieving individual academic and career goals. We also work with all students to help them overcome barriers to their success.

*Commitment to integrity and mutual respect.*

We expect honesty and fairness in our interactions with each other and in the work that we do. Ensuring integrity builds trust among students, faculty, and staff. Mutual respect is required to encourage open dialogue, critical reflection, and a diversity of perspectives. We value all members of the College community, as all play a vital role in making us a quality institution.

*Reliance on informed decision-making and shared governance.*

We seek to ensure that all of our decisions are informed by deliberation and data. We are continuously engaged in gathering information related to our institutional goals. We foster a model of shared governance. We are engaged in cross-institutional, national conversations related to preferred methods in higher education and support visionary leadership within every unit of the College.

## Academic Divisions, Schools, and Departments

Interrelationships among fields of knowledge are emphasized by grouping academic departments together in the Division of Humanities and Social Sciences, the Division of Science and Technology, the School of Health Sciences, the School of Education, and the Lucille and Jay Chazanoff School of Business, each administered by a Dean. The library is administered by an Associate Dean.

Departments in the Division of Humanities and Social Sciences are: English, History, Media Culture, Performing and Creative Arts, Philosophy, Political Science and Global Affairs, Psychology, Sociology and Anthropology, and World Languages and Literatures.

Departments in the Division of Science and Technology are: Biology, Chemistry, Computer Science, Engineering and Environmental Science, Physics and Astronomy and Mathematics.

Departments in the Chazanoff School of Business are: Accounting and Finance, Economics, Management, and Marketing.

Departments in the School of Education are: Educational Studies and Curriculum and Instruction.

Departments in the School of Health Sciences are: Nursing, Physical Therapy, and Social Work.

Department chairs, elected by department faculty and approved by the President for three-year terms, are responsible for the supervision and administration of departments and serve on the College Personnel and Budget Committee (P&B). See the *Bylaws of The City University of New York Board of Trustees*, [section 9.3](#).

Departments are responsible for their own programs within the framework of general College policy. They elect Appointments Committees, Curriculum Committees, Grade Appeals Committees, and other committees as needed.

CSI has ten interdisciplinary programs, one interdisciplinary certificate program, and three interdisciplinary minors.

Ten are affiliated with the Division of Humanities and Social Sciences: Bachelor of Arts in African and African Diaspora Studies, American Studies, International Studies, Philosophy/Political Science, and Women, Gender, and Sexuality Studies; Master of Arts in Liberal Studies (MALS); Minor in Disability Studies, East Asian Studies, and American Caribbean and Latina/o Studies; and Autism Spectrum Disorders Advanced Certificate.

Three are affiliated with the Division of Science and Technology: Bachelor of Science in Biochemistry, Bachelor of Science in Information Systems and Informatics, and a Master of Science in Neuroscience.

Science, Letters, and Society is the major required of students seeking certification in Early Childhood and Elementary Education. Requiring a balance in humanities, social sciences, and mathematics, the program is affiliated with both Divisions and the School of Education.

Interdisciplinary programs have faculty committees that oversee curricula and elect program coordinators, who are then appointed by the Provost.

### Accreditation

CSI is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, an institutional accrediting agency recognized by the Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

### *Specialized Accreditations*

A list of specialized accreditations is found here: <https://www.csi.cuny.edu/about-csi/institutional-effectiveness/accreditation>.

### Administration

The President is the chief executive officer of CSI. The President's first responsibility, as defined by the bylaws of the Board of Trustees, is to conserve and enhance educational standards and general excellence at CSI. The President is advisor to and executive agent of the Board of Trustees. The President also exercises general supervision of CSI personnel and students, and attends to their concerns.

### Campus

CSI's main campus encompasses 204 acres. It is the largest college campus in New York City. Its buildings are set in a park-like landscape with mature trees and woodlands, flowering trees and ornamental plantings, fields and outdoor athletic facilities, a Great Lawn (used for Commencement and other public ceremonies), and outdoor sculpture and seating areas--these create a tranquil oasis in the midst of an urban area.

Fourteen of CSI's buildings, renovated, were formerly part of the Willowbrook State School. Ten house department and program offices, private offices for full-time faculty, study lounges for students, and some 200 classrooms and laboratories; these form the North and South Academic Quadrangles, which are connected by Alumni Walk. Three house administrative offices that face the Great Lawn.

Six of CSI's buildings were added, and were not part of the Willowbrook State School: the Astrophysical Observatory, the Biological and Chemical Sciences Building, the Campus Center, the Center for the Arts, the Library, and the Sports and Recreation Center. The Library and the Campus Center serve as focal points, respectively, for the North and South Academic Quadrangles. The Center for the Arts, located midway between the quadrangles at the fountain plaza, also faces the Great Lawn. The Biological and Chemical Sciences Building adjoins the

South Quadrangle. The Sports and Recreation Center and the Astrophysical Observatory are located near the main entrance of the campus.

- [The Astrophysical Observatory](#), with a 16-foot dome and state-of-the-art equipment, was completed in 1996. In addition to serving students in astronomy courses, it is used for faculty and student research projects, environmental monitoring, and community programs.
- The Biological and Chemical Sciences Building joins teaching and research in two separate wings connected by bridges: the two-story north wing provides lecture halls, classrooms, and instructional laboratories, the three-story south wing research laboratories, animal facilities, and a greenhouse. It houses the departments of Biology and Chemistry, the Center for Environmental Science, and the Center for Developmental Neuroscience and Developmental Disabilities.
- [The Campus Center](#) offers public lounge spaces, multi-purpose rooms for conferences and meetings, a cafeteria, a full-service restaurant (the Park Café), a computer laboratory for students, and table and video games. It houses the bookstore; the FM radio station WSIA; the offices of Student Government; the Lesbian, Gay, and Transgender Alliance; the New York Public Interest Group; the Program Development Committee; and student publications as well as the Health Center, the Wellness Program, the CSI Association, and the CSI Auxiliary Services Corporation.
- [The Center for the Arts](#) joins teaching and performance: the east end houses offices of the departments of Media Culture and Performing and Creative Arts, faculty offices, classrooms, studios, and practice and rehearsal rooms. The west end contains a 900-seat concert hall, the 450-seat Williamson Theatre, a recital hall and a lecture hall of 150 seats each, an experimental (black box) theater, the CSI Gallery (for professional exhibits), and a student gallery. It also houses the campus-wide PSC faculty lounge.
- [The Library](#) provides inviting reading rooms, open shelves, and study carrels, as well as lecture rooms and computer facilities for students. It also houses both the Center for Excellence in Learning Technology and Instructional Support Services.
- [The Sports and Recreation Center](#), with 91,000 square feet, contains a fitness center, two gymnasiums, five racquetball courts, and a 25-meter, eight-lane swimming pool. Its outdoor facilities include basketball courts, eight paddleball and 16 tennis courts, a softball and a baseball park, a track, and several multi-use fields. Faculty and staff have access to the facilities through low-cost memberships; the Staten Island community can also obtain memberships and rent its facilities.
- [The Children's Center](#) offers quality childcare and early childhood education programs for children of CSI students while they attend classes, work, participate in other school-related activities, or while taking some personal time. The Center, with approximately 11,000 square feet of indoor space, includes administrative offices, four classrooms accommodating six age groups, a kitchen, and a multi-purpose room. The Center is attached to the Sports and Recreation Center and has outdoor playground facilities. The



programs offered include an Infant/Toddler program, a Preschool program, and a Department of Education-sponsored Universal Pre-kindergarten program accommodating approximately 130 children per semester. The Children's Center also serves as a site for course-required student observations and fieldwork for Education and Psychology majors, as well as for other class-related observations.

New additions to our campus include the College Dormitories and the renovation of the 3N Building, Chazanoff School of Business.

#### Other Locations

CSI St. George, located at 120 Stuyvesant Place

CSI Tech Incubator, located at 60 Bay Street, Suite 902

#### Curriculum

The curriculum is designed to provide students a broad general education. Students, building on a common foundation of required courses, select additional courses that teach the analytical skills appropriate to literature, the arts, the social sciences, and the sciences; provide mastery of a foreign language; and ensure an understanding of the diversity of cultures within the United States and beyond. Requirements for bachelor's degrees provide a cumulative and disciplined program of study in major fields of inquiry. Requirements for associate's degrees provide either a program of study in the liberal arts and sciences (AA and AS degrees) or a program of study in professional disciplines (AAS degrees). Programs leading to the bachelor's degree require entering students to meet senior college admission standards. Programs leading to the associate's degree are open to all students with a high school diploma or its equivalent. The curriculum is the responsibility of the faculty, who participate at all levels of curriculum development, review, and revision. They are involved at the department level in curriculum committees and, as provided by CSI's governance, in the Undergraduate Curriculum Committee, the General Education Curriculum Committee, the Graduate Studies Curriculum Committee, and the Faculty Senate. All changes in and additions to the curriculum require approval by the appropriate College committees, review by CUNY's Board of Trustees, and registration with the State Department of Education.

#### Governance

Faculty governance is defined by the *Bylaws of The City University of New York Board of Trustees* and the *College of Staten Island Governance Plan*. The latter provides for two governance bodies, the College Council and the Faculty Senate. The [Bylaws](#), the [Governance Plan](#), and [The City University of New York Manual of General Policy](#) are available online.

The College Council shall be responsible for the general interests of the College community, for the preservation of academic freedom, for committees that it supervises, for the convocation of the whole community in town meetings; for debate and recommendations on College organization; for institutional planning and budget; and to receive and respond to information regarding larger educational and political issues affecting the College and University.

Membership of the College Council is as follows:

- a) The 54 members of the Faculty Senate: Members and alternates will be selected as described in Section 2c. (Includes the College President ("President"), College Chief Academic Officer, and two Full Academic Deans designated by the President.).

- b) The seven-member Steering Committee of the Higher Education Officer's series: members and alternates will be selected as described in Sections 4 and 1d(2).
- c) The President of the Student Senate (or designee) and seven student representatives, elected by the student body (see Article IV). Student representatives shall serve for one-year terms. Election of alternates for the student representatives is recommended.
- d) Five additional members of the College Administration selected by the President. The President may also select alternates for these Members.
- e) Alternate members ("Alternates") may be enfranchised as described in Section 1c (4).

Membership of the Executive Committee with a Chair, Vice Chair, Secretary, two members-at-large (elected in alternate years), Chair of the Faculty Senate, ex officio with vote. Committees of the College Council are: Organization, Bylaws, Administrative Review and Evaluation, Institutional Planning Committee, and Budget and Facilities.

### Faculty Senate

The Faculty Senate of the College is "responsible for the principal academic policy decisions of the College including admissions criteria, academic programs, degree requirements, and graduation requirements; and shall participate in decisions on departmental reorganizations, and academic reorganizations at the College, division, or school level. Recommendations from the Faculty Senate shall be forwarded to the Council and/or the Administration, as appropriate."

Membership of the Faculty Senate is as follows:

- a) For each department, including the Library Department, one departmental Representative elected by and from the department faculty for a three-year term. Election of an Alternate for each is recommended.
- b) One full-time faculty member elected by and from the directors of the Undergraduate Interdisciplinary Programs, elected for a three-year term. The elected individual may not continue to serve in this position, if, during the term of office, the individual ceases to serve as a director.
- c) A cohort of faculty members-at-large elected by and from the full-time faculty for three-year terms. The cohort size plus the number of departments shall total 45. At least one-fifth of the members shall be from the Division of Humanities and Social Sciences, at least one-fifth shall be from the Division of Science and Technology, and at least one-fifth shall be from the faculty from the Schools.
- d) Two members-at-large elected by and from the full-time employees serving in titles in the College Laboratory Technician series to serve for three-year terms.
- e) Two teaching adjunct members elected by and from the adjunct faculty for one-year terms. All teaching adjunct members of the instructional staff are eligible to serve, provided they remain active members of the adjunct teaching staff, and do not hold full-time titles at the College.
- f) The President, ex officio with vote.
- g) The Chief Academic Officer, ex officio with vote.
- h) Two of the full Academic Deans who head the Divisions and Schools, ex officio with vote, to be designated by the President. The remaining Academic Deans shall serve ex officio without vote, and may serve as Alternates for the voting Deans, as described in Section 1c(4).

- i) For members in categories (2)-(5), Alternates will be elected as described in Section 1d(2). Alternates may be enfranchised as described in Section 1c(4).

Membership of the Executive Committee with a Chair, Vice Chair, Secretary and a member elected at-large who, among other responsibilities, prepare the agenda for the monthly meetings, and consult with the Chief Academic officer and other academic officials and review curriculum proposals. The Senate has the following curriculum committees: General Education, Undergraduate Curriculum, and Graduate Studies. Other committees of the Senate are: Course and Standing, Admissions, Library, Research Academic Facilities, Academic Freedom, Academics Technology, and Faculty Personnel Policy, (See Governance Plan, Section 2).

### Library

In addition to an Associate Dean and Chief Librarian, the CSI Library has a faculty of 13 full-time librarians, ten adjunct librarians, one professional technical staff member, and ten professional support staff members. Faculty librarians provide research assistance to students and faculty by accessing the print and electronic materials needed to foster their scholarship. The Collection grows and changes to reflect and complement the College curriculum. The Library is equipped with robust technology to support learning and teaching, including PCs, printers, scanners, photocopiers, scientific calculators, and laptops. Currently, the Library's Collection consists of more than 175,000 print books, over 988,000 ebooks, more than 191,000 e-journals, nearly 160 databases, and access to over 5,500 streaming videos. The Library also maintains a collection of current textbooks, with help from Student Government funds, which are available at the Circulation/Reserves Desk. The Library's discovery tool, OneSearch, allows patrons to search across CUNY Libraries for books, articles, DVDs, CDs, and more. Additionally, Library faculty have created more than 100 subject and topic research guides/Websites, as well as a suite of online tutorials and instructional videos, which, like our electronic resources, are available 24/7 from anywhere with Internet access.

The Library is open seven days a week during the academic year. Information about the Library's hours can be found on the Library's homepage (<https://www.library.csi.cuny.edu/home>) or by calling x4000.

### *Acquisitions*

Faculty, staff, and students are encouraged to suggest library materials for purchase to enhance the Library's Collections. Faculty members may recommend monographs and media resources for the Library's permanent collection by completing the [Library Materials Request Form](#). If you have questions, contact the Coordinator of the Acquisitions Unit, Prof. Kerry A. Falloon at [Kerry.Falloon@csi.cuny.edu](mailto:Kerry.Falloon@csi.cuny.edu) or x4025. Purchases that support the Library's Collection Development Policy receive the highest priority.

To recommend a streaming media resource from one of the Library's platforms for classroom viewing, please request the video prior to the beginning of the semester using the [Video Request Form](#).

Requests for online subscriptions, which are annual commitments, must have the approval of the department's Dean. To suggest online databases and e-journals, please contact the [Library Subject Liaison](#) for your department and the Electronic Resources Librarian, Prof. Christine McEvilly at [Christine.McEvilly@csi.cuny.edu](mailto:Christine.McEvilly@csi.cuny.edu). Purchases that directly support the curriculum and accreditation receive the highest priority.

### *Archives and Special Collections*

The Archives & Special Collections collects, preserves, and makes available primary and secondary materials that document the history of the College of Staten Island and of Staten Island.

- The Archives' focus is the history of the College and includes records of the activities of the administration, academic departments, faculty, staff, students, and related organizations of the College of Staten Island and its predecessor institutions.
- The Special Collections concentrates on the history of Staten Island political culture and public policy discourse, especially in the period since consolidation with New York City in 1898.

The unit supports effective teaching and learning through training students to conduct research using primary source materials, collaborating with faculty members to create assignments using primary source materials, and hosting internships for students wanting to explore archival work as a career option, or interested in archival theory and practice.

The unit engages the public through programs and lectures, Web-based and physical exhibitions, and cooperative projects with other Staten Island historical repositories, sharing knowledge of archival and library practice, and technology to promote preservation and access to Staten Island materials.

Faculty may request that materials be placed on reserve and restricted to in-Library use; these may be borrowed for two hours at a time with a valid CUNY ID. Archives 1L-216 or Special Collections 1L-216: items displaying these locations can be used by making an appointment with Archives & Special Collections. These materials do not circulate and must be used in the Archives & Special Collections Reading Room in 1L-216 (2nd floor).

### *Circulating Material*

Faculty, staff, and students may borrow books by presenting a valid CSI/CUNY ID card, which allows them to use and borrow from any CUNY Library. In addition, books borrowed from one CUNY library may be returned at any other CUNY library. For materials not available within the CUNY system, materials can be borrowed via [interlibrary loan](#).

### *Contributions*

Gifts of cash for support of the Library can be made to the Friends of the Library through the CSI Foundation, which raises funds to support CSI. The Foundation may be contacted for further information in advance of making a gift; it is located in 1A-210 (x2365). Gifts of books and other materials are accepted when appropriate.

### *Interlibrary Loans*

The Library arranges interlibrary loans of books and articles for faculty and students. Requests should be made via the interlibrary loan Website from the homepage ([www.library.csi.cuny.edu/ill](http://www.library.csi.cuny.edu/ill)).

The Office is located in 1L-106A (x4014).

### *Library Committee*

The Library Committee of the College Senate serves as advisory to the Chief Librarian regarding policies related to the Library. The Chief Librarian resides as chair. A faculty member is elected in each department, one is an undergraduate student elected by student senate, one graduate student is elected by the Graduate Studies Committee, and one member is elected by the directors of all Interdisciplinary Programs from the full-time faculty.

### *Library Instruction*

Librarians offer students, in partnership with classroom faculty, information literacy skills required to locate, evaluate, and use information effectively. Librarians also work, individually and in small groups, with faculty who want to develop skills in using electronic resources. A Digital Library Learning Lab was created in 2004, equipped with 40 workstations, to provide hands-on instruction in learning how to effectively and efficiently access the appropriate research resources needed in their disciplines.

### *Reference Services*

Reference librarians assist students, faculty, and staff in identifying, locating, and retrieving information in a variety of formats. Regardless of how specific or general the nature of a research project, reference librarians are available to provide guidance in every aspect of the research process. Reference librarians are accessible via the email, [reference@csi.cuny.edu](mailto:reference@csi.cuny.edu), instant messaging window in the Ask Us box located on the right side of the [Reference Service homepage](#), or via telephone at x4010. The reference desk is located on the 1st floor.

### *Reserves*

Faculty may complete the [Reserve Request Form](#) to recommend a course textbook be placed on Reserve at the Circulation/Reserves Desk for in-house use. To place your own faculty materials on Reserve, please contact: [circulation@csi.cuny.edu](mailto:circulation@csi.cuny.edu), and arrange to drop off your material prior to the beginning of the semester, as processing may take up to two weeks.

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Collections 1L-216: items displaying these locations can be used by making an appointment with Archives & Special Collections. These materials do not circulate and must be used in the Archives & Special Collections Reading Room in 1L-216 (2nd floor).

### Research Centers, Facilities, and Labs

#### Center for Developmental Neuroscience

The goal of the Center is to provide a fertile environment for collaborative, interdisciplinary, basic, and translational research to study the biological origins of brain disease ranging from autism, neurodegeneration, brain and spinal cord injury, epilepsy, and other nervous system pathologies in order to identify early diagnostic and efficacious treatments. The other goal is to provide outstanding education and research experience to undergraduate and graduate students.

#### *Center for Environmental Science*

The Center for Environmental Science (CES) was established at the College of Staten Island in 1987 as an outgrowth of the Environmental Science Master's Program. As a consequence of its location, the Center is uniquely situated to foster and conduct research on a variety of environmental issues. Past activities have included research on recycling of commercial waste, air pollution from waste incineration; and the ecology of wetlands and forests, as well as the impacts of air and water pollution, proximity to landfills on human health, lung cancer, global climate change, and an analysis of regional transportation systems. Most of the current activity involves the SI Breast Cancer Initiative: a multidisciplinary study of the reasons for the high breast cancer mortality rate on Staten Island.

#### *CUNY High-Performance Computing Center (HPCC)*

The CUNY High-Performance Computing Center (HPCC) is located on the CSI campus. The mission of the Center (HPCC) is to advance the University's educational and research mission by providing advanced high-performance computing technology resources and corresponding technical assistance to CUNY faculty and students. The HPCC has a central role in the support of initiatives in economic development and provides assistance with sustaining intellectual growth by interacting with local and regional industries and the scientific community.

#### *Center of Engineered Polymeric Materials (CePM)*

The Center of Engineered Polymeric Materials is a New York State Office of Science, Technology and Academic Research (NYSTAR) funded initiative. The Center's mission is to conduct cutting-edge research in polymeric and nanoscale materials, and to provide a conduit for the transfer of technology involving synergistic interaction among New York State industries, academic institutions, and government laboratories. The University's Doctoral program in Polymer Chemistry serves as the Center's intellectual base.

### *Advanced Imaging Facility*

The AIF is a shared core facility under the Division of Science and Technology at CSI that houses advanced imaging systems including confocal, live-cell, transmission electron, scanning electron, and atomic force microscopes, as well as dedicated lab space for specimen processing and analysis suites to allow researchers to prepare, image, and analyze samples at a single site. This facility is open to research scientists from all CUNY campuses. Scientists belonging to other academic institutions and industrial scientists are also invited to utilize the facility.

### *Nuclear Magnetic Resonance Facility*

Nuclear Magnetic Resonance spectroscopy (NMR) is a powerful technique that can provide information on molecular structure and dynamics at the atomic level. It has been widely used in chemistry, polymers, and biology. The NMR facility at the College of Staten Island has two Varian high-field multinuclear spectrometers, a Inova 600 and a 300 wide-bore. The Inova 300 is configured with a 5mm 2RF channel PFG probe tuned to <sup>1</sup>H, <sup>13</sup>C, <sup>31</sup>P and other X-nuclei. It also can be configured with a Varian 7mm CP/MAS probe or DOTY XC-5 probe for solid materials investigation. The Inova 600 is usually configured with a 5mm HCN cryoprobe in order to investigate the structure and dynamics of biological macromolecules.

### *Computer-Assisted Chemistry Tutorial Lab*

The Chemistry Department has set up 20 state-of-the art computer-interfaced data acquisition stations in the 6S-239 and 249 laboratories. Two of the chemistry laboratories have workstations complete with an A-D (Analog-to-Digital) converter with pH probes and thermocouples. The stations allow the students to collect in real time, temperature and/or pH values of the chemical reactions taking place, and export the data into Excel program to prepare a final report. Students can collect multiple temperature changes in real time from the reaction vessels and import or export to the computer for instant graphical results. Currently, these stations are used for the experiments in general in the physical & inorganic chemistry laboratory where the determination of freezing point depression, phase diagram experiment, acid-base titration, and conductivity and voltage measurement are used. The tutorial lab contains several computers with more than a dozen tutorial programs such as Concentrated Chemical Concept (Trinity), General Chemistry by Falcon, Chem-4-Draw, Graphical Analysis by Vernier, SigmaPlot, and Squalor (Qualitative Organic Analysis). Once the students are given a project or unknowns, they come in to solve the problem with help of teaching assistants.

### *Nursing Simulation Lab*

The lab, funded by the Brooklyn Home For Aged Men, is a state-of-the art facility where nursing students can learn about geriatric home care without ever leaving the CSI campus. A self-contained lab completely simulates a room in a nursing home or the home of a potential patient. It is fully furnished with a bed, lavatory, and mannequin, as well as top-of-the line nursing equipment—anything that a practitioner may have in a real-life situation. The room is even furnished with a two-way mirror and video-recording equipment so the nursing students can receive immediate feedback from their instructors.

### *The Con Edison Trading Room*

The Con Edison Trading Room is a state-of-the-art experiential learning facility designed to replicate the trading floors found in every institution throughout the financial world. The facility gives students and faculty access to real-time information and industry standard tools and applications. When not being used for classes, the Con Edison Trading Room is available for students from all backgrounds to complete research and assignments such as the CFA Institute Research Challenge and Bloomberg Market Concepts Certification. The Con Edison Trading Room also provides a venue for presentations by industry representatives. Bloomberg and FINRA are among the companies whose representatives have visited the Con Edison Trading Room, where they have shared their work experiences and outlined their student internship and career programs.

### *Astrophysical Observatory*

The observatory is affiliated with the Physics and Astronomy Department, as well as, sharing research opportunities for Students in the Engineering and Environmental Science Department. Also offered at CSI is an Astrophysics focus in the Physics BS degree (designed to prepare students for graduate Astrophysics Programs). The observatory has been recognized as an official asteroid and comet research station by the International Astronomical Union (IAU) and assigned worldwide observatory number IAU 294.

### Special Programs

#### [ARC \(Adults Returning to College\)](#)

ARC offers services to new and returning adult students: preadmissions counseling, one-on-one academic advisement, timesaving registration, and adults-only introductory-level classes that help students make a smooth transition to college. The ARC office is located in 2A-202 (x2180).

#### [CUNY's Accelerated Study in Associate Programs \(ASAP\)](#)

An academic program offered at nine CUNY colleges, ASAP helps students to stay on track and graduate by providing a range of financial, academic, and personal supports, including personalized advisement, career counseling, tutoring, tuition and gap scholarship, MTA MetroCards, and additional financial assistance to cover the cost of textbooks. ASAP also offers special class scheduling options to ensure that ASAP students get the classes they need, are in classes with fellow ASAP students, and attend classes in convenient blocks of time. As students approach graduation, they receive special supports to help them transfer to four-year colleges or transition into the workforce, depending on their goals. (see <http://www1.cuny.edu/sites/asap/>). ASAP has been shown to dramatically increase graduation rates and close achievement gaps (see <http://www1.cuny.edu/sites/asap/evaluation/> and resources quoted therein). At CSI, the ASAP model itself is expanded into the baccalaureate space by offering four years of support to students entering on the associate track (now also on the baccalaureate track) - with the overall goal of graduating with a baccalaureate degree. A rapid expansion of the CSI-ASAP program included first introducing it at CSI in 2015 and growing the program to the current target of 1,400 enrolled students. The program articulated and implemented pipelines from feeder schools and pre-



matriculation preparatory programs into ASAP and used ASAP as a “laboratory” for changes and innovations in various processes, with subsequent scaling College-wide. In addition, CSI co-created a whitepaper based on the CSI-ASAP associate/baccalaureate model and the John-Jay College ACE model that serves as a template to scale CUNY-wide into the baccalaureate space (now also adopted at Lehman College/CUNY). ASAP involves a high-touch and pro-active student support and advising concept, and includes a rigorous, data-centered continuous self-assessment.

### [Continuing Education and Professional Development](#)

The Office of Continuing Education and Professional Development offers a wide range of noncredit career and personal development programs, as well as services to the business community: career training, enrichment courses, a high school equivalency program (GED), American Sign Language classes, and programs for special populations. The Office of Continuing Education and Professional Development lists fall and spring offerings; they also appear on [www.csi.cuny.edu/continue](http://www.csi.cuny.edu/continue). The office is located in 2M-208 (347.443.9762).

### [CSTEP](#) and [STEP](#)

The CSTEP Program (Collegiate Science and Technology Entry Program) is designed to increase the number of historically underrepresented and economically disadvantaged students who enroll in and complete undergraduate and graduate programs leading to professional licensure or to careers in the fields of science, technology, and education at the College of Staten Island. Exposing our CSTEP students to research opportunities in technology, scientific research, and teaching will help them to view themselves as professionals. CSTEP students will in turn help to reshape the culture of the professional fields as they reach their desired career goals. STEP is an afterschool enrichment program that services students from Staten Island in grades 7 through 12. Students who demonstrate an interest in and have a potential for a career in the fields of science, health, engineering, technology, and the licensed professions come to the College of Staten Island and engage in science, math, computers, communication arts, PSAT, SAT, and college prep with an interdisciplinary learning approach. The STEP Program focuses on helping students to build self-esteem and develop positive behaviors toward learning. We believe that students will begin to understand the processes of learning science and math by encouraging them to strive and aim for good grades throughout their secondary school years. Students will then have a broader range of choices when pursuing a career. Both offices are located in 1A-108E (x2571).

### [Black Male Initiative](#)

The College Success Initiative: Learning by Teaching Program is a comprehensive support program created to increase college graduation rates for historically underrepresented and economically disadvantaged students. This program was designed by The City University of New York (CUNY) to recruit and retain underrepresented students, especially males, at the college level. The College Success Initiative: Learning by Teaching Project was created to strengthen the high school-to-college pipeline and enable more students from historically underrepresented and economically disadvantaged backgrounds into higher education. Our purpose is to help students achieve their educational goals while attending the College of Staten Island. The office is located

in 2A-204 (x2131).

### [Macaulay Honors College](#)

The CUNY Macaulay Honors program is designed to provide an outstanding educational opportunity for academically gifted students. Special features include full financial support and access to exceptional academic and cultural activities. The classroom experience begins with small, honors college courses taught by top faculty. Students are mentored by faculty as they progress through their major, and there is a strong emphasis on independent research. Outside the classroom, students are provided with many opportunities to participate in internships and community service related to their fields of study. They receive individualized advisement and attend pre-professional seminars and workshops. Macaulay Honors College students receive funding for study abroad and a cultural passport, which offers them access to the arts of New York City at reduced cost. Students also have the opportunity to attend dinners and workshops with leading figures from the arts, sciences, and business. All Macaulay Honors students have access to the Honors College Lounge and Computer Room. They enjoy intensive advisement and staff support, as well as the camaraderie of a small group setting. This combines to provide the Honors College students with the unique benefits of belonging to an intellectually gifted, cohesive group of students within the larger University settings of CSI, Macaulay, and CUNY. The office is located in 1A-206 (x2222).

### [The Verrazzano School](#)

The Verrazzano School is a selective undergraduate honors program at the College of Staten Island (CSI) that provides motivated and talented students with the highest-quality undergraduate education possible. Students choose from the full range of majors offered at CSI and receive personalized assistance and guidance as they seek internships, pursue research opportunities, and prepare for careers or graduate studies. The Verrazzano School provides a foundation on which students build their skills and talents, explore their interests, and create a positive, memorable, and valuable college experience. The office is located in 1A-304 (x4171/4219).

### [Teacher Education Honors Academy](#)

The Teacher Education Honors Academy's purpose is to educate a new generation of exceptional teachers who will inspire in middle and high school students enthusiasm for science and mathematics. The office is located in 1S-215 (x3609).

### [The Percy Ellis Sutton Search for Education, Elevation, and Knowledge Program](#)

SEEK's primary mission is to assist in providing equality of higher education to students who otherwise would not have such access. The Program is intended to increase the level of education, social capital, and workforce expertise within our community. The office is located in 1A-113 (x2410).

### [Office of Academic Support Services](#)

As a member of the Division of Academic Affairs, the Office of Academic Support (OAS) is dedicated to enhancing student success by offering free comprehensive academic assistance to all CSI students. OAS fulfills this mission through a variety of initiatives and learning modalities: classroom, online and supplemental instruction, workshops, and multidisciplinary tutoring. A significant number of these initiatives focus on first-year students and those with basic skills needs. To ensure optimal educational opportunities within its various support initiatives, the Office engages in ongoing outcomes assessment for purposes of improving programs and services. The Office is located in 1L-117 (x4221).

### [Center for Global Engagement](#)

The Center for Global Engagement administers study abroad programs, provides support and assistance to foreign students and scholars, directs the English Language Institute, and coordinates international faculty development activities and overseas international projects. The Center is located in 2A-206 (x2100).

CSI offers more than 130 study abroad programs available for a year, semester, or summer/winter. For a complete list of programs, visit the Travel Registry on the Center for Global Engagement Website or [click here](#). Scholarships are available to assist students who have the motivation and ability to benefit from a semester abroad. Faculty interested in developing a new faculty-led study abroad program are urged to contact the Center early in the planning stage. On behalf of the University, the Center also manages the CUNY exchange programs.

A faculty committee representing a cross-section of disciplines, divisions, and schools advises the Center on programming, strategy, and campus internationalization. Members of the committee review applications for scholarships and travel grants. In addition, several groups of faculty and staff serve on an ad hoc basis to plan activities that stimulate the development of international projects abroad, conferences and seminars on campus, and new programming. These groups have worked on the Peace Corps Prep Program, the Global Competency Certificate, and the internationalization of the curriculum. Faculty from across the campus are regularly invited to share their expertise in international affairs and experiences through the Global Kitchen Lecture Series, the World on Wednesday lectures, the Human Rights Lecture Series, and other programming aligned with the mission of the Center. Faculty members are also encouraged to create and lead study abroad programs for CSI students in coordination with the Center. In addition, the Center maintains a database of faculty and staff who have significant international experience, speak foreign languages, or are interested in becoming involved with CSI's international programming.

### [Center for Career and Professional Development](#)

The Center for Career and Professional Development creates a comprehensive career planning and placement center that uses current technology and information to teach students the skills necessary to achieve their career goals, supporting and empowering students and alumni in their career decision making, development of job search strategies, participation in experiential learning, and search for employment. The Center promotes faculty involvement through collaborative relationships, including classroom presentations, and assistance with students'

applications while establishing and fostering relationships with employers to facilitate the internship, professional employment, and application process. Alumni are encouraged to use the comprehensive services provided by the Center for Career and Professional Development. The Center is located in 1A-105 (x2300).

### Small Business Development Center

The Staten Island Small Business Development Center (SBDC) was established in 1993 at CSI and is part of a nationally accredited program providing expert management and technical assistance to new entrepreneurs and existing businesses. Administered by The State University of New York (SUNY), the SBDC principal partners are The City University of New York (CUNY) and private higher educational institutions. Funding is provided by the SBA, the State of New York, and host institutions.

The SBDC at the College of Staten Island provides a range of free, confidential, business advisement and management services to all demographics, including women and minorities, veterans, new immigrants, and the underserved business community. The SBDC at CSI works closely with New York State economic development agencies and faculty/staff/students, as well as with representatives from private business to focus resources on assisting small businesses and entrepreneurs. The Center has a small staff of experienced professional counselors and a research center in Albany in support of its outreach to the community on Staten Island. The SBDC is located in Building 3A-105 (x2560).

### Media Services

Media provides a wide range of services, including Smart Classroom and traditional audio-visual support, video conferencing, digital video, and still image production.

#### *Classroom Media Scheduling*

Media Services offers classroom media scheduling for traditional audio-visual equipment such as overhead projectors, media materials used in Smart Classrooms, and equipment used in hyflex learning modalities.

#### *Digital Imaging/Video Production*

For assistance or questions about digital media production, please contact Antonio Gallego at x4210 or by email at [tony.gallego@csi.cuny.edu](mailto:tony.gallego@csi.cuny.edu).

#### *Videoconference Center*

The Videoconference Center is housed in the Library on the 2nd floor in 1L-220A. Using Internet videoconferencing technology, two or more people at different locations interact at the same time. Participants can also share files, graphics, and multiple computer applications for collaboration. This rich communications technology offers new possibilities for our faculty, who are now using videoconferencing systems for a variety of purposes, such as formal instruction, both nationally and internationally (courses and lessons). In addition, the system allows the faculty to bring guest speakers and experts to participate in multi-school collaboration projects and professional activities.

For help or further information, please contact Aleksander Dudek at x4125 or by email at [aleksander.dudek@csi.cuny.edu](mailto:aleksander.dudek@csi.cuny.edu).

## **2. Policies and Procedures**

### ***2a. Policies***

#### Academic Freedom

CUNY subscribes to the American Association of University Professors' 1940 [\*Statement of Principles on Academic Freedom\*](#). CSI respects academic freedom for faculty and students as well as freedom in the personal lives for all members of its community.

#### Office of Diversity and Compliance

It is the policy of The City University of New York and the College of Staten Island to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence. Sexual harassment, a form of sex discrimination, is also prohibited.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action, including among others Section 1324b of the Immigration and Nationality Act (INA); Executive Order 11246, as amended; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended; Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended; and the Age Discrimination Act of 1975, the New York State Human Rights Law, and the New York City Human Rights Law. The "protected classes," as delineated in Executive Order 11246: (i.e., Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native, and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian Americans. The U.S. Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaced Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino), Black was renamed as Black or African American (not Hispanic or Latino) and Hispanic was renamed Hispanic or Latino.

The Office of Diversity and Compliance is responsible for the implementation and monitoring of our compliance program. The Diversity and Compliance Officer also serves as the 504/ADA Compliance Committee Coordinator, Sexual Harassment Awareness and Intake Committee Coordinator, and Title IX Coordinator. The Vice Presidents, Deans, directors, managers, and

supervisors share responsibility for ensuring our compliance with these policies and laws. The Office of Diversity and Compliance is located in the Building 1A-205 (x2250).

### Drugs/Alcohol/Smoking

Illicit drugs may not be used or sold on campus. CSI is drug-free and using or selling illicit drugs is illegal. For more information, visit [CUNY's policy on Drugs and Alcohol](#).

Alcohol is not permitted at student events held on campus.

Smoking is prohibited on campus property.

For more information, [visit Cessation Resources](#).

Counseling services are available for problems related to drug- or alcohol-related problems. The Counseling Center is located in 1A-109 and telephone counseling is available 24/7 (x2391). The Health and Wellness Center offers online and in-person resource assistance relating to drugs/alcohol and smoking. The Health Center is located in 1C-112 (x3045). The drop in Center is located in 1C-111. For more information, visit the Website [Health and Wellness Services](#).

### College Property

Equipment purchased with tax levy or grant funds must be delivered to CSI and inventoried. The Property Manager coordinates inventories and can be reached in 2A-301 (x2080).

Requests to use equipment off-campus are initiated in departments; they are to be approved by the appropriate department chair and divisional Dean. They are to include CSI Tag Numbers, a description of the equipment, and the dates the equipment will be returned to campus.

Equipment removed from campus by permission is to be returned on time and in good working order. The written approval for the removal must be forwarded to the [Property Management Office](#) in 2A-301.

### Persons with Disabilities

CSI and CUNY follow federal guidelines-Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990--in providing reasonable accommodations (CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments) that ensure full educational opportunity to students with disabilities. The Center for Student Accessibility coordinates services for students with disabilities and assists faculty in accommodating students' physical and programmatic needs. This Office, along with the Office of Human Resources, and the Office of Diversity and Compliance may provide assistance to faculty with disabilities as well. The Office of Diversity and Compliance is located in 1A-205 (x2250). For more information regarding Reasonable Accommodations and Academic Adjustments, visit the [Office of Diversity and Compliance](#).

The CSI campus conforms to the guidelines for accessibility in force when it was constructed. However, broken equipment, malfunctioning elevators, and the special needs of persons with disabilities may require additional accommodation.

- Students, faculty, and staff who require that academic programs and classes be moved to make them accessible for students should contact the [Center for Student Accessibility](#). The Office is located in 1P-101(x2510).
- Students, faculty, and staff who require that other activities be moved to make them accessible should contact the groups sponsoring them. Students, faculty, and staff are responsible for making their needs for accommodation known early enough to provide adequate time for accommodation.

### [Pluralism and Diversity](#)

The Mission of the Pluralism & Diversity Program aims to represent ethnic, religious, and cultural groups through various events and programs on campus. The ongoing goal is to celebrate our diversity while encouraging a unified campus. The College and the Office of Student and Enrollment Services supports a Pluralism & Diversity Program coordinated by Office of Student Life. Pluralism & Diversity is charged with facilitating an inclusive diversity program for the College that provides opportunities for reflection, engagement, and learning. To contact the Pluralism & Diversity Program, email [jeremiah.jurkiewicz@csi.cuny.edu](mailto:jeremiah.jurkiewicz@csi.cuny.edu). The office is located in 1C-226 (x3091).

### *Policy against Sexual Harassment and Misconduct*

It is the policy of The City University of New York and the College of Staten Island to promote a cooperative work and academic environment in which there exists mutual respect for all College students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the College.

Sexual harassment can occur between anyone – of any gender, gender identity, sexual orientation, religious affiliation, citizenship status, race, class, or educational level – can suffer from sexual harassment, including sexual violence. The goal of this [Website](#) is to help you understand what sexual harassment means and let you know that there are people at CUNY and in the community who can help if you or others experience it. We want to make sure you understand your rights as a faculty member, CUNY's policies, and other issues related to sexual harassment, gender harassment, and sexual violence.

On every CUNY campus, there is a person who has special training in helping students, faculty, and staff who are facing issues related to sexual harassment and sexual violence. We urge you to contact Catherine M. Ferrara, Esq. who is known as the "Title IX Coordinator" for guidance or information.

Contact the Office of Diversity and Compliance to report an incidence of sexual harassment, located in the 1A-203 (x2250).



## ***2b. Procedures***

### Faculty Personnel Actions

According to the Governance Plan, the faculty consists of all full-time members of the Instructional Staff serving in the titles of professor, associate professor, assistant professor, instructor and lecturer. Criteria and procedures that determine faculty appointment, reappointment, tenure, Certificate of Continuous Employment, and promotion appear in the following documents:

- [The Bylaws of The City University of New York Board of Trustees](#), see Article VI, VIII and Article IX
- [The PSC CUNY Contract](#), see Article 9, 10, 11, 12, 18, 19, 22, and 23
- The College Governance Plan, see click [here](#)
- the Minutes of the Board of Higher Education Meeting of December 18, 1967 and the [Max-Kahn Memorandum](#)

Faculty personnel actions originate with the department Appointments Committee and Promotion Committee. Positive recommendations--for appointment, reappointment, tenure, and promotion--go first to the College Personnel and Budget Committee (P&B). A positive recommendation by the P&B then goes to the President of CSI, and finally, upon the President's recommendation, to the CUNY Board of Trustees.

Negative recommendations are final unless an appeal filed by the employee is successful. Negative recommendations for reappointment, tenure, and promotion by department committees may be appealed to the P&B and negative recommendations on appeals to the P&B may be appealed to the President.

Negative recommendations for reappointment, tenure, and promotion by the P&B, following a positive departmental recommendation, may be appealed to the College Appeals Committee and negative recommendations by the College Appeals Committee may also be appealed to the President.

[Article 18](#) of the Agreement between The City University of New York and the Professional Staff Congress/CUNY details procedures for professional evaluation, which include peer teaching observations and annual evaluation conferences.

### 3. Responsibilities of Full-time Faculty

The teaching assignments of full-time faculty are based on CUNY's and CSI's workload policy (see Appendix I for CSI's workload policy) as specified in the *Agreement between The City University of New York and the Professional Staff Congress/CUNY*. According to the *Agreement*, teaching staff also have "the obligation, among others, to be available to students, to assume normal committee assignments, and to engage in research and community service" (section 15.1(b)); lecturers do not have a research commitment.

Faculty are expected to conform to the workload specified in the [CUNY/PSC Agreement](#).

#### 3a. Teaching

CSI's educational responsibilities are to provide opportunities for intellectual and personal development to a heterogeneous student population. CSI educates students by inculcating in them the value of intellectual curiosity, personal fulfillment, and responsible civic behavior, and by preparing them to enter their chosen careers.

#### Academic Calendar

CSI's academic calendar year consists of two semesters, fall and spring; classes are held during the day and evening and on the weekends. A semester consists of 15 weeks of instruction, 14 weeks of classes, and a week of College-scheduled final examinations. Fifteen weeks of instruction are prescribed by the New York State Education Law. Four-week [Winter Session](#) courses are also available. [Summer](#) courses are offered in three sessions. Classes are held during the day, evening, and weekends. The sessions are as follows:

1. 8-week Session: June 1-July 28
2. 4-week Session: June 1-June 24
3. 4 week Session June 28-July 22

#### Final Examinations

Instructors may not schedule final examinations before the 15th week. Instructors may not schedule examinations in the 14th week unless they also schedule final examinations in the 15th week. When they assign take-home final examinations, students have until the 15th week to return them. When they assign term papers or other assignments in place of a final examination, they are expected to be available to receive and discuss them during the 15th week at times specified to students and to department chairs.

#### Grades

Instructors should understand the conditions, implications, and penalties not only of letter grades (A, A-, B+, B, B-, C+, C, D, F, and P) but also of INC (incomplete), CR (credit Awarded), NC (no credit/unsuccessful completion of course), INC (Term's Work Incomplete), FIN (Failure (changed from Incomplete) after one term), W (withdrew with no penalty), WA

(Administrative withdrawal), Z (no grade submitted by instructor), WU (withdrew unofficially), PEN (grade pending), AUD (auditor), and WN (withdrawal, non-attendance, non-punitive). Beginning in Fall 2021, the grade WU no longer counts against the GPA as if it were an F; it is now non-punitive, like a W or WN.

The grades of PEN, W, WA, and Z are assigned by the Registrar. The grade of INC is assigned by instructors. It should be reserved for students who have a realistic chance of completing the work of the course in the near future; if not changed to a letter grade before the last day of classes the following semester, it will be changed by the Registrar to FIN (failure). The WN symbol indicates withdrawal, non-attendance, non-punitive action.

Below are the Web links to the undergraduate and graduate grading symbols and GPA equivalents.

- Undergraduate: College of Staten Island - Grades ([smartcatalogiq.com](http://smartcatalogiq.com))
- Graduate: College of Staten Island - Grading Symbols and GPA Equivalents ([smartcatalogiq.com](http://smartcatalogiq.com))

Midterm grades are required in 100-level courses; they are due on the dates listed each semester in the *Schedule of Classes*. Midterm Warning letters are mailed to students. These letters include students' mid-term grades and opportunity for academic support and counseling, as well as the last day to officially withdraw from a course without permission of the instructor and chairperson.

Final grades are due in the Office of the Registrar within 48 hours after final examinations or within 72 hours after the date when take-home examinations or term papers and other final assignments are due. When no examinations or final assignments are given, final grades are due within 48 hours after the last meeting of classes.

[Instructions on how to enter your grades in CUNYfirst are online](#), along with the CSI grading symbols and clarification on when to assign D, F, INC, and WU grades. Please contact Juline Robinson at [Juline.Robinson@csi.cuny.edu](mailto:Juline.Robinson@csi.cuny.edu) if assistance or clarification is needed.

*Please be advised:*

[The Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) regulations require paper posting of grades be done only with the written permission of the student; permission should be collected and archived by the instructor. Please be aware this method of posting is subject to auditing, can be questioned under FERPA, and is open to student complaint. Tools such as Blackboard, where grades can be posted electronically through a secured network, with students seeing only their own grades, allow for increased privacy and are FERPA compliant. Chairpersons are encouraged to set grade posting policies that reflect their entire department rather than leaving the decision to the discretion of a faculty member. If you have any questions, please contact the Registrar. See also Appendix N.

## Grade Appeals

Students may appeal a FIN or WU grade to the Course and Standing Committee. Instructors should be familiar with these procedures: they highlight the importance of instructors' making clear at the beginning of the semester their criteria for grading.

Graduate students should refer to the *Catalog* at <http://csicuny.smartcatalogiq.com/current/Graduate-Catalog/Academic-Standards-and-Policies/Grade-Appeals>

Submit **all** of the following materials to the Center for Advising and Academic Success (CAAS, Building 1A-Room 101):

- [Checklist](#)
- [Course and Standing petition form](#) with "Readmission" checked off
- Personal statement (typewritten) that includes an explanation of what caused or contributed to your academic difficulties, the steps you've taken to resolve the issues, and your plan for moving ahead with achieving your academic goals
- Photocopies of supporting documentation (originals will not be returned)
- Official transcripts for any college coursework completed after leaving CSI

Please note: If a student received WU or FIN grades at CSI prior to their academic dismissal, they should also submit the properly verified and signed [Instructor's Grade Change Release Form](#) completed for each of those classes. *This should be done as part of their readmission appeal packet*: please refer them to Enrollment Services (2A-106) or CAAS if they need help with completing the release forms.

Students seeking to appeal letter grades other than FIN or WU should consult with the chair of the department that offered the course in which the grade was given. For more information on grade appeals click [here](#).

## Graduate Center Teaching

Full-time faculty teach at The Graduate Center, CUNY at the invitation of its graduate programs. Workload distribution and teaching load are negotiated among faculty, chair, and the Dean. Faculty reassigned to the Graduate Center are expected to participate fully in CSI activities including advising students and serving on department and College committees. Service assigned at CSI should take into account service at The Graduate Center. Graduate Center Doctoral courses (students registered at The Graduate Center - GC) are credited three hours for each course. Independent study/tutorials/thesis supervision at GC:

- a) Doctoral (GC-registered) independent study/tutorials/mentoring are credited at the rate of 0.6 contact hours per student registration.
- b) Doctoral dissertation supervision is credited at the rate of 0.6 contact hours per student per semester on the GC workload.

c) The maximum amount that can be applied to the instructional workload and reimbursed to the campus for doctoral (GC) independent study/tutorials and dissertation supervision is three (3) contact hours per semester.

### Independent Study

Independent study consists of an individual library, laboratory research, creative arts, or other academic project undertaken under the direct sponsorship of a full-time faculty member. Part-time faculty can supervise independent study projects with approval of the department chair and Dean. The procedures for arranging an independent study appear in the CSI undergraduate and graduate catalogs. Independent study/tutorials/internship or thesis supervision/mentoring:

a) Workload hours are only given for three-credit or four-credit independent studies or internship/thesis supervision. No workload hours are credited for one- and two-credit independent studies or internship/thesis supervision.

b) Independent study/tutorials at CSI (undergraduate) are credited at the rate of 0.5 contact hours for one student and 0.25 hours for each additional student. The Dean must approve exceptions.

c) Master's-level thesis or independent study supervision at CSI is credited at the rate of 0.66 contact hours for one student and .33 hours for each additional student. The Dean must approve exceptions.

d) The maximum amount that can be applied to the instructional workload for College of Staten Island independent study, tutorial, internship, and/or thesis supervision is four (4) contact hours per semester.

### Academic Integrity, Plagiarism, and Cheating

CSI adheres to [CUNY's Academic Integrity Policy](#). Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion. Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise. Plagiarism is defined as the act of presenting another person's ideas, research, or writing as your own.

Faculty should be aware that CSI provides access to Turnitin. Turnitin is a Web-based plagiarism prevention tool that is designed to help students become aware of how to properly cite sources used in their research papers. It works by comparing a student's paper to a massive database of content from newspapers, magazines, journals, and books, as well as a database of current and archived pages of Web content, and previously submitted student papers. For more information click on TURNITIN.

If instructors suspect plagiarism or cheating, they should collect or, if necessary, acquire evidence

of it. Incidents of academic dishonesty should be referred to the Office of the Vice President for Student and Enrollment Services, located in 1A-301 (x2335). A Faculty Report Form for Incidents of Academic Dishonesty is available click [here](#).

### Rosters

Grade rosters are available through the faculty service menu in CUNYFirst. Instructors should follow up on students whose names are not on the roster: they may have registered in other sections of the same course, failed to complete their registrations, or registered late. These students should be asked to show their tuition bill to the instructor. If they are registered for the correct section, their name will appear on the final grade sheet. If they are registered for an incorrect section or not registered at all, then the student must be referred to the [Office of the Registrar](#) located in 2A-107.

During the semester, instructors are responsible for maintaining records for each class they teach, which show all grades on quizzes, examinations, papers, laboratory work, reports, etc., as well as final grades, absences, and any other information used to compute final grades. The instructors can secure grade books from their department administrative assistants, college assistants, or use Blackboard or other electronic grade books.

At the end of the semester, instructors, because of possible grade appeals or even legal challenges, must leave copies of their grade books (or their equivalents) with department staff; they are kept for five years in their respective departments.

### Verification of Enrollment (VOE)

Per CUNY rules, to ensure compliance with federal financial aid regulations (provided below), College faculty are required to submit VOE rosters through CUNYFirst each semester, for each course they are teaching.

You will receive an email notification when the VOE rosters become available on CUNYFirst, along with additional information and the submission deadline. Submission of VOE rosters is required from every faculty member: failure to submit a VOE roster for a class can have adverse financial aid implications for our students, as shown below.

Federal Title IV aid regulations require that a student begin attending classes to qualify for their aid. The College must be able to document verification of enrollment in each course, or participation in an academically related event connected to that course. A student is considered to have begun attendance if the student attends at least one day of class or is otherwise active and participating in the course or academically related activity for each course used to determine Title IV eligibility. Academically related activities include, but are not limited to: physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matter; engaging in an online academically related activity, or initiating contact with the instructor to ask a question about the academic subject studied in the course or to ask a course-related question.

Please note: Logging into an online class is not sufficient, by itself, to demonstrate

participation in an academically related activity by the student.

To Submit Your Rosters:

- Log into your CF account, go to HR, Self-Service, Faculty Center, VOE Roster.
- The default for all students is Yes, attended.
- If a student has NOT attended (as described above), select No, never attended.
- Once you have completed your updates, click Submit (Submit completed roster to the Office of the Registrar) at the bottom of the page. Your VOE roster is then recorded as completed in CUNYFirst.
- Make sure to complete the roster for each course you are teaching.

By selecting No, never attended, you are assigning a student a WN grade. While a WN has no impact on a student’s GPA, it does prevent the student from receiving any financial aid for that course, and the student no longer has access to your class via Blackboard (if applicable).

Scheduling Policies

Scheduling classes is the responsibility of department chairs or designees and divisional Deans. Questions about scheduling are to be directed either to department chairs or department schedulers.

Departments and programs schedule faculty in accordance with CSI’s workload policy. Full-time faculty teaching full programs are expected to be on campus no fewer than three days a week; normally this coincides with the teaching schedule, and includes a minimum of three office hours a week, compatible with student, session, and College needs. Full-time faculty with reassigned time are expected to be on campus at least two days a week. A department chair might approve modifications in some instances.

Adjunct faculty who teach a minimum of three classroom contact hours will be responsible for, and paid for, office hours. Office hours are paid at the applicable teaching rate. Office hours are to be spent on campus unless the course is conducted entirely or partially through distance learning. The “9/6” rule still applies (under the current contract, adjuncts may **teach a maximum of nine hours** at one college regardless of the number of courses, and one course, **not to exceed six hours**, at a second college). Thus, office hours are capped at 45 hours at the first school and 30 hours at the second school. Office hours/professional hours are not counted toward the maximum adjunct teaching hours.

# of Teaching Contact Hours	# of Paid Office/Professional Hours
1 – 2	2 professional hours
3 – 5	15 hours
6 – 8	30 hours

Office hours are to be spent engaged in or available for student contact. Colleges may direct that up to three (or six for those who earn more than 15) of these hours be used for training (professional hours), such as:

- Workplace violence, sexual harassment prevention, etc.
- Professional development
- Attendance at a College orientation session
- Meetings with the union pursuant to Section 205.4(b) of the NYS Civil Service Law
- Or otherwise directed by the College

Schedules, and all proposed changes to schedules, are reviewed and approved by the appropriate Academic Dean.

Classes are expected to begin promptly and last for the scheduled time. Classes shall not be dismissed prior to the scheduled time. Instructors who must be absent or are delayed must notify their department chair as soon as possible. Instructors may not cancel classes without department authorization. Substitute instructors to cover classes for absent faculty can be authorized only by department chairs. Instructors teaching in the evenings or on weekends should call Public Safety (x2116) in the event of absence or lateness and should notify their departments as soon as possible.

### Scheduling Practices

Day-session classes are scheduled to follow either two-day or three-day blocks or in a single block on Fridays. Studio classes and laboratory classes often meet on one day only.

Evening-session classes are scheduled to follow either Monday-Wednesday or Tuesday-Thursday blocks, or are scheduled on single evenings.

Weekend-session classes are scheduled on one day only. Most classes meet on Saturday; a few meet on either Friday evening or Sunday afternoon.

A *Schedule of Classes* is available online several months before the beginning of the semester; summer-session classes appear in the spring *Schedule of Classes*.

Room assignments appear in the *Schedule of Classes* but some changes may be made before the beginning of the semester. Therefore, instructors should check their room assignment(s) the day before the semester begins to see if the rooms assigned to them was changed.

In-person class are to meet in the rooms in which they are scheduled. Room changes can be authorized only by the Office of the Registrar and must be approved by the appropriate academic Dean.



## Student Absences

At the beginning of each semester, faculty are required to complete the online verification of student enrollment for each course they are teaching. This is different from an attendance policy. Verification of Enrollment documents student enrollment in a course for financial aid purposes and certifies that students have participated in and/or completed a minimum number of class-related activities. Failing to verify that a student has attended a class by the deadline provided by the Registrar's Office can result in irretrievable loss of financial aid.

## Attendance Policies

The College has different attendance policies for regular courses and for remedial courses.

- **Regular Courses:** A student who is absent for more than 15 percent of the class hours in the semester will be assigned a grade of WU (withdrew unofficially) by the instructor, at the discretion of the instructor. Fifteen percent equals eight hours for a course that meets four hours a week, six hours for a course that meets three hours a week. A student who does not attend a course at all will be assigned a grade of WN (never attended).
- **Remedial Courses:** (all remedial courses in reading, writing, and mathematics): A student who is absent seven or more hours (in a course meeting four hours a week) will receive a grade of WU (withdrew unofficially), by the instructor unless excused by the instructor. A student who is absent four or more hours (in a course meeting three hours a week) will receive a grade of WU (withdrew unofficially), unless excused by the instructor. A student who does not attend a course at all will be assigned a grade of WN (never attended) as part of the Verification of Enrollment process.

Both policies give instructors discretion to permit fewer or more absences. Some instructors enforce strict attendance policies; others are more liberal, believing that the consequences of frequent absences are low grades. Instructors must include their attendance policies in their syllabi and explain these policies at the beginning of the course.

CSI encourages instructors to enforce strict attendance policies.

New York State Education Law Section 5, Article 224-a (religious accommodations for students) requires that accommodations be made for students whose religious beliefs and practices prohibit attendance or work on particular days. Click [here](#) to read details the provisions of this law.

## Student Discipline

Should students become disruptive, a private conference is the preferred means of resolution. If disruptive behavior continues, instructors should report it to the VPSA Office, through the Executive Director of Student Affairs, and Student Conduct and Services Coordinator positions, and address allegations of disruptive student behavior that is in potential violation of CUNY and College policy, under [CUNY Bylaws, Article XV](#). The student code of conduct or [Rules for Maintenance of Public Order](#) is also known as the “Henderson Rules.”

Faculty are frequently the first persons able to identify students who are in distress. Students often perceive faculty as persons to go to for support and advice. The Campus Assessment Referral and Evaluation System (CARES Team) provides a systemic response to students whose behavior is disruptive to himself or herself or the campus environment. Any member of the College community can contact the CARES Team to report a concern about a student by completing an [on line reporting form](#). Guidelines can be found on the College Website under [Campus Life](#).

## Student Evaluation of Teaching

Each fall and spring semester, the College of Staten Island asks students to complete course evaluations. The information students provide is used by faculty and the College to improve teaching and learning. Students and faculty can access course evaluations by clicking on the following link: <https://csi.mce.cc> during a specified time each semester. Use your complete CSI email address and password to login. Information elicited by these forms, will be processed by the Office of Institutional Research and Assessment, and afterward, faculty will receive emails during the course evaluation period that indicate the response rates for instructors’ current courses. The IOTA Website indicates the response rates at the course section, department, school/division, and College levels. Authorized individuals can see their response rates on the IOTA Website. See the instructions below:

Go to the IOTA Website: [csi.mce.cc](https://csi.mce.cc).

Log in. (People authorized to see response rate data are faculty, department chairs, Deans and OIR.)

**Email Address:** Use your full CSI address, xxxxx.xxxx@csi.cuny.edu

**Password:** Use your FLAS password, (the password for CSI email)

**Choose a semester.** By default, the most recent semester is shown under “Evaluation Session.” To see other semesters, click on one of the buttons in the bar below that contains “Recent (6 mo)” through “Historical”.

IOTA 360 Evaluations		<b>College of Staten Island</b>						
Recent (6 mo)	Recent (6-12 mo)	Older (12-24 mo)	Historical				Viewing / Printing Options	
Please click arrow below in order to expand the session. To view your results/reports, click on each blue Course Code								
<b>Evaluation Session</b>	Start	End	Students	Std Resp	<b>Rate</b>	Total Evals	Responses	<b>Rate</b>
Spring 2020					<b>Student Response Rate</b>			<b>Course Evaluation Response Rate</b>

Locate the response rates. There are two columns labeled “Rate.” The first one is the percentage of students who have responded and the second is the percentage of course evaluations completed.

The forms were developed in consultation with the College Personnel and Budget Committee. The results figure in deliberations on reappointment, tenure, and promotion in departments and College-wide.

### Student Privacy

The Student Records Access Policy of the Board of Trustees of The City University of New York (CUNY) provides that the University and its colleges shall be in full compliance with the Federal Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. These guidelines contain the following four sections: (I) requirements of FERPA, (II) components of directory information, which may be released without prior consent, (III) annual notification of students’ rights concerning educational records and directory information; (IV) rights of appeal to the Office of the General Counsel and Vice Chancellor for Legal Affairs. FERPA training is conducted by the Office of Registrar. For more information, go to <https://www.csi.cuny.edu/faculty-staff/ferpa>.

## Syllabi

### Sample Course Syllabus

*\*Items Italicized Are Required*

#### *INTRODUCTION TO COURSE AND INSTRUCTOR*

<i>Semester</i>	<i>Program/Department</i>
<i>Course Name</i>	<i>Instructor Name</i>
<i>Credits and Hours</i>	<i>Office Location</i>
<i>Mode of Instruction</i>	<i>Example: Online asynch, synch, hybrid, in-person</i>
<i>Time</i>	<i>Email</i>
<i>Location</i>	<i>Telephone</i>
<i>Website</i>	<i>Faculty Office Hours</i>
<i>If there are questions or concerns that you have about this course that you and I are not able to resolve, please feel free to contact the chair of the department to discuss the matter.</i>	
<i>CHAIR/PROGRAM DIRECTOR'S NAME</i>	
<i>DEPARTMENT NAME</i>	
<i>CHAIR/PROGRAM DIRECTOR'S EMAIL</i>	
<i>DEPARTMENT/PROGRAM PHONE NUMBER</i>	

#### COURSE DESCRIPTION AND PRE/COREQUISITES

Please provide course description and pre/corequisites as it appears in the *Catalog*:

<https://www.csi.cuny.edu/academics-and-research/catalog>

#### SUGGESTIONS:

In addition to the course description, you could also explain how:

- the course fits into the curriculum,
- why the student should take the course and
- course fees, if any

You may wish to include the following:

It is usually expected that students will spend approximately two hours of study time outside of class for every one hour in class. Since this is a \_\_\_\_ credit class, you should expect to study an average of \_\_\_\_ hours outside of class each week.

## REQUIRED COURSE MATERIALS (REQUIRED)

Include required textbooks and any required supplemental academic materials. Also include required equipment for activities if your course has an activity component, and any travel requirements of the course.

Textbook information must also be entered into CUNYfirst as early as possible prior to course start to comply with HEOA requirements and ensure that students have ample time to acquire any necessary materials.

## COURSE GOALS

Briefly describe what the students will achieve upon completion of the course.

## STUDENT LEARNING OUTCOMES

Learning outcomes may tie to your department/program goals as an integrated part of comprehensive student learning in your program/major. Use specific language (e.g., analyze, compare, describe, list, formulate, derive) rather than terms such as “know” and “understand,” which may have different meanings for students and instructors. Please be sure to consult your department/program goals when preparing this section.

If your course is a General Education (GE) course, learning outcomes should be listed separately. Please refer to the *Undergraduate Catalog* for the CSI General Education Goals & the CUNY Pathways Learning Outcomes: <https://www.csi.cuny.edu/academics-and-research/catalog>.

## COURSE REQUIREMENTS/ASSIGNMENTS

List all required work that makes up the total grade for the course, such as quizzes, exams, homework, paper, service hours, project, and presentation, etc. Be sure to specify if attendance and/or participation is required and how it impacts student grades. If your course has a project, a paper, or other significant assignment, please give detailed requirements and instructions on how to complete them, such as length, fonts, and/or number of references that must be used for the project/paper.

## GRADING POLICY AND EVALUATION

List how grades are distributed and weighted by assignments to make 100% of the course grade. Your grading policy should include a description of how you calculate grades, if applicable (such as using a grading scale).

Explain exactly how you will calculate the course grades. What will be the point values and weightings for assignments, activities, and examinations? What will be the cut-off points on percent for each grade (e.g., 80-89% is B, etc.)? An optional “Assignment and Examination Schedule” with point values may be an efficient way to transmit some of this information (this is only an example for your reference):

### *Assignment and Examination Schedule*

<b>Due Date</b>	<b>Assignment</b>	<b>Points/Percent</b>

You should also provide assignment completion due dates in a table as shown above, or you can ask students to refer to your course calendar if you give due days there.

Sample of Grading Policy

It is up to the discretion of each individual faculty member how grades will be assigned in each class. Please be sure to consult your department/program goals when preparing this section. If you plan on grading the course with a curve and/or offering extra credit, please indicate here.

Sample of Evaluation

Your grade will be based on the following:

- 25% Online forum posting
- 20% Completion of problem sets and data analyses
- 20% Participation in panel discussions
- 20% A midterm exam
- 15% Presentation of a final project in conference poster form

**COURSE CALENDAR/SCHEDULE**

The calendar should include projected dates, topics covered, deadlines, and/or periods of time for readings, field trips, projects, exam dates (including the date and time of the final exam), and assignment due dates. The CSI Academic Calendar may be found on the Website:

<https://www.csi.cuny.edu/academics-and-research/academic-calendars-and-final-examination-schedule> and may also be included in this section.

Sample Course Calendar/Schedule

WEEK	LECTURE/DISCUSSION	READINGS	ASSIGNMENT DUE
#			

**Subject to Change Statement**

This syllabus and course calendar/schedule are subject to change in the event of extenuating circumstances.

**CUNY POLICY ON ACADEMIC INTEGRITY**

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion. This policy also defines examples of academic dishonesty: cheating, plagiarism, obtaining unfair advantage, and falsification of records and official documents. To read the full policy, please visit the following Website:

[https://www.csi.cuny.edu/sites/default/files/pdf/privacy/cuny\\_academic\\_integrity.pdf](https://www.csi.cuny.edu/sites/default/files/pdf/privacy/cuny_academic_integrity.pdf).

**REASONABLE ACCOMODATIONS AND ACADEMIC ADJUSTMENTS**

The City University of New York, in compliance with Section 504 of the Federal Rehabilitation Act of 1973 ("Rehabilitation Act"), the Americans with Disabilities Act of 1990 ("ADA"), New York State Executive Law §296, and New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment.

For more information, please visit the following Website: <https://www.csi.cuny.edu/about-csi/diversity-csi/office-diversity-compliance/reasonable-accommodations-and-academic-adjustments>.

## Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe that you have a disability requiring an accommodation, please contact the Center for Student Accessibility at x2510/ [CSA@csi.cuny.edu](mailto:CSA@csi.cuny.edu). For more information, please visit the following Website: [www.csi.cuny.edu/csa/](http://www.csi.cuny.edu/csa/).

## Tutoring and Academic Assistance

The College offers tutoring to students, free of charge. For a complete list of the Tutoring Centers, please visit the following Website: <https://www.csi.cuny.edu/students/academic-assistance/tutoring>.

## Course Policies and Safety Issues

Clearly state your own class policies, concerns, or prohibitions, if any (e.g., talking in class; cell phones; chewing gum; tobacco; wearing baseball caps; reading newspapers in class or other distracting behavior; tape-recording the lecture; bringing visitors, children, or guests; etc.). Are students always expected to work independently or is collaboration sometimes encouraged? Clearly state when students may or may not work together.

### Suggestions:

You may wish to remind students “If you are absent from class, it is your responsibility to check on announcements made while you were away.” If you intend to grade on participation or tardiness, be explicit in explaining how you will do so.

You should make it clear if you allow the use of audio/video recording of course lectures and the general guidelines for usage of electronic devices (Note: Federal and state laws on student disability supersede your class policy on access to lecture/material).

You may want to include a statement describing appropriate behavior in your classroom, especially if your course includes student discussion of sensitive issues.

You may want to include the definition of disruptive behavior as provided in the CUNY New York Workplace Violence Policy and Procedures. In addition to defining disruptive behavior and detailing formal procedures for dealing with it, the policy contains a useful description of the learning environment.

## Late Work and Make-Up Work Policy

Provide your make-up work policy due to student absence. Include your late work policy, if that is separate from the make-up work policy, and make clear the requirements for attendance at the final examination and the impact on the student’s grade.

## Campus (CIX) Email

Students are expected to check their campus (cix) email regularly. Students must recognize that certain communications may be time-sensitive, and they may be required to monitor email on a more frequent basis than determined by instructional needs. If students have issues accessing their campus (cix) email, please email the [helpdesk@csi.cuny.edu](mailto:helpdesk@csi.cuny.edu). Students may also visit the Virtual Computer Lab available through the following Blackboard Collaborate Website:

<https://us.bbcollab.com/collab/ui/session/guest/787a5aa072e74e43ae6c10ffe8971f05>

SAFETY ISSUES (if relevant, i.e., health screening, social distancing, labs, hazardous materials, shops, field work, etc.).

## COVID 19 Campus Entry-Cleared4 Health Screening

All CUNY campus locations require that all faculty, staff, and students will be required to present a Cleared4 “Pass” to enter the CSI campus. Passes will be checked by Public Safety officers at the front and rear gates for vehicle passengers and pedestrians. Those entering the campus via CSI ferry shuttle or boarding the loop bus at the front gate will disembark at 1P in order to present their passes to Public Safety officers. Masks are required in all indoor spaces regardless of vaccination or test status. For more information, review [Returning to CSI](#) on the CSI’s Website on how to obtain access.

Face Coverings: According to NYS law, face masks or cloth face coverings are required to be worn in public spaces on-campus and during in-person classes to reduce possible exposure to COVID-19 and prevent the spread of the virus. Face coverings are required for all individuals who are over the age of two and able to medically tolerate such coverings. Adherence to mask use policy is expected and will be self-managed. Any significant violations of mask policy can and will result in the campus community member being banned from campus activity for an appropriate time. Please see the College Re-Entry Website for the most up-to-date information: <https://www.csi.cuny.edu/about-csi/president-leadership/office-president/csi-campus-re-entry-plan>.

Physical Distancing: Physical distancing must be practiced by maintaining six feet of distance between individuals while on campus, inclusive of faculty and staff, and students, to the extent possible and when seated in a classroom or meeting, unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance, or individuals are of the same residence (i.e., a roommate). Anytime individuals come within six feet of another person who does not reside in the same residence, acceptable face coverings must be worn. Please see the College Re-Entry Website for the most up-to-date information: <https://www.csi.cuny.edu/about-csi/president-leadership/office-president/csi-campus-re-entry-plan>.



## Textbooks

Faculty are encouraged to place orders for course materials with sufficient lead time to enable the Bookstore to confirm the availability of the requested materials, and when appropriate, the availability of used textbooks or alternate digital formats. The Library is entering year four of a five-year New York State grant to incentivize faculty development and use of Open Educational Resources (OER) to convert its courses into Zero-Textbook Cost (ZTC) courses, which ensures that course materials are freely accessible to students. Studies have shown that OER helps to significantly raise student grades, and increase course completion and retention, since students have access to required readings from the start of the course because they are available at any time and from anywhere with an Internet connection. The use of OER supports equity and flexibility that is not just essential for access during this time, but, in particular, for low-income students who generally struggle with traditional textbook costs. In addition to adopting OER, we also encourage faculty to consider assigning older editions of textbooks that can be purchased at a much lower cost, or recommend that faculty scan required chapters of their assigned textbooks and upload them into Blackboard for student access, using the guidance outlined by the CUNY Copyright Committee. Unfortunately, e-textbooks are not readily available for institutional licenses.

Effective July 1, 2009, the New York State Education Law (Article 15-C, the “Textbook Access Act”) prohibits demanding or receiving any payment for adopting specific course materials.

Faculty may receive sample copies, instructor’s copies, or instructional material, but these materials may not be sold.

## Tutoring Centers

The Center for Academic Student Assistance (CASA) offers drop-in tutoring in the following subjects: English, math, computer science, physics, psychology, chemistry, engineering, accounting, finance, geology, astronomy, philosophy, medical dosage, and CORE 100. With two convenient tutoring locations in 1L-117 and 1A-108, the Center for Academic Assistance strives to accommodate even the busiest of student schedules with day, weekend, and evening hours of operation. Both labs are equipped with a number of computers installed with MS Office, C++ and other academic software.

CASA offers free tutoring on a walk-in basis (no appointments necessary), seven days a week. For more information, contact the Tutoring Center by email: [oas@csi.cuny.edu](mailto:oas@csi.cuny.edu) or by phone 347.422.6243.

### ***3b. Research, Publication, Creative Work, and Grant Applications***

Full-time faculty are expected to engage regularly in research, publication, and creative work to keep up with developments in their disciplines and to make contributions to them, including contributions to the literature of pedagogy, and to enhance their professional standing and CSI's reputation through active participation in scholarly and professional organizations. The University Bylaws (Article XIII) and the *CUNY/PSC Agreement* provide faculty with leave time and awards for research and pedagogical innovation. CSI provides opportunities for faculty to apply for reassigned time for research. It also encourages faculty to apply for external funding for research, pedagogical innovation, and the purchase of equipment for instruction and research.

#### [Office of Sponsored Programs and Research](#)

CSI's Office of Sponsored Programs and Research (OSPR) assists full-time faculty in applying for grants and serves as a resource for obtaining external funding. With an experienced staff of external funding professionals, OSPR will suggest potential funding sources; prepare budgets, file required forms, interpret agency guidelines, serve as a liaison with funding sources and the CUNY Research Foundation, manage administrative details, and assist in obtaining the appropriate CSI approvals, including the required pre-proposal review. The Office is located in 1A-302 (x2254).

#### Research Leaves

##### *Fellowship Leaves*

Fellowship awards are limited to members of the permanent instructional staff. Tenured members of the permanent instructional staff, including those holding the title Lecturer with certificates of continuous employment, who have completed six years of continuous paid full-time service with the University exclusive of non-sabbatical or fellowship leave, shall be eligible for a fellowship award. Individuals in professorial titles who are on leave from the title Lecturer with a certificate of continuous employment shall be eligible for a fellowship award. Types of Fellowship Leaves are as follows:

- a full-year leave at 80% of the biweekly salary rate
- a one half-year leave at 80% of the bi-weekly salary rate
- a one half-year leave at full pay (Section 25.3 (b) 5 of the CUNY-PSC contract stipulates "an expectation that there will be a minimum of one half-year leave at full pay every other year at each college.")

Members of the unit who receive a full-year fellowship leave may, at their option, withdraw from their fellowship leave by written request to Jessica Stein ([jessica.stein@csi.cuny.edu](mailto:jessica.stein@csi.cuny.edu)), Office of the Provost no later than October 30 or March 30, whichever is applicable, to terminate the fellowship leave after one half year. For other provisions relating to fellowship leaves, see the *CUNY/PSC Agreement*, Article 25.

##### *Scholar Incentive Awards*

Full-time members of the instructional staff in faculty titles (with or without tenure and with or without a Certificate of Continuous Employment) who have completed one year of continuous paid full-time service with CUNY may apply for Scholar Incentive Awards for research. These awards, for not less than one semester nor more than one year, are for partial pay of up to 25% of

annual salary. Leaves with Scholar Incentive Awards do not break service credited toward tenure but are not themselves credited toward tenure. Article 25 of the CUNY/PSC *Agreement* details eligibility for and the conditions of Scholar Incentive Awards and the procedures for applying for them; additional guidelines developed by CUNY's Office for Academic Affairs may be obtained from department chairs.

#### *Special Leave of Absence without Pay*

Full-time members of the instructional staff in faculty titles (with or without tenure and with or without a Certificate of Continuous Employment) under Article 13.3 of the CUNY Bylaws, "On the recommendation of the relevant departmental committee concerned with appointments, the relevant college committee and the president, the board may grant to members of the instructional staff special leaves of absence without pay for purposes such as study, writing, research, the carrying out of a creative project or public service of reasonable duration. Where a special leave without pay is for one year or longer, it shall not be credited for purposes of increment, except that increment credit may be granted when the president certifies that the leave is being taken for a project of academic, scholarly or public importance that brings honor and recognition to the college." [https://policy.cuny.edu/bylaws/article-xiii/#section\\_13.3](https://policy.cuny.edu/bylaws/article-xiii/#section_13.3). A Special Leave without Pay represents a break in service towards tenure or a Certificate of Continuous Employment (CCE).

#### Professional Reassignments for Librarians

Full-time members of the instructional staff assigned to the Library may apply for professional reassignment for research, scholarly writing, and other recognized professional activities. These awards, for not more than 25 days during any year, are for leave at full pay. Article 25 of the *CUNY/PSC Agreement* details eligibility for and the conditions of professional reassignments for librarians and the procedures for applying for them.

#### Research Awards PSC/CUNY Research Awards

CUNY supports faculty research through the PSC/CUNY Research Award Program. It awards grants annually, on a competitive basis, to full-time faculty for direct expenses of conducting research in any discipline and for carrying out projects in the creative and performing arts. The deadline for proposals is usually in January; new faculty in their first year of service may apply later. Check the CUNY Website for the current year's deadline.

(<http://www.rfcuny.org/rfwebsite/research/content.aspx?catID=1190>) For information on PSC/CUNY awards, see the Office of Sponsored Programs and Research. It is located in 1A-302 (x2254).

### CSI Reassigned Time for Research

Awards of reassigned time for the equivalent of one course are approved by the Dean.

#### Other Grants and Fellowship

For additional information about the Grant and Fellowships, contact Office of Sponsored Programs and Research, located in 1A-302 (x2254).

#### CSI Reassigned Time for Faculty with External Grants

- Faculty may use grant funds to reduce their contractual teaching assignments. The grant from which funds are taken for reassigned time must be administered by the CUNY Research Foundation or an agency approved by the Senior Vice President for Academic Affairs and Provost.

### Research Integrity

Integrity in Research is the responsibility of every PI and the institution. It is incumbent upon researchers, including students, to make themselves informed as to the methods of preferred methods in research, and to avoid situations that may lead to allegations of falsification, fabrication and plagiarism, conflicts of interest and conflicts of commitment, and to follow all regulations for the use of human subjects and animals in their research.

All researchers must complete the online CITI training in their particular field of study. Requirements now include mandatory training and workshop participation.

See the CSI Responsible Conduct of Research Policy.

### Faculty and Staff Development

CSI supports faculty and staff development with funds for such things as publication costs, software and supplies for research and course development, tuition and travel expenses for workshops, undergraduate research assistants, and honoraria for speakers as funds are available.

### Travel

CUNY, in accord with the *CUNY/PSC Agreement*, provides a sum annually for use by members of the bargaining unit for participating in professional conferences and meetings. Departments receive a share of these funds in their budgets; Academic Deans allocate the funds.

### 3c. Service

Teaching faculty are expected to be available to students during and beyond office hours, to accept committee assignments and, more generally, to engage in sustained service to CSI and the community.

#### Academic Advisement

The Center for Advising and Academic Success (CAAS) is responsible for advising all incoming freshmen, transfers, and continuing students up to 44 credits unless they are part of a specific cohort or major with an assigned academic advisor. Once students reach 45 credits, they transition from CAAS to a faculty member within their respective declared major. CAAS advises ALL undeclared BA/BS and Associate's-degree students (AA, AS, and AAS students, excluding BUS, ENS, and NRS students).

CAAS offers a Faculty Advisor Training Program for the College. This program trains faculty on the utilization of the College's primary academic resources; i.e., student *Catalog*, student information database (CUNYfirst), Degree Works (the College's online advising tool), General Education curriculum, academic policies and procedures, etc.

New faculty and those seeking refresher or departmental training on the utilization of our academic tools and resources are encouraged to contact Dina Pattelli, First-Year Advising Specialist at [dina.grant@csi.cuny.edu](mailto:dina.grant@csi.cuny.edu) or @ x2287 for further assistance.

#### Faculty Resources

##### *Navigate CSI (Educational Advisory Board "EAB" Student Success Collaborative)*

Navigate CSI is a comprehensive technology that links administrators, faculty, staff, and advisors in a coordinated care network to support students from enrollment through graduation and beyond. Launched on campus in the fall of 2019, Navigate CSI is available to all enrolled students as a free mobile app, Navigate Student. With customized content for every student, it is like they have a personal advisor in their pocket.

All faculty teaching a course in the current term can access Navigate CSI (<https://csi-cuny.campus.eab.com/>) by using their CUNY login credentials to log in (firstname.lastname+last two digits of your CUNY EMPLID (don't need to include @login.cuny.edu)). For best results, use Chrome or Firefox browsers.

As faculty, the Navigate CSI Professor Role integrates class roster data with the ability to communicate with the students in your classes, record notes on your meetings with students, submit progress reports for students in your courses, and view student profiles (cumulative GPA, most recent enrollment, and class schedule). Faculty may choose to upgrade to a Navigate CSI Advisor Role to gain access with an increased student data view with the goal of connecting valuable instructor feedback with the input of advising staff and support staff to create a seamless success network for students.

## *Degree Maps*

Degree Maps are designed as academic guiding tools to be used by students in consultation with their advisor. These maps contain suggested courses to follow and complete term-by-term, and make it easier for students to understand how to graduate in four years. It's important to note that each student's specific program of study could, and probably will, look different. Students need to customize their Degree Map to adapt to their personal situation and are strongly encouraged to use these Degree Maps, the *CSI Undergraduate Catalog*, and DegreeWorks for academic planning purposes.

The degree maps are not only beneficial to the students but to academic departments/programs for future scheduling purposes. As part of the curricular process, when a degree is changed, the department/program, in consultation with the Office of Student Success, revises the degree map accordingly. With the goals of fostering a growth mindset, creating early momentum, maximizing financial aid, and enabling timely graduation, all maps strive to include the following components:

- Gateway English and mathematics course(s) in year one
- Two classes or eight credits of major requirements in year one
- Minimum of 15 credits per semester (fall, spring)
- Minimum of 30 credits per year
- En route associate's degree in fourth or fifth semester
- Realistic course sequencing for students to complete the requirements in the minimum number of credits and semesters

Degree Maps do not replace the *College Catalog*, which is used to certify degree completion by the Registrar's Office. Every effort is made to ensure accuracy; however, Degree Maps are subject to update and revision.

Other resources to explore include the [National Academic Advising Association \(NACADA\) Website](#) and the [Faculty Center for Professional Development Website](#) Commencement.

Full-time faculty are expected to participate in CSI's Commencement exercises on a regular basis. The academic year begins on the third day, excluding Saturday and Sunday, before August 30, and ends on Commencement day in late May.

## Committees

Full-time faculty are expected to serve on the department, College, and University committees to which they may be elected or appointed.

## Student Recruitment

The Office of Recruitment and Admissions makes arrangements for CSI to be represented at high schools, community events, and other College-sponsored recruitment activities. The Office also organizes open houses and admissions information sessions on campus for prospective students. Faculty are expected to participate in recruitment. They should contact the Office of Recruitment and Admissions, located in 2A-103 (x2010).

## 4. EMPLOYMENT PRACTICES FOR FULL-TIME FACULTY

### Annual Leave (Academic Year)

Article 14 of the *City University of New York and the Professional Staff Congress/CUNY Agreement* details annual leave for full-time members of the instructional staff. As a rule, teaching faculty begin annual leave on the day following Commencement and return on the third day, excluding Saturday and Sunday, before August 30. Annual leave for members of the instructional staff serving as librarians or counselors is also detailed in Article 14.

### Fellowship Leaves

See above, section 3b.

### Scholar Incentive Awards

See above, section 3b

### Other Leaves

The CUNY *Bylaws* and the *CUNY/PSC Agreement* provide for various types of leave with and without pay: retirement leave, special leave, and temporary disability leave. Faculty may also be eligible for leaves based on the Family Medical Leave Act. Questions concerning leaves should be directed to the Office of Human Resources, located in 1A-204 (x2370).

### Benefits

Full-time members of the instructional staff receive medical, dental, optical, and total disability benefits, life insurance, pension contributions, and a range of other benefits, many provided through the CUNY/PSC Welfare Fund. Spouses, children, and domestic partners are eligible for some benefits. For information about benefits, visit or call the Office of Human Resources, located in 1A-204 (x2370).

### Multiple Positions and Financial Disclosure

The Multiple Positions form defines the obligations of full-time faculty to CUNY and sets out the permissible limits of employment for extra remuneration outside and inside CUNY. CSI reports its compliance with the Board of Trustees' policy yearly. At CSI, the Senior Vice President for Academic Affairs/Provost distributes copies of the *Statement of Policy* to full-time faculty at the beginning of each semester, along with a form to be completed by faculty and department chairs. These forms are to be returned to the Office of the Senior Vice President for Academic Affairs/Provost located in 1A-304 (x2440). New York State law and longstanding University policy mandate disclosure by faculty (including those in substitute positions), as public employees, of information related to the performance of their duties and responsibilities as full-time members of the faculty. Activity beyond your regular full-time appointment that is governed by the University's Multiple Position Policy may be undertaken only upon prior approval of your department Appointments Committee and chairperson. It is the faculty member's responsibility to bring such matters to their attention. Employment in excess of the

regulations will also need to be brought to the attention of the Provost.

The University is cognizant of the freedom of association and related protections afforded by the First Amendment. Consequently, while this form requires full disclosure of all compensated activities beyond your regular full-time assignment, as well as any significant uncompensated commitments outside of CUNY, you need not report incidental uncompensated activities related to your membership in academic, political, religious, social, cultural, or charitable organizations, provided such activities do not constitute a substantial commitment of your time.

The University Multiple Position Report form is not related to the New York State Ethics Commission requirement that faculty earning in excess of \$101,379 (earnings value as of Spring 2022) must file an Annual Statement of Financial Disclosure. All questions concerning the State Ethics Commission should be directed to Robert Wallace, who is also available to answer questions concerning the University's Multiple Position Report. He can be reached at x2355.



## Institutional Review Board (IRB)

All CSI faculty, staff, students, and administrators who are conducting research with human participants or non-human animal subjects must apply for and receive UI-IRB (University Integrated Institutional Review Board) or IACUC (Institutional Animal Care and Use Committee) approval, respectively, before commencement of their research project (whether at CSI or at another location). No retroactive approval is ever given. All applications to the UI-IRB or the IACUC are processed through the campus Office for the Protection of Research Subjects. The staff members of the Office for the Protection of Research Subjects are willing to provide education concerning human and non-human animal research regulations and the process for applying for approval. For more information visit the Website of the [Office for Protection of Research Subjects](#).

## Intellectual Property

CUNY policy regarding the ownership of intellectual property is available online. It covers sponsored research, commissioned work, copyrightable work created within the scope of employment, electronically published course materials, negotiated agreements, and University media, among other things. The College of Staten Island respects intellectual Property rights and adheres to the CUNY-Intellectual Property policy written by Legal Affairs (see [Intellectual Property Policy](#)). Our CSI Library has a resource page entitled Copyright and Trademark Resources.

The policy addresses determination of ownership rights, commercialization, and distribution of income from intellectual property and more. Also see [CUNY Conflict of Interest Policy](#).

## Pay Periods

Full-time members of the instructional staff receive annual salaries. They are paid biweekly .038356 of their annual salary (.038251 during a leap year). Thursday is pay day. Checks can be picked up Wednesday afternoon after 3:00pm each payroll week in 2A-105 (at the Check Distribution Window). The window hours are Monday-Wednesday, 9:30am-4:15pm; Thursday, 9:30am-7:00pm; and Friday 9:30am-3:45pm. (Since March 2020, check distribution has been suspended at the colleges. All checks are mailed through the University. This change has not been made permanent but there is no scheduled date to resume). Direct deposit is available upon request; application forms may be obtained in the Office of Human Resources, 1A-204 (x2370) or by completing the [online form](#).

## Personnel Records

Records relating to employment, benefits, and leaves are kept in the Office of Human Resources, located in 1A-204 (x2370). Instructional staff should update the information in these records to keep them accurate. Article 19 of the *CUNY/PSC Agreement* provides for personal files, available for examination by individual members of the instructional staff, and administration files, available for examination only to those involved in peer reviews.

- Personal files, located in departments, contain documents such as student evaluations of faculty, teaching observations, annual evaluations, and documents submitted by instructional staff relating to their academic and professional achievements. Instructional staff should initial documents to be placed in their personal files and review them at the end of each academic year.
  
- Personal files and Administrative files are also located in the Provost's Office; files contain documents such as transcripts and letters of reference, evaluation, reappointments, promotion, tenure, and leaves of absence.

### Sexual Assault, Stalking, and Domestic and Intimate Partner Violence Policy

The College of Staten Island is committed to addressing discrimination, sexual misconduct (including sexual harassment, gender-based harassment, and sexual violence), and retaliation complaints promptly, consistently, and objectively.

CUNY has zero-tolerance toward any form of sexual misconduct, while complying with the mandates of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §§ 1681-1688. Lastly, CUNY is resolute in its mission to respond to any allegation of sexual misconduct that may affect the CUNY community.

Applicants, employees, and students with discrimination or sexual misconduct complaints or other concerns should contact the Chief Diversity Officer, Title IX Coordinator, and 504/ADA Coordinator: Catherine M. Ferrara, Esq., Interim Chief Diversity Officer and Title IX Coordinator Office of Diversity and Compliance, 1A- 205. x2250; catherine.ferrara@csi.cuny.edu.

Access a complete copy of The City University of New York Policy on Sexual Misconduct [here](#).  
Access a complete copy of The City University of New York Policy on Sexual Assault [here](#).  
Access a complete copy of The City University of New York Policy on Workplace Violence [here](#).

## 5. PART-TIME FACULTY (ADJUNCT FACULTY)

### ***5a. Teaching Responsibilities***

The teaching responsibilities of part-time faculty, with the exception of office hours and work load, are the same as those of full-time faculty. See Section 3 Responsibilities of Full-Time Faculty.

### ***5b. Employment Practices***

Appointment and Reappointment of Part-Time Faculty.

Part-time faculty are initially appointed to academic departments by department chairs, subject to the ratification of department appointments committees. Adjuncts who are in a three-year contract also reviewed by the College Personnel and Budget Committee (P&B) in addition to the department' appointments committee. Criteria that determine their appointment appear in the [\*Bylaws of The City University of New York Board of Trustees, section 11.11.\*](#)

Part-time faculty are reappointed or not reappointed by department appointments committees. The Senior Vice President for Academic Affairs as the designee of the President sends letters of reappointment and non-reappointment. Appointment is conditional upon sufficient registration, changes in the curriculum, and financial ability.

### CUNY Conflict of Interest Policy

For the CUNY Policy regarding conflict of interest, see [here](#).

### CUNY Ethics Rules

Faculty are prohibited from accepting gifts, including from students, from accepting honoraria from people or entities doing business with CUNY, or from doing anything against CUNY's best interests. According to CUNY policy, "Your first loyalty and duty must be to CUNY." See [CUNY Ethics Rules](#) for details. [Sample letters](#) for returning gifts to students or others.

Also see the policy on [CUNY Faculty and Expert Testimony or Other Services](#) for information about The Public Officers Law that governs the ethical behavior of all CUNY employees and details about penalties for violations along with the caution: "Ignorance of the law is no excuse."

### Pay Periods

Part-time faculty are paid biweekly according to a schedule established by CUNY: There is ordinarily a lag of two to three weeks between the start of the semester and the first pay day. Thursday is pay day. Checks are distributed in 2A-105 (at the Check Distribution Window) from 9:30am to 4:30pm. (Since March 2020, check distribution has been suspended at the colleges. All checks are mailed through the University. This change has not been made permanent but there is no scheduled date to resume). Direct deposit is available upon request; application forms may be obtained in the Office of Human Resources, 1A-204 (x2370) or by completing the [online form](#).

## Peer Teaching Observations

Full-time faculty observe part-time faculty teaching a class at least once a semester. Section 18.2 a), b), c) and d) of the CUNY/PSC Agreement details procedures for observations. [Click here.](#)

Department chairs schedule post-observation conferences for part-time faculty to review written observation reports. Observation reports and post-observation conference memoranda, initialed by faculty, go into their Personal Files (see above, section 4, Personnel Records).

After ten semesters of service, teaching observations are no longer required for part-time faculty but may be held at either their request or the request of department chairs.

## Three-Year Contracts

Adjuncts who have taught at least six contact teaching hours per semester, within the same department for the most ten recent consecutive semesters are eligible for a three-year contract.

Adjuncts who receive (renewals) a three-year appointment should have a comprehensive review of their performance, including at least one 50-minute teaching observation. The department's appointments committee will need to review the adjunct's file including student evaluations conducted in accordance with existing departmental policies. An assessment of the fiscal and programmatic needs of the department and/or College should be considered and the appointments committee will decide whether to reappoint the adjunct for another three-year term or non-reappoint. Please note that a generalized concern about budget and enrollment will not suffice. The College will need to undertake a department- or discipline-specific analysis to support a decision not to reappoint an adjunct who is eligible for consideration for a three-year appointment based upon programmatic or fiscal concerns.

Adjuncts who are being reviewed for the first time for a three-year appointment are to be reviewed in the same manner as mentioned above with the exception of conducting a 50-minute teaching observation.

## Sick Leave

Part-time faculty are paid only for the hours they actually work, except for sick leave. They may be excused for illness, death in the immediate family, religious observance, and other needs that cannot be postponed, for a maximum of 1/15 of the total number of contact hours in a course. They must request such leave, when possible, in writing and in advance; when this is not possible, they must inform department chairs as soon as they can.

Departments report absences to the Office of Human Resources. Adjustments to pay are not necessarily made immediately after the period in which absences above the maximum number of excused absences occur. Adjustments to pay not made during the semester are made in the last scheduled paycheck.

Missed classes may be rescheduled (without loss of pay), provided that students agree to a time.

Club Hours may not be used for rescheduled classes; see Club Hours, below. Rescheduled classes must be approved by department chairs.

### Time Off for Religious Observance

#### Policy:

Reasonable accommodations are to be made for the religious needs of employees requesting time off for religious observance. Because The City University of New York staff encompasses a diverse multicultural community, it is likely that some religious observances may be less well known and requests will present opportunities to learn about the religious celebrations of many different cultures. Since a complete knowledge and potential listing of religious observances for all staff is beyond the capability of the personnel offices, it is incumbent on the employee, when requested, to provide written documentation to the College Personnel Director. Notification to your department chair and area Dean is also necessary to adjust classes that are scheduled. The documentation from the religious group should indicate the nature, extent, and duration of the religious observance that will require the employee's absence from work.

#### Procedure:

Leave for religious observance may be charged against annual leave, unscheduled holiday balances, or compensatory leave balances.

Employees with no balances in the previously listed leave accrual categories may, at the discretion of the College Personnel Director, be advanced leave time to be charged against future annual leave accruals to a maximum of three days per year.

Requests for time off because of business necessity should be made in sufficient time prior to the observance to permit the affected department to make appropriate schedule changes. In general, approval will not be considered unless requested at least ten working days prior to the day of religious observance.

Colleges must schedule adequate support staff to ensure that the operations of all departments and services to the public are not adversely affected. In general, time off for religious observances will be granted in whole days. However, at the discretion of the College Personnel Director upon the request of an employee, the employee may be granted approval to have his/her work hours on the day(s) temporarily rescheduled. This will be considered only in instances where the employee's request is for time off of less than a full day on either a one-time basis or regular basis.

## Workload

[Section 15.2](#) of the *Agreement between The City University of New York and the Professional Staff Congress/CUNY* specifies that during each semester of the academic year the workload of a person in an adjunct title, excluding graduate assistants, cannot exceed nine classroom contact hours at a single unit of CUNY. An adjunct faculty member may, however, teach a maximum of one course of not more than six classroom hours during a semester at another unit of CUNY. Before the start of each semester, an adjunct completes a workload form reporting total projected workload at CSI and any other college in CUNY.

## 6. SERVICES

### Bookstore

The Bookstore is located on the first and second floors of the Campus Center, 1C (x3030). Forms for ordering textbooks through the Bookstore can be obtained from department administrative assistants, college assistants, or directly from the Bookstore; instructional staff are asked to adhere to the deadlines for submitting them. The Bookstore staff will assist faculty in obtaining desk copies from publishers.

### Faculty Center for Professional Development

The Center supports initiatives to foster and enhance teaching and learning through workshops, individual instruction, and provision of human, electronic, and online resources. The Center is located in building 1L-208 and supports a wide range of faculty development activities for individuals and groups.

It also offers a wide range of Online Course Training and Support, Faculty Interest Groups, seminars, and much more. In addition, the Center provides evaluation of pedagogical effectiveness, technology (both hardware and software), and training to enhance teaching and learning in general education and the disciplines.

### Technology Security

Please go to [Policies, Procedures, and Governance](#), Technology (Universal Links) for more information.

### Computers for Faculty

Full-time faculty have computers at their desks attached to the campus-wide local area network; part-time faculty have access to computers in their departments. These provide access to the Internet, email, and various software programs. The Office of Information Technology (OIT), located in 2A-303, offers training in them all.

Faculty can also access the CSI Webpage ([www.csi.cuny.edu](http://www.csi.cuny.edu)) and the CSI Library Webpage ([www.library.csi.cuny.edu](http://www.library.csi.cuny.edu)) from home and their email with POP mail through commercial Internet service providers.

For assistance, call the OIT Help Desk at HELP (x4357).

## Computers for Students

Students have access to three open computer labs in 1L-202 and 212, and 3N-217) that are available to students to complete assignments and access the Internet and email. They are equipped with the same software as the teaching labs, including programs that support students with disabilities. These rooms are enhanced with ADA-compliant furniture. All labs are staffed by college assistants, who provide assistance to users. A CSI Computer Login Account is required to logon to all campus computers. Similar to these 3 rooms, computers are also available for public access in various locations throughout the campus.

For more information click on the links below.

- [Ti-84 Plus Calculator Emulator](#) in 1L-212, 1L-202, and 3N-217 general labs.
- [Virtual computer labs](#)
- [Real-time computer availability in labs](#) (*Shows which computers are available in real-time in all public and Library labs*)
- [Software in computer labs](#)
- [Student computer lab login procedures](#)
- [Public access stations](#)
- [Computer user responsibilities](#)
- [Student computer access at the College of Staten Island](#)
- [Student computers at the Library at the College of Staten Island](#)
- [Computer lab access using ID card readers](#)

## Duplicating

Copying machines for small copying jobs are located in department offices. Large copying jobs should be sent to Reprographics via online request. Click [here](#) for the online request form.

Only CSI-related materials are to be duplicated in departments or by Reprographics. Reprographics is located in 1M-204 (x3238).

Faculty should be familiar with copyright laws as they apply to duplicating printed material for educational use; For more information click here for CUNY's policies on Fair use and Copyright. Faculty are encouraged to utilize Blackboard.

## Email for Faculty

The Office of Information Technology (OIT) is notified by the Human Resources (HR) office when a new faculty member comes on board. OIT does not create accounts unless notified by HR via email. The College of Staten Island e-mail address issued to faculty, staff, and students constitutes an electronic vehicle for College communication. Faculty, staff, and students are expected to read e-mail sent to their College email accounts regularly to keep abreast of important College information. Faculty are expected to use their CSI email accounts for all communication.



### Email for Students

Email accounts are automatically provisioned for students once they are affiliated with the College. Upon starting classes, their email account, as well as their computer login account, have already been created. This is explained to students at orientation and their account is ready for them to use at student orientation.

### FAX Machines

Fax machines are available in department offices. They should be used only for professional, CSI, and CUNY business.

### Telephones

Full-time faculty have telephones with voicemail in their offices; part-time faculty have access to telephones in their departments. The CSI telephone directory contains information about voicemail, conference calls, and other features of the telephone system. The directory can also be accessed through the CSI Webpage.

For assistance, call the OIT HelpDesk at HELP (x4357). Telephones should be used only for CSI and CUNY-related business; public telephones are located in all buildings.

## 7. GENERAL INFORMATION

### Academic Calendar

The academic calendar, which is determined by CUNY, appears in each semester's *Schedule of Classes*. It lists conversion days, examination days, holidays, and important deadlines. [Click here](#) to access the Academic Calendar and Final Examination Schedule.

### Accidents and Illness

Accidents should be reported immediately to the Health Center and to the Office of Public Safety. The Health Center is located in 1C-112 (x3045), the Office of Public Safety is in 2A-208; the extension for emergencies is x2111.

Persons who are injured or taken ill may be treated at the Health Center or the Office of Public Safety.

### Automatic Teller Machine

Automatic Teller Machines (ATM) are located in the Campus Center and the Library. The machines are made available to the College community through a contract with Richmond County Savings Bank (first floor near the Green Dolphin Lounge in Building 1C) and CitiBank (first floor near vending machine area Building 1L). The ATMs are connected to the NYCE, MasterCard, Visa, Discover, Quest, Plus and American Express networks.

### Bulletin Boards

Notices/flyers are posted on bulletin boards throughout the campus. The green kiosks in the Campus Center are the responsibility of the Office of Student Life, located in 1C-201 (x3088); notices/flyers posted on them must be stamped by that office. Other bulletin boards are reserved for administrative and department offices.

### Office of the Bursar

The Office of the Bursar collects tuition and fees and issues receipts that serve to verify students' registration in courses. It is located in 2A-105 (x2060).

## Bus Service

Operational Services provides on-campus and ferry shuttle transportation for use by students, faculty and staff. On campus, the College provides a campus loop bus and an accessibility van to address the needs of our riders who need assistance. Links to the specific schedules are available below. All bus stops can be viewed on the CSI Campus Map.

Schedules vary according to whether classes are or are not in session. For an up-to-date schedule, click here. Please refer to full College of Staten Island loop bus schedule.

### Ferry Shuttle Buses

Ride the CSI ferry shuttle bus between CSI and the St. George Ferry. Pickup at CSI is in front of Building 2A at the Ferry Shuttle Shelter. If you need additional information regarding the shuttle bus, please call Operational Services at x3220.

Scheduled times can vary due to weather, traffic, and construction conditions. For the bus schedule, visit <http://transportation.csi.cuny.edu/tiki/tiki-index.php>

All suggestions and complaints should be submitted in writing to Operational Services in 1M-201.

Van service for persons with disabilities transports them door-to-door. It is arranged through the Office of Operational Services, located in 1M-201 (x3220), Monday through Friday between 9:00am and 5:00pm, and through the Office of Public Safety, located in 2A-208 (x2111), at other times.

## Public Buses and Transportation

Information, schedules and maps may be obtained by calling the New York City Transit Authority at 718.979.0600 or 718.330.1234 or by visiting their Website at [www.mta.info](http://www.mta.info).

MetroCards can be purchased at a MetroCard Vending Machine or at subway toll booths. They are also sold at our campus Bookstore in 1C. Go to [www.mta.info](http://www.mta.info) for further information.

When you travel, be aware of the red-bannered **Service Advisory** signs in stations and on trains and buses. These notices provide timely information that might affect your trip. Inclement weather and unforeseen operating delays may also impact your travel.

Staten Island Ferry (between Staten Island and lower Manhattan)

The Staten Island Ferry currently carries more than 19 million passengers annually on a 5.2-mile run between the St. George Ferry Terminal on Staten Island and the Whitehall Ferry Terminal in lower Manhattan. Service is provided 24 hours a day, 365 days a year. The Staten Island Ferry runs every 20 minutes from Manhattan during peak hours and the trip is approximately 25 minutes. There is no charge. Go to <http://www.nyc.gov/html/dot/html/ferrybus/staten-island-ferry.shtml> or call 311 for a schedule.

After arriving at the St. George Ferry Terminal on Staten Island, follow signs to the S62 or S92 bus directly to campus (or) take the [CSI ferry shuttle bus](#) (or) take a car service for an additional fee to the College. The bus trip between the St. George Ferry Terminal to the campus takes about 30 minutes. Car service is available at Ramp E at the St. George Terminal. The fare is approximately \$15.

The Staten Island Terminal is served by the Staten Island Railway. The rail service runs 24 hours a day from the St. George to Tottenville stations. The base fare is \$2.75 and the single-ride ticket is \$3. The fare is paid at the St. George Terminal ONLY. At the St. George station, customers can make connections with the Staten Island Ferry service.

Call 718.966.SIRT (7478) or go to <http://new.mta.info/sir> for more schedules and information.

## Career and Scholarship Center

The Center assists students and graduates with their job searches and employment goals. It also helps students with the fellowship and scholarship application process. The Center offers career coaching, online databases of available internships, résumé writing assistance, job fairs, and an on-campus interview program for students nearing graduation. It also offers mock interviews, an internship stipend program, and graduate school advisement. The co-curricular transcript program is a newly added service available to students.

CSI has scholarships that it awards annually to full-time students in recognition of their academic excellence and service to CSI and to the Staten Island communities. The Scholarship Committee, comprised of faculty and instructional staff, works closely with the Center when reading and ranking all applications. Applications can be found online at [www.csi.cuny.edu/career](http://www.csi.cuny.edu/career) or are available in the Career and Scholarship Center, located in 1A-105.

## Catalogs

CSI's undergraduate and graduate catalogs are published yearly and can be accessed online at <https://www.csi.cuny.edu/academics-and-research/catalog>.

## CSI Today

*CSI Today* provides up-to-the minute news stories about the College. <http://csitoday.com/> . It also provides information on events, faculty and student awards, and publications, as well as links to the CSI podcast and video news items.

## CSI Webpage

The CSI Webpage, located at [www.csi.cuny.edu](http://www.csi.cuny.edu), provides easy access to information about CSI. Of particular use to faculty are the academic calendar, the undergraduate and graduate catalogs, and the telephone directory.

## Club Hours

During the academic semester CSI features two club hour periods each week that are reserved for "other than classroom activities." These hours, every Tuesday and Thursday from 2:30pm to 4:25pm, are designed to increase learning opportunities by providing time for faculty, staff, and students to attend programs, hold meetings, and pursue interests that may not be strictly related to course content and classroom demands. During these periods, most student clubs and organizations hold meetings. The Office of Student Life, 1C-201, reserves classroom space during Club Hours so various groups can meet on campus. No classes are scheduled during these periods. Students use Club Hours for student activities. Faculty use them for meetings of the College, the general faculty, departments, and committees.

## CLUE (College Life Unit Experience)

The CLUE Program is a non-credit program designed to acclimate students to the College environment after completing orientation. CLUEs are College-sponsored activities held outside of the classroom. They are categorized in two types, Personal Growth (PG) and Co-Curricular (CC). Whereas the purpose of orientation is to enhance retention efforts, the CLUE Program is designed to promote out-of-classroom intellectual, cultural, and social life activities on campus.

As part of the New Student Orientation degree requirement, students who opt to fulfill part two of the requirement through the CLUE Program must complete a total of 4 CLUE units (2 PG CLUEs and 2 CC CLUEs) by the completion of 12 equated credits in order to avoid a registration hold on their CUNY first account.

## CLUE Types

- Personal Growth (PG) – These CLUE activities contribute to students' self-development outside the regular curriculum. Included among PG CLUEs are career and study skills workshops, health and wellness programs, and recreational and social events.

- Co-Curricular (CC) – These CLUE activities are intended to augment and/or complement some aspect of academic life at the College and focus on scholarly, cultural, and civic development from academic areas, including humanities, social sciences, sciences, math, and technology, as well as, film screenings, and theatrical events.

CLUEs provide opportunities for faculty and students to interact in forums other than the classroom. Faculty are invited to develop CLUE programs. To make an event a CLUE event, click [here](#) for information, or visit or call the Office of Student Life, which is located in 1C--201 (x3088).

## Conversion Days

Conversion days occur when holidays make it impossible to schedule 14 weeks of classes according to the regular calendar. In consequence, one weekday must occasionally be converted into another: during one week, for example, Monday classes may be scheduled to meet on Thursday. Conversion days are listed in the Academic Calendar.

## Counseling

A comprehensive range of academic and personal counseling by professional counselors is offered to students. Counselors assist students, individually or in groups, to improve their study skills, choose curricula compatible with their interests and career goals, and handle problems that impede their progress toward degrees. They also provide information and counseling in preparation for graduate and professional school. The Counseling Center is located in 1A-109 (x2391). Support is also available for students who prefer texting with a counselor. The Crisis Text Line is available 24/7: Text CUNY to 741741 to connect with counselors for free and confidential crisis support and referral.

## Course Codes

Courses are identified by three or four letters (an alpha designation) and three numbers. The letters identify discipline: For example, ACC identifies Accounting; WGS identifies Women's, Gender, and Sexuality Studies. Cross-listed courses are identified by six/seven letters and six numbers: CSC446/ENS446, for example, Computer Science and Engineering Science identify a course cross-listed in Computer Science and Engineering Science. Students may register for cross-listed courses under either alpha designation as stipulated by the major. Please note that sometimes cross-listed courses do not share the same number (HST208/LACL210).

The first of the three numbers identify the level of the course.

- 0 Remedial: does not satisfy general education or majors requirements
- 1XX Introductory
- 2XX Introductory: usually requires prerequisite or sophomore standing
- 3XX; 4XX Advanced: has at least one pre- or co-requisite
- 5XX Undergraduate Topics course\*, independent study, internship
- 6XX; 7XX Graduate Courses
- 8XX Graduate topics course\*, independent study

\*Topics courses afford departments opportunities to experiment; they run no more than three times.

Courses are also identified by five-digit section or reference numbers generated by the system when they are scheduled. Summer courses are identified by four-digit section or reference numbers.

## Cultural Events

The Center for the Arts (1P) is the locus of artistic and cultural events for the College and Staten Island communities. Music, dance, and theater ensembles and artists (including many Grammy, Tony, and Emmy award winners) appear in its CFA Presents Series and the Staten Island Ballet and New York Philharmonic Ensemble regularly perform there. Exhibitions curated by members of the Department of Performing and Creative Arts are shown in the Gallery. In addition, the department sponsors faculty and student performances, exhibits, and lectures. The College, the academic departments, and the Campus Activity Board of Student Government also sponsor events in the Center. Community groups also rent its facilities: a line of yellow school buses during the day, for example, indicates performances for Staten Island school children.

Information about the CFA Presents Series is on the CFA Website <http://www.cfashows.com/> and is on the CSI Bulletin; information about College, department, and Student Government events also appears in the [CSI Events Calendar](#). CSI students receive 50% off on tickets and can buy \$5 RUSH tickets 30 minutes prior to curtain for the CFA Presents Series. The box office extension is 2787. Most college, department, and student government events are free.

The Center has six performance spaces: The Springer Concert Hall, the Williamson Theatre, the Lab Theater (a.k.a. Black Box), the Recital Hall, the Lecture Hall, and a Courtyard Amphitheater. The CSI Gallery is housed in the Center, along with a conference center. Spaces dedicated to the departments of Performing and Creative Arts and Media Culture include a student art gallery, a dance studio, rehearsal rooms, a photography studio, a screening room, and a video production laboratory.

## CUNY Tests

For details on required student testing, please visit the Website <http://www.csi.cuny.edu/testing/>.



## Admissions

The requirements for admission as a first-year or transfer student from another college are outlined below. Information sessions and walking tours of our beautiful 204-acre campus are conducted every Tuesday and Thursday at 3:00pm, on select evenings, and Saturdays/Sundays at 10:00am (reservations are required for all tour dates). In addition, special on-campus programs and open houses are scheduled each semester. Students are also invited to visit particular departments by request or meet with an admissions representative. Please visit our Website at [www.csi.cuny.edu/admissions](http://www.csi.cuny.edu/admissions) for more information.

- [Undergraduate Catalog 2021-2022](#)

### **In this section**

- [Matriculated and Non-Degree \(Non-Matriculated\) Students](#)
- [Academic Requirements for Admission to Bachelor's Degree Programs \(Four-Year\)](#)
- [Academic Requirements for Admission to the Macaulay Honors College](#)
- [Academic Requirements for Admission to the Teacher Education Honors Academy](#)
- [Academic Requirements for Admission to The Verrazzano School](#)
- [Academic Requirements for Admission to Associate's Degree Programs \(Two-Year\)](#)
- [Admissions Committee](#)
- [Filing an Application](#)
- [Advanced Placement](#)
- [International Baccalaureate](#)
- [International Students](#)
- [SEEK Program](#)
- [After Acceptance to the College of Staten Island](#)

## Facilities Management

For information about cleaning, housekeeping, and custodial support, contact the Office of Facilities Management and Operational Services. The Office is located in 1M-203 (x3210).

## Dean's List

Matriculated a full-time undergraduate student earns inclusion on the annual Dean's List by: Attaining a GPA of 3.5 or above during the preceding academic year, provided at least 12 credits were earned in the fall semester and 12 credits were earned in the spring semester. Only credits earned at the College of Staten Island are considered in the computation. Students who have received a grade of F, WN, WU, or INC during the period under consideration are not eligible.

## Dining Services

The CSI Auxiliary Services Corporation operates all food services on campus: the Cafeteria and the Park Café in the Campus Center, Bits and Bytes Cyber Café (located in the CSI Library), the Dolphin Express food cart located in the Center for the Arts Atrium, Halal Gyro Food Truck located in Parking Lot 3, and the vending machines. Auxiliary Services also provides mobile ordering. The Office of Dining Services will provide food for meetings and other events. For questions about and requests for service, see the Office, located in 1C-002 (x3027) or visit their Website for menus and hours.

## Center for Student Accessibility

The Center for Student Accessibility facilitates reasonable accommodations for students with documented disabilities ensuring equal access to academic and co-curricular programming in compliance with the Americans with Disabilities Act. Through robust student support programming, comprehensive services, and a commitment to student learning, staff members work toward creating an environment that fosters empowered students who will realize their potential in a higher education setting. The Center for Student Accessibility believes students need the best preparation possible for success in a global society and competitive workforce. For more information contact Stefan Charles Pierre, Director x2510. The Center is located in 1P-101.

## Emergency Closings

The President or designee decides to close the College or cancel classes as circumstances warrant and announces the decision officially. Administrators, chairs, and supervisors are not to advise staff to stay home or leave early because of weather or other emergencies.

## CUNY Alert

CUNY Alert is an emergency notification system that will enable the College of Staten Island to advise students, faculty, and staff of an emergency (a severe snowstorm or violent person on campus, for example), and provide timely information to protect lives and minimize campus disruption.

Depending upon the severity of the incident, CUNY Alert messages can range from specific instructions to general warnings. These notifications will be sent to members of the campus community who have signed up for CUNY Alert. Messages can be received via cell phone (text and/or voice), land line telephone, and email.

#### How to Sign Up

To sign up for CUNY Alert at the College of Staten Island, visit <https://www.cuny.edu/cuny-alert/> for step-by-step instructions. You'll be asked to provide at least one email address. You may also include a cell phone number and a provider to receive text message alerts and a phone number, either cell or land line, to receive voice alerts. You may list one phone number for each of these options, but you should be aware that the alert system will attempt to contact every number you list. Therefore, we advise that you list your preferred number for text messaging and/or your preferred number for voice messages. We suggest that you avoid using a CUNY phone number so that you can be reached at all times.

#### CUNY's Employee Assistance Program

CUNY's Employee Assistance Program, Deer Oaks is available to faculty and staff facing concerns that affect their personal or professional lives. The program offers, at no cost to employees, assessment and evaluation, short-term counseling of up to three sessions, and crisis intervention, as well as information and referrals to providers and agencies throughout the greater New York area. Deer Oaks is available by phone 24 hours a day/7 days a week at 855.492.3633 or by logging in to the CUNY Employee Assistance Plan Website, presented by Deer Oaks. Contact the Office of Human Resources for the username and password.

#### Office of Financial Aid

The Office of Financial Aid is open from Monday through Friday from 9:00am to 5:00pm. Advisors are available to assist current and prospective students with all aspects of financial aid application processing and funds disbursement at the College.

Financial Aid invites current and prospective students to use computers in its Student Service Center by appointment to review and file aid applications and related forms online. Appointments can be made by calling x 2030.

The office also administers the Federal Work-Study (FWS) program. Students with a FWS award are placed in jobs on- and off-campus and work up to 20 hours a week around their class schedules. College faculty and administrative supervisors can request FWS student-workers. For more information about this program, contact the Student Financial Aid office at x2030. The Office of Financial Aid is located in 2A-401. Visit the Website at <https://www.csi.cuny.edu/admissions/paying-college/financial-aid>.

## Fire Safety

Faculty should ascertain the locations of fire exits and fire alarms nearest the classrooms in which they teach. They should know how to activate fire alarms and be prepared to direct their students to alternate exits should a fire occur. They should take fire drills seriously and insist that their students do the same.

## Health and Wellness Services

The CSI Health Center offers episodic treatment for acute health problems, first aid, immunizations, smoking cessation and other preventative services. The Center is staffed by nurses and health educators. Additional services, such as College-related physicals, are provided by nurse practitioners in collaboration with Staten Island University Hospital. [The Health Center](#) is open Monday from 9:00am-6:30pm, Tuesday and Friday from 9:00am-5:00pm, and Wednesday and Thursday from 9:00am-7:00pm. It is located in 1C-112 (x3045); the TTY extension is x3315.

## Heating, Ventilation, and Air Conditioning

Poor air quality and malfunctioning of the heating, ventilation, and air conditioning system should be reported to Facilities Management, located in 1M-203 x3210 during the hours of 8:30am-5:00pm, Monday-Friday, and by contacting the Central Plant after hours at x3204/3205).

## Identification Cards

To obtain a faculty or staff ID card (Dolphin Card), please access our Webpage at <https://www.csi.cuny.edu/campus-life/student-services/dolphin-card/deposits> and follow the link for online Photo Submission. Upon receiving notification of photo approval, you will be informed via email of how your ID card can be obtained. Please contact [dolphincards@csi.cuny.edu](mailto:dolphincards@csi.cuny.edu) with any additional questions or concerns. A lost or stolen card should be reported immediately so it can be deactivated.

This can be done in two ways:

Online Community System – The area of the DolphinCard Website where a cardholder may log in and manage his or her [DolphinCard Account](#).

In person - Visiting the Office of Parking & Dolphin Card Services during regularly scheduled business hours. Please be aware that you remain responsible for card transactions and costs prior to card deactivation. Falsifying, altering, or misusing your own or anyone else's ID card in any way is strictly prohibited by the College.

If you lose your Dolphin Card, you must pay a replacement fee as follows:

- 1st Card: \$15.00
- 2nd Card: \$20.00
- 3rd Card and up: \$25.00

## Immersion Programs

### *The Immersion Program for Remedial Students*

The Immersion Program is an intensive class that provides an opportunity for students who need to demonstrate proficiency in English and/or mathematics to receive tuition-free instruction during the summer and/or January intersession. Students are placed into the immersion programs based on their CUNY proficiency index score. The Office of Academic Support coordinates the Immersion Program.

- The Immersion program offers classes in English EPL and ESL and Math DD (students with P-value lower than 50), and Math LD (students with P-value between 50 and 59).
- The Program includes counseling workshops, individual counseling sessions, test anxiety relief, study skills, and other skills to succeed in college.
- The Program has a rigorous attendance policy.
- Students in the Program received special help to enroll in the College classes for the semester.
- Students who complete the Immersion Program also meet some of the CLUE credits required for college.
- Students who passed the Math Program with higher grades can move ahead in their Math sequence.

For more information about the Immersion Program, contact via email at [ImmersionAdvisement@csi.cuny.edu](mailto:ImmersionAdvisement@csi.cuny.edu) or call x3964 or visit 1L-117.

### *CUNY Start*

CUNY Start is an innovative CUNY program that helps associate degree-seeking CUNY students prepare for college-level coursework and to meet CUNY's proficiency milestones prior to starting credit-bearing courses. CUNY Start at CSI offers a full-time semester-long program for students with a deep need in math and English. This program meets five days a week and offers 12 hours of math instruction weekly and 12 hours of English instruction weekly. In addition, students take a College Success seminar course taught by an advisor.

### *Math Start*

This program, based on the CUNY Start math program, prepares associate degree-seeking students with a deep need in math for CUNY's math proficiency milestone. Math Start at CSI offers two options, a semester-long program that meets four days a week for three hours per day or a shorter intervention eight to ten weeks in length running three and a half to five hours a day.

## Jury Duty

Faculty and instructional staff summoned to serve as jurors while classes are in session should take or send the summons to the Director of the Office of Human Resources. The director will issue an official letter requesting postponement. The Office is located in 1A-204 (x2370).

## Keys

Faculty who need keys for offices, as well as for cabinets and desks, should secure letters from their department chairs. Keys are issued by the Office of Public Safety and are to be returned there when they are no longer needed. The Office replaces lost keys for \$3 a key. It is located in 2A-108 (x2116).

## Environmental Health and Safety

The Office of Environmental Health and Safety (EH&S) is here to provide efficient and professional service in the support of an environmentally healthy and safe campus. EH&S has a professional staff to handle areas such as: fire safety, lab safety, occupational safety, and environmental compliance. For more information, visit the [Environmental Health and Safety Website](#).

## Office of Communications and Marketing

The Office is responsible for media relations and is the principal contact for all communication between the College and media representatives. The Office also generates media coverage by placing news features at the local to national level, facilitates the placement of faculty experts in various media outlets, and distributes key news items to internal and external constituencies. The office will assist faculty with the promotion of their research, awards and grants and assist faculty with student collaboration. For more information visit their website by clicking [here](#).

## Parking

Parking is available to faculty, staff, and registered students who purchase parking permits. There are seven parking lots across campus. Parking lots by 1A (near the South Quadrangle) and 2A (near the North Quadrangle) are reserved for faculty and staff and can be accessed only by card.

The CSI Auxiliary Services Corporation is responsible for parking. The facilities are financially self-supporting; users must purchase parking decals.

### Parking Decals

All members of the College community are required to purchase a parking decal in order to park their vehicles on campus.

To purchase a parking, decal please click on the link below:

[csi.aimsparking.com](http://csi.aimsparking.com).

In order to obtain a parking decal via USPS, please see the information below:

All checks or money orders should be made payable to “CSI-ASC”

Please include a completed and signed parking registration form along with your payment.

- [Faculty/Staff form](#)
- [Student form](#)

Everyone must also observe parking regulations; individuals who violate them subject their vehicles to ticketing, immobilization, and towing.

Parking decals are on sale throughout the year. Most faculty and staff receive applications by mail during the month of August.

## Testing

### Placement Examinations

In addition to the Assessment Tests, departmental placement tests may be required for students entering specific majors and/or programs. For example: The Biology Placement Examination is required of all students entering Nursing, Medical Laboratory Technology, Physician Assistant, and Physical Therapy programs. The test covers material taught in most high school biology courses.

World Language Placement Tests are administered by the Department of World Languages and Literatures. Students who want to continue with the same language they already studied (in high school or another college) need to be tested in that language for purposes of placement or exemption. Additional information is available by calling the Department of World Languages and Literatures and Media Center.

For more information, please contact the Testing Office at [testingoffice@cuny.edu](mailto:testingoffice@cuny.edu) or x2380.

### Office of Public Safety

The Office of Public Safety maintains security on campus and ensures the personal safety of members of the CSI community and visitors to campus. It is located in 2A-108 (x2116).

Faculty, staff, and students are required to carry valid ID cards on campus and to present them to Public Safety officers and College officials on request.

The Office provides access to campus when the College is closed and access to locked areas when the College is open; call x2116.

It also provides a Safety Escort Program during the evenings when classes are in session. The times of regular escort services to bus stops and parking lots are posted. Members of the College community can also request special escort services; call x2116.

Members of the College community should report actual or suspected criminal behavior, threats to safety, and other emergencies to the Office; call x2111.

Blue emergency lights are located in the buildings and outside throughout the campus. Use them to summon Public Safety officers in emergencies.

### Office of Recruitment and Admissions

The Office of Recruitment and Admissions coordinates the recruitment and admission of freshmen, transfer, and graduate students through on- and off-campus activities, and online services. The Office handles all admission inquiries, provides pre-admission advisement, processes student applications, notifies students of admission, and assists with enrollment in partnership with other departments and offices involved in onboarding. Recruitment and Admissions also oversees New Student Orientation, which supports incoming undergraduates and parents. The Office processes undergraduate applications in conjunction with the University Application Processing Center (UAPC). In the case of graduate programs, the Office works with the graduate program coordinators. Recruitment and Admissions arranges interviews and tours of the campus for prospective students (individuals and groups), coordinates the creation and distribution of general recruitment materials, and manages a Customer Relationship Management (CRM) system, which contains information on prospects and inquirers. Each high school in New York State is assigned a staff member (territory manager) who works with the students and guidance counselors and each CSI division/school is assigned a liaison to collaborate on recruitment initiatives. The Office works with the Office of Marketing and Communications on various marketing and recruitment campaigns. The Office of Recruitment and Admissions is located in 2A-103 (x2010).

### Office of the Registrar

The Office of the Registrar is open Monday through Friday from 9:00am to 5:00pm. The service desk is also open on Wednesday and Thursday evenings from 5:00pm to 7:00pm. Information regarding applying for graduation, Enrollment Verification, ePermit, forms and records updates,



requesting transcripts, Schedule of Classes, registration information, and transfer evaluations can be found on the Registrar's Website at [www.csi.cuny.edu/registrar/](http://www.csi.cuny.edu/registrar/). The office is located in 2A-107 x 2120.

### Space Reservations and Rentals

Requests for reservations should be directed to the appropriate department as follows:

- Reservations of classrooms for a College-related special event, outdoor facilities and rentals, atria of 1A and 2A should be sent to Campus Planning by email to Bonnie Chin [bonnie.chin@csi.cuny.edu](mailto:bonnie.chin@csi.cuny.edu) x2437.
- Requests for Reservations for the Center of the Arts, contact x 2504.
- Requests for Space in the Campus Center, contact x3089.
- Requests for Sports and Recreation, contact by email John Tardy [john.tardy@csi.cuny.edu](mailto:john.tardy@csi.cuny.edu) x3162.
- Requests for classrooms during Club Hours contact the Office of Student Life x3088.
- Requests for Dolphin Cove, contact x3019.
- Computer Labs office of Information Technology, contact x2348.

### CSI Scholarship Program

CSI has scholarships that it awards annually to full-time students in recognition of their academic excellence and service to CSI and to the Staten Island community. In addition to scholarships offered directly by the College, the CSI Foundation, and departments and associations of the College, memorial scholarships have been endowed through the generosity of many individuals and organizations who value higher education. Scholarships support, in varying ways, the education of our community. For more information click [here](#) or visit the Office of Institutional Advancement and External Affairs, 1A/210C x2332.

### Shipping and Receiving

Items shipped to CSI go to Central Receiving, where they are logged in and then delivered to department offices only (not to individual offices). Receipts must be signed with authorized signatures, usually those of department administrative assistants or college assistants. If ordering items COD, arrange to deliver money in time to Receiving. If returning items, use pre-paid call tags or return authorization numbers obtained from vendors. Inform Receiving of unusual or special situations. Receiving is located in 1M-103 (x3228).

Personal items cannot be delivered or shipped by CSI.

### Sports and Recreation Center Memberships

Faculty can purchase memberships in the Sports and Recreation Center at reduced rates with validated IDs. The Center offers a newly equipped fitness center with stationary bicycles, step

masters, treadmills, and more than 3,000 pounds of free weights. Indoor facilities include racquetball and a swimming pool.

The Center offers group fitness classes in abdominals, aqua aerobics/aqua basics, body sculpt, cardio sculpt/cardio workout low intensity, interval workout with cardio dance, kickboxing, Pilate's-style workout, step aerobics, tai chi, yoga, and Zumba.

The Center's hours are, ordinarily, Monday through Friday from 9:00am to 9:30pm, Saturday-Sunday from 9:00am to 1:00pm, Summer (June-August) Monday-Thursday, 9:00am to 9:30pm; Friday-Sunday, Closed. The Center is closed for special events and on major holidays.

For more information, email Alberto Sanchez, Finance Manager, at [alberto.sanchez@csi.cuny.edu](mailto:alberto.sanchez@csi.cuny.edu) or call the CSI SRC Front Desk at x3160.

### Office of Student Life

The Office of Student Life serves the entire population of CSI by providing leadership development opportunities and advisement to clubs and organizations including the Campus Activities Board, and through the management of the Campus Center. The Office of Student Life sponsors annual programs including a leadership development workshop series, an annual Leadership conference, voter registration, and the publication of the student handbook, *The Gazetteer*. The Office is located in 1C-201.

Student Life programs provide the opportunity for students to grow emotionally, socially, and interpersonally. Students' involvement in campus organizations and leadership development opportunities extends classroom learning into the many facets of their lives. Student Life allows students to network and form mentor relationships with CSI faculty and staff. The Student Life staff also encourages students' personal growth by providing challenges and support as they question and clarify their values. Faculty are encouraged to serve as advisors to the student clubs and organizations.

### Supplies

Department administrative assistants or college assistants requisition necessary items. Supplies are delivered to department offices only.

### Sports Teams

CSI has 14 athletic teams, seven men's and seven women's: men's and women's basketball, swimming, cross country, track and field, soccer, men's baseball and soccer; women's softball. Other clubs/sports and activities include cheerleading and Esports. Schedules of games played at home and away are available in 1R-204N (x3160) or on the CSI Webpage: [www.csidolphins.com/](http://www.csidolphins.com/).

## APPENDIX I - Workload Policy

### **Full-time Faculty Workload Guidelines College of Staten Island, CUNY**

These guidelines are based on the policies of The City University of New York as reflected in the provisions of the PSC/CUNY contract and CUNY Board of Trustees resolutions. On June 26, 1995, the Board passed a series of budget planning and policy proposals. Sections that focus on workload read as follows:

*It shall be the University policy that (1) all faculty be assigned the contractual maximum for the teaching portion of their workload unless they are granted reassigned time for specific purposes or purchase reassigned time through sponsored grants; (2) each college review its reassigned time policies and practices to obtain the maximum aggregate contribution of each faculty member to instruction, scholarship, and public service; (3) there is no requirement that the instructional portion of each faculty member's workload be identical within each college or department, but rather that the instructional portion of the workload reflect the College's judgment about how each faculty member can best contribute to the overall work of the College.*

*It shall be the University's goal to maintain or increase reassigned time for research for those faculty who are actively engaged in professionally recognized research and scholarship, including junior faculty establishing their professional reputations.*

#### **I. General Guidelines**

A full-time faculty appointment assumes the faculty member's availability on a reasonable basis for meetings (including home department meetings), phone calls, responding to messages, etc., during the workweek, including days when they are not scheduled to teach. Full-time faculty teaching a full workload are expected to be on campus no fewer than three days a week: normally this coincides with the teaching schedule, and includes a minimum of three office hours a week, compatible with student, session, and College needs.

Some faculty activities are *not* calculated as part of workload hours. Such activities include, but are not restricted to:

- Service to the College, such as curriculum committee membership, search committee membership, advisory and task force membership, and the like.
- Activities directly related to and/or in support of the formal instructional assignment.
- Office hours, unless a fixed number of hours has been assigned as a component of formal instruction
- Advising students during office hours or on an ad hoc basis, as requested by the student
- Teaching a course in continuing education, immersion or any other program scheduled outside the office of the Academic Deans.
- Tutoring, unless a formal tutoring assignment as part of the contractual workload
- Scholarship and creative work
- Service to the profession

## II. Instructional Workload

Faculty workload includes instructional workload and reassigned time allocated to an individual and approved by the Dean and the Provost. The teaching staff has the obligation, among others, to be available to students, to assume normal committee assignments, and to engage in research and community service. Employees on the teaching staff shall not be required to teach an excessive number of contact hours, assume an excessive student load, or assigned an unreasonable schedule.

1. The annual instructional workload is mandated by the PSC-CUNY contract. The mandated workload beginning 2020-2021 is 18 contact hours for faculty per academic year in professorial titles and 24 contact hours per academic year for those in the title of lecturer or instructor. Substitute appointments are expected to teach three more contact hours per academic year than is standard for the corresponding non-substitute appointment.<sup>1</sup>

The additional time resulting from the reduction (2019-2020 workload was 19 contact hours) in the undergraduate contact teaching hour workload specified above will be devoted to such activities as student and academic advisement, office hours, academic research, and such other activities that allow the University to improve our student success and outcomes.

It is expected that full-time faculty will not be assigned a workload of more or less than the contractual number of contact hours outlined above in any given academic year. However, when the workload assigned to a faculty member does not permit an exact correspondence with the stated hours, in order to avoid loss of hours, the annual workload shall then be managed over a three-year period, as provided in Appendix A to the PSC-CUNY contract. At the end of the three-year period, the average annual workload of the affected faculty member shall equal the hours specified above. Any workload balance above or below the required hours at the end of the three-year period will be forfeited and brought to zero.

2. All workload is paid based on contact hours. The Dean and Provost must approve any exceptions.
3. Faculty members including department chairs are expected to teach at least one course each semester (fall and spring) at the College of Staten Island. Exceptions (e.g., fellowships, grant obligations, new faculty reassigned time, etc.) must be approved by the Dean and Provost.
4. Independent study/tutorials/internship or thesis supervision/mentoring:
  - a) Workload hours are only given for three-credit or four-credit independent studies or internship/thesis supervision. No workload hours are credited for one- and two-credit independent studies or internship/thesis supervision.
  - b) Independent study/tutorials at CSI (undergraduate) are credited at the rate of 0.5 contact hours for one student and 0.25 hours for each additional student. The Dean must approve exceptions.

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<sup>1</sup> A contact hour is defined as an organized class meeting weekly at a regularly scheduled time during the semester for a 50-minute period or equivalent. For teaching commitments that do not involve weekly meetings at regularly scheduled times (independent study/tutorials/thesis supervision), assignable contact hours are as indicated below.

- c) Master's-level thesis or independent study supervision at CSI is credited at the rate of 0.66 contact hours for one student and .33 hours for each additional student. The Dean must approve exceptions.
  - d) The maximum amount that can be applied to the instructional workload for College of Staten Island independent study, tutorial, internship, and/or thesis supervision is four contact hours per semester.
5. Graduate Center Doctoral courses (students registered at The Graduate Center - GC) are credited three hours for each course.
  6. Independent study/tutorials/thesis supervision at GC:
    - a) Doctoral (GC registered) independent study/tutorials/mentoring are credited at the rate of 0.6 contact hours per student registration.
    - b) Doctoral dissertation supervision is credited at the rate of 0.6 contact hours per student per semester on the GC workload.
    - c) The maximum amount that can be applied to the instructional workload and reimbursed to the campus for doctoral (GC) independent study/tutorials and dissertation supervision is three (3) contact hours per semester.
  7. Extra instructional workload may be granted with prior approval of the Dean for large enrollments in a specific class, depending on department and divisional/school norms and with documentation, which illustrates the additional workload. For classes with enrollment between 65 and 99, 1.5 times normal workload will be granted, and for classes with enrollment of 100 or above, two times normal workload will be granted.
  8. Teaching in winter session may be counted toward spring semester instructional workload, with prior approval by the Dean. Teaching in summer session may not count toward regular workload.

### **III. Reassigned Time for Scholarship**

1. In accordance with Section 15.1(e) 2 of the Contract, untenured assistant, associate, and full professors initially appointed on or after the start of the fall 2020 semester will receive 18 contact hours of reassigned time (New Faculty Hours) to be used during their first five annual appointments, in order to engage in scholarly and/or creative activities related to their academic disciplines. For faculty librarians, 12 contact hours shall be equivalent to the number of clock hours that would be necessary to provide full-reassigned time to a faculty librarian for 15 weeks. Assignment of such reassigned time will be made by the College pursuant to guidelines designed to encourage scholarship are within the constraints of paragraph II.3, above.
2. Reassigned time compensated by CUNY or externally funded grants may be approved by the Dean and Provost within the constraints of paragraph II.3, above.
3. In exceptional circumstances, reassigned time for effort on *unsponsored* projects (scholarship, creative activity, or other projects not reimbursed from sources outside the University) may be granted subject to the approval of the Dean and Provost, within the constraints of paragraph II.3, above. Requests for such reassigned time must be justified annually with a list of past accomplishments, including works published or exhibited within the past three years (as listed in

the CUNY scholarship reports), a list of grants applied for and received, a plan for use of reassigned time, and documentation of progress resulting from reassigned time in the prior three years.

#### **IV. Reassigned Time for Division/School, Department, and/or Program Administration**

In view of the need to maximize the teaching capacity of our full-time faculty, administrative reassigned time should be kept to a minimum.

1. Department chairpersons are expected to teach one course per semester. Reassigned time for department chairs can be shared between the chair and his/her ceputy chair or other faculty members of the department provided that the combined reassigned time does not exceed the number of hours allocated for the department.
2. Other departmental administrative reassigned time (for deputy chairs, undergraduate and graduate advisors, administrative activities that may serve the department program, division, or school, etc.) may be allocated by the chair from within the department's allocated chair-reassigned time in consultation with the Dean.
3. Executive officers at the GC receive full workload-reassigned time. Deputy Executive Officers at the GC receive workload-reassigned time determined by respective GC department. GC program coordinators workload-reassigned time is determined by the respective GC department or program. No additional reassigned time is matched by the College of Staten Island.
4. Division/school, department, and program administration for special purposes (e.g., accreditation, learning communities, and centers) may require additional reassigned time, allocated by the Dean in consultation with the relevant chair(s) and with the approval of the Provost. A table of such additional reassigned time will be distributed separately.

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