Maritime College

State University of New York
Science Department

September, 2020

Science Department Policies and Procedures

General Class Procedures

The Science Department is subdivided into four groups: chemistry, math/CS, MES, and physics.

I. *Supervisory Responsibilities*

A. *Curriculum Supervisor*

Each of the four groups has a Curriculum Supervisor who is appointed by the Department Chair after consultation with senior department members in that group. The Curriculum Supervisor, in cooperation with the Science Department Chair, is responsible for:

1. Scheduling the appropriate amount of sections of each class and assigning instructors to each section
2. Hiring, after consultation with the appropriate members within a subdivision, full and part time faculty members as needed
3. Assigning Course Supervisors to each course
4. Finalizing textbook selection
5. Finalizing laboratory experiment selection and approving revisions (in the case of MES faculty this is handled by the individual faculty members).
6. Assisting new faculty members and adjunct instructors.
7. Assuming a mentorship role for non-tenured full time faculty by working closely with them on establishing and executing their development plans
8. Observing new faculty
9. Writing letters of recommendation for reappointment, continuing appointment and promotion

B. Course Supervisor

Every multi-section course has a course supervisor. The Course Supervisors are appointed by the Curriculum Supervisors. The Course Supervisors are responsible for:

1. Providing all instructors of the course with a syllabus, policy sheet, and formula sheet (where applicable) in advance of the start of the semester.
2. Preparing a common final examination for the course. The supervisor should request input from all instructors before writing the exam and

accept comments on the final version. All instructors should be given the opportunity to read the final exam preferably two weeks in advance of the final, but definitely no less than one week.

3. Providing all new instructors of the course with copies of old quizzes and exams so he/she can gauge the level the course should be taught at.
4. Placing textbook orders with the Ship Store
5. Handing in a completed Course Diary consisting of the following:
    a. Grade distribution sheet
    b. Instructor's comment sheet
    c. Syllabus
    d. Policy sheet
    e. Final exam
    f. Exams (1 version per instructor)
    g. Copy of grade book (adjunct instructors only)

II. Course Instructors

Instructors are responsible for the following:

1. Distributing a syllabus and policy sheet to his/her students during the first week of classes. The syllabus and policy sheet should have been written by the Course Supervisor or received his/her approval.
    a. The policy sheet must comply with Maritime's Code of Conduct.
        i. It must state clearly that violations of academic integrity will not be tolerated at Maritime College and that acts of academic dishonesty will be penalized in accordance with Maritime College's Code of Conduct.
        ii. A definition of plagiarism and what is considered cheating in the course should be written in cases where such terms or instances may not be obvious.
    b. The policy sheet must contain the attendance policy.
2. Taking steps to ensure that conditions during an exam or quiz are not conducive to cheating.
3. Reporting academic dishonesty in writing to the Judicial Board.
4. Submitting SEVIS reports to the registrar by the due date listed on the calendar.
5. Entering mid-semester grades for all students by the due date listed on the calendar.
6. Entering final grades for all students by the due date listed on the calendar.

7. Maintaining at least four office hours per week (full time faculty only). The hours will be posted on the faculty member's office door and the department secretary will be informed of them.
8. Engaging in periodic course assessment for onsite and online courses

III. Final Examinations

In accordance with the college's policy, final examinations are given in all science lecture classes during final exam week. The only exception to this occurs in lecture courses in which the instructor has received approval from the Academic Dean to replace the final exam with a final paper or project and a class meeting during final exam week. Final examinations are not given during final exam week in any science laboratory class.

Online Courses

All online courses offered by the Science Department will require a proctored final exam, at minimum. It is recommended that at least one additional proctored exam be given. Exams may be proctored by an approved off-sight proctor or at Maritime.

Marine Environmental Science (MES) Major

I. MES students will be assigned an MES faculty member, or faculty member knowledgeable about the field and curriculum who was approved by the MES Curriculum Supervisor, as their Academic Advisor once they have achieved sophomore status. Advisor changes may be made by the Department Chair when a formal request is made by either the student or Faculty Advisor.

II. Primary responsibility for the MES curriculum lies with the MES faculty members. The majority of the MES faculty members should be in agreement with all curriculum changes.

III. MES Advisory Board

A. The Advisory Board should consist of 8-12 members who are not employed by Maritime College and are knowledgeable in the environmental science field. The board should have at least two members with a biology background, two with a meteorology background, and two with an oceanography background. The members should be chosen and approved by the MES faculty members.
B. The Advisory Board will be invited to campus at least once every other year for a meeting.
C. Written reports from the Advisory Board will be circulated to all Science Department members and the College Provost.

IV. Internship Students

A. Students will complete 6 credits worth of approved internship(s), ES 505 and ES 515, in accordance with the rules outlined in the Internship Standards document.
B. MT 510, Summer Sea Term I, will be accepted in lieu of 6 credits worth of internship.

V. Internship Faculty Supervisors

A. The MES faculty member, who is the most knowledgeable member of the Science Department in the field of the internship, is selected as the Internship Supervisor.
B. The selection of the Supervisor is made by the Science Department Chair; however, input into this decision is accepted from the MES faculty members and the internship student.
C. Faculty Supervisors are compensated when they oversee and evaluate formal 6 credit internships which are conducted during the summer.

VI. MES Electives

A. A Marine Environmental Science (MES) Elective is any BIO, ES, METE, or OCEA course numbered 300 or higher not required by the student's degree program or PHYS 214/216.
B. Classes will be transferred as an MES elective when they are deemed by an MES Faculty member or the Department Chair to augment the science education of the student.

Science Laboratory Classes

I. Chemistry Laboratory Courses

Students cannot drop the corresponding chemistry lecture without dropping the lab regardless of when the lecture is dropped.
CHEM 121 for CHEM 122
CHEM 123 for CHEM 124
CHEM 311 for CHEM 312
CHEM 321 for CHEM 322

II. Oceanography (General) Laboratory Course

Students cannot drop the corresponding oceanography lecture without dropping the lab regardless of when the lecture is dropped.
OCEA 101 for OCEA 102

III. Physics Laboratory Courses

A. PHYS 104 and PHYS 203 (0.5 credit Labs) &
PHYS 213 and PHYS 216 (0.5 credit Labs)
Failure to perform or hand in written reports for 2 or more of the 6 assigned experiments will result in an F in the class.

B. All Physics Laboratory Courses
Students cannot drop the corresponding physics lecture without dropping the lab before the date when midterm grades are due.
PHYS 102 for PHYS 104
PHYS 201 for PHYS 203
PHYS 211 for PHYS 213
PHYS 214 for PHYS 216

IV. Zero Credit Laboratory Courses

Students who fail courses, in which the laboratory component counts for a percentage of the course grade, must repeat the whole course including the laboratory portion.

V. Policy for Archiving Science Laboratory Experiments

A. A single faculty member in each discipline (Chemistry, Physics, Oceanography, Meteorology, and Biology) will be designated by the appropriate Curriculum Supervisor to prepare an electronic archive on recordable CD of the current version of all laboratory manuals.

B. The CD will be labeled with the appropriate laboratory course number or numbers and the date on which it was recorded and the CD will be placed in the safe. A new CD will be recorded when changes are made to any laboratory exercise as agreed upon by the faculty within the appropriate discipline.

C. CDs may be checked out by any faculty member but the only person who can make changes to the CD or record a new CD is the designated faculty member in each discipline.

D. In the event that the designated faculty member in any discipline is incapacitated, a new designee will be appointed by the appropriate curriculum supervisor.

Science Department Advisory Committee (SDAC)

I. Composition

The five members of SDAC must include one faculty member from the math/CS group, one faculty member from the physics/chemistry group, and one faculty member from the MES group. No more than two members from any one of the three groups can be on SDAC. The membership of SDAC

must contain a minimum of 3 senior faculty (tenured associate/full/distinguished professors or senior lecturers). The CAP representative must be tenured.

II. Length of Term

The term of membership on SDAC shall be 2 years with the exception of the CAP representative who has a 3 year term. The terms shall be staggered with no more than 2 members excluding the CAP representative being up for election each year.

III. Election of Members, Procedure

If there are only 1st slots in the disciplines available, then an election is run and the faculty member(s) with the most votes is/are the winner(s).
If there is/are a secondary slot(s) also available then an election is first run for the 1st slot(s) and then a second election is run for the 2nd slot(s).

IV. Voting on Promotions, Continuing Appointment, Re-appointments

Members of SDAC only vote on promotions/continuing appointments/re-appointments at or below their own rank.

V. Deliberations Concerning Discretionary Salary Increases (DSI)

A. Procedure

All eligible members of the Science Department, as defined by the current UUP contract, will be considered in the voting. Members of SDAC who are eligible for the award will not vote for themselves, but their scores will be normalized multiplying the scores for the other members by 1.25. Faculty will be rated using a score of 0 to 5 for each of the following criteria. The results will be added with the highest total scores being recommended.

B. Criteria

1. Mastery of subject matter – as demonstrated by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field.
2. Effectiveness in teaching – as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses and student reaction, as determined from surveys, interviews and classroom observation.
3. Scholarly ability[a] – as demonstrated by such things as success in developing and carrying out significant research work in the subject field, contribution to the arts, publications and reputation among colleagues.

4. Effectiveness of University Service – as demonstrated by such things as college and university committee work, administrative work, recruiting, and work with students or community in addition to formal teacher-student relationships.
5. Continuing growth[a] – as demonstrated by such things as reading, research, or other activities to keep abreast of current developments in one's field. Being able to handle, successfully, increased responsibility.
6. Special consideration – if proposed must be approved by the Science Department faculty.

[a] Continued growth refers, primarily, to activities which enhance the ability of the professor to teach or demonstrate an enhanced ability to teach. Scholarly ability refers, primarily, to activities involved with research, grants, etc. The two items are not necessarily mutually exclusive.