

FACULTY HANDBOOK



OFFICE OF ACADEMIC AFFAIRS

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The SUNY Maritime College Faculty Handbook was created in the fall of 2015 as a helpful resource and in addition to the materials contained in the Board of Trustees policy and Collective Bargaining Agreements. Nothing contained in this guide is meant to supersede or be contradictory to the Collective Bargaining Agreement & Board of Trustees Policy. This guide is not a comprehensive list of employment information, and all items contained herein are subject to change without notice. Employees should contact the Office of Human Resources with any questions in regard to information contained herein.

State University of New York
Maritime College
Faculty Handbook

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Introduction

Welcome from Admiral Michael A. Alfultis

Dear Maritime College Faculty,

Maritime College is a unique institution of higher learning with a very specific mission: educating dynamic leaders for the maritime industry. As the oldest and largest maritime academy in the country, we have a long tradition of ensuring our graduates are well prepared for exciting career opportunities in the maritime, engineering, energy, marine environmental, and business sectors. You play a vital and central role in preparing our graduates for these career opportunities, and I sincerely appreciate all of your efforts on behalf of our students.

I hope you find this Faculty Handbook to be your first stop for information and policies governing the Maritime College faculty. I encourage you to review this Faculty Handbook, refer to it often, and provide feedback regarding how we can improve it make it more useful for you and others.

I found my time as a classroom instructor to be among the most challenging and yet rewarding of my career. I hope you are also finding your time as a Maritime College faculty member to be a positive and rewarding experience. I look forward to seeing you on campus.

All the best,



Michael A. Alfultis, Ph.D.
Rear Admiral, United States Merchant Marine Service
President, SUNY Maritime College

Welcome from Provost Joseph C. Hoffman

Dear Maritime College Faculty,

This Faculty Handbook is intended to serve as an orientation resource for new faculty members and as an ongoing reference guide for current faculty members. It provides information about SUNY Maritime College and the conditions of employment, benefits, and policies that are essential to the faculty experience. These policies are intended to support our faculty: an innovative, collaborative, and diverse group of scholars, industry experts and educators.

The Faculty Handbook is not a comprehensive compilation of all policies and documents that apply to faculty. Nor is it a repository of all information that could potentially be useful to faculty. Rather, the Faculty Handbook is intended to be simply a helpful collection of materials most commonly of interest to faculty and academic administrators. If you do not find within the Faculty Handbook the information you are seeking, please utilize the College's search engine to determine whether the information is available on our website.

SUNY Maritime College aims to foster a dynamic, cohesive community. We intend for this handbook to help each faculty member find and make use of the many opportunities and supportive programs the College offers.

Joseph C. Hoffman

Interim Provost and Vice President for Academic Affairs, SUNY Maritime College
State University Distinguished Teaching Professor
Professor of Mathematics and Computer Science

About the State University of New York

The State University of New York is the largest comprehensive university system in the United States. Our impact in New York State and across the globe begins with our 64 institutions, including research universities, academic medical centers, liberal arts colleges, community colleges, colleges of technology and an online learning network. We educate approximately 463,000 students in more than 7,500 degree and certificate programs, and nearly 2 million in workforce and professional development programs. Our nearly 3 million SUNY alumni are located around the globe, each making their own unique impact.

SUNY was created out of a commitment to opportunity and access, and designed to meet diverse needs across a vast geographic landscape. We reflect both the land grant mission reborn and a reputation for embracing new thinking and brighter ideals. Our faculty and students are constantly seeking, generating, analyzing, and sending knowledge back into the world through informed citizens, revitalized communities, and experts who transform entire sectors.

SUNY's colleges and universities are state-supported and our graduates have been giving back and transforming the lives of local and global citizens since we were established over 65 years ago. Millions of SUNY alumni are working in their communities every day, changing and improving the world with exceptional contributions—whether defined as a medical breakthrough, a technological innovation, an inspirational piece of art, or the birth of a new business.

By leveraging our talents and resources in targeted, quantifiable ways, we bolster New York's economy and enhance quality of life for its citizens. Learn more about the Power of SUNY, where we outline our goals and firm intentions. For more information, see www.suny.edu

Board of Trustees

The Board of Trustees is the governing body of the State University of New York. It consists of 18 members, 15 of whom are appointed by the Governor, by and with consent of the New York State Senate. In addition, the president of the Student Assembly serves as student trustee and the presidents of the University Faculty Senate and Faculty Council of Community Colleges serve as ex-officio trustees.

Mission Statement

The mission of the state university system shall be to provide to the people of New York educational services of the highest quality, with the broadest possible access, fully representative of all segments of the population in a complete range of academic, professional and vocational postsecondary programs including such additional activities in pursuit of these objectives as are necessary or customary. These services and activities shall be offered through a geographically distributed comprehensive system of diverse campuses which shall have differentiated and designated missions designed to provide a comprehensive program of higher education, to meet the needs of both traditional and non-traditional students and to address local, regional and state needs and goals. In fulfilling this mission, the state university shall exercise care to develop and maintain a balance of its human and physical resources that:

- recognizes the fundamental role of its responsibilities in undergraduate education and provides a full range of graduate and professional education that reflects the opportunity for individual choice and the needs of society;
- establishes tuition which most effectively promotes the university's access goals;
- encourages and facilitates basic and applied research for the purpose of the creation and dissemination of knowledge vital for continued human, scientific, technological and economic advancement;

- strengthens its educational and research programs in the health sciences through the provision of high quality general comprehensive and specialty health care, broadly accessible at reasonable cost, in its hospitals, clinics and related programs and through networks and joint and cooperative relationships with other health care providers and institutions, including those on a regional basis;
- shares the expertise of the state university with the business, agricultural, governmental, labor and nonprofit sectors of the state through a program of public service for the purpose of enhancing the well-being of the people of the state of New York and in protecting our environmental and marine resources;
- encourage, support and participate through facility planning and projects, personnel policies and programs with local governments, school districts, businesses and civic sectors of host communities regarding the health of local economies and quality of life;
- promotes appropriate program articulation between its state-operated institutions and its community colleges as well as encourages regional networks and cooperative relationships with other educational and cultural institutions for the purpose of better fulfilling its mission of education, research and service.

(NYS Education Law, Section 351)

For more information, please visit <https://www.suny.edu/about/mission/>

Shared Governance

In a shared governance system, faculty, professional staff, administration, governing boards, and students participate in the development of policies and in decision making that affects the institution. SUNY has three main bodies that interact with each other and the Board of Trustees: The University Faculty Senate, Student Assembly, and Faculty Council of Community Colleges. By coming together with different constituent groups who have different opinions on how an institution should be governed, the shared governance process can become the desired way to help institutions implement changes.

SUNY Shared Governance groups include the University Faculty Senate, the Faculty Council of Community Colleges, the SUNY Student Assembly, the Association of Council Members & College Trustees, the New York Community College Trustees and SUNY Voices. For more information, please visit:

<https://www.suny.edu/about/shared-governance/>

About Maritime College

Mission, Vision and Values

Mission Statement:

First and foremost, Maritime College educates dynamic leaders for the global maritime industry.

Vision Statement:

Maritime College will be recognized as the leading maritime educational institution.

Core Values:

- Academic Excellence -
Maritime College is committed to the pursuit of excellence in teaching, scholarship, and research
- Student-Centeredness -
Maritime College is committed to an environment that values student success, development and personal growth
- Integrity -
Maritime College is committed to principles of integrity and ethics in all aspects of our operations
- Respect -
Maritime College embraces diversity & inclusion, and celebrates the unique contributions of all
- Leadership -
Maritime College is committed to providing multiple leadership development opportunities for all students
- Applied Learning -
Maritime College programs and majors are infused with hands-on, experiential learning opportunities
- Relevance -
Maritime College has an adaptive curriculum that responds to the complex and evolving needs of the maritime industry

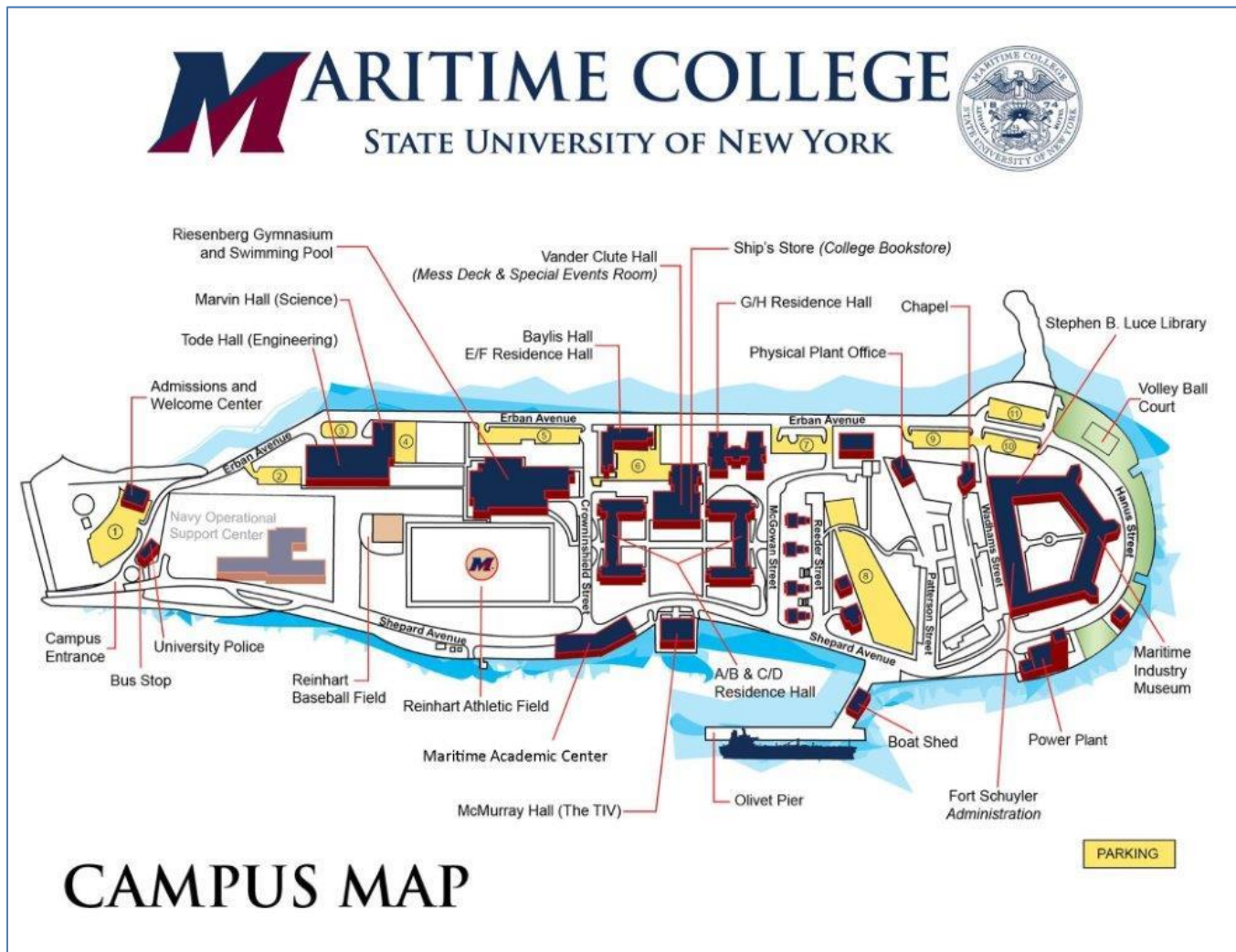
Fast Facts

For general information regarding Maritime College, please visit our website at www.sunymaritime.edu or call (718) 409-7200.

Campus Directory

For the campus phone directory, dial (718) 409-7200. You will be given the option of using the Maritime College directory; simply enter the last name (and first name or initial, if desired) of the subject and then press pound.

Campus Map:



Emergencies and Personal Safety

To report a Police, Fire or Medical Emergency on Campus

Dial 911 from any campus phone.

Special Emergency Blue Light Phones are also located at the entrances to each of the four Residence Halls, in Parking Lot 11 near the Jetty, Lot 8 under the bridge, and the walkway between Marvin Tode Hall and the Naval Reserve Center.

To report an emergency by cellular phone or to contact the University Police for Non -Emergencies

Dial 718-409-7311. We encourage you to place this number in your speed dial. Dialing 911 from cellular phones should be avoided, as the call will go to the New York City 911 Call Center and delay response.

Once reported, the University Police Dispatcher will dispatch State University Police Officers to respond to the incident and/or emergency and will notify any additional agencies such as FDNY or EMS as appropriate.

More information on crime reporting and crime statistics are available on the Maritime Web Site in the Maritime College Campus Safety Report.

Tips for Guarding Your Own Personal Safety

- Keep the door(s) to your residence hall room locked at all times.
- Never leave your bags, books, laptop, or other valuables unattended.
- Be aware of your surroundings at all times.
- Be conscious of your body language. Keep your head up, stand up straight, and look alert.
- Walk with others after dark.
- Avoid isolated or poorly lit areas.
- If you are walking to your car or residence hall at night have your keys and ID Card handy so you don't have to start searching for it to unlock your door.
- If you feel that someone is following you, turn and walk in the opposite direction and/or walk to an area where there are lights and people.
- Report any suspicious persons or activity to the University Police. If you feel threatened or unsure, immediately call UPD.
- University Police may be contacted for an escort, if the person feels uncomfortable walking alone at night.

Lost and Found

University Police maintain a Lost & Found. Contact them at the Front Gate or dial (718) 409-7311 to speak to a member of their staff.

SUNY Alert

SUNY NY-ALERT is an emergency alert system based on the NY-ALERT system established by the New York State Emergency Management Office (SEMO).

SUNY campuses can use the SUNY NY-ALERT system to send emergency and safety information and protective action messages, to students and employees to protect lives and well-being, protect assets and minimize campus disruption.

- You can sign up for SUNY NY-ALERT through **www.sunymaritime.edu/nyalert/**
- You will be allowed to enter up to three telephone numbers, two email addresses, one fax number and four text message numbers. They can be your local, work, home, cell or whatever number you want to enter. It doesn't matter what order either since the system will dial them all at about the same time.
- You can go into **www.sunymaritime.edu/nyalert/** and update the information as often as needed. The latest information will override any previous information you have previously entered. However, please be as accurate as possible.
- Maritime will conduct a test of the system each semester. Notification of the test will precede the actual test.
- If you receive a SUNY NY-Alert, read the message carefully. Do not ignore it. Alert others. Whether you are in a residence hall, dining hall, classroom or office, let those around you know about the alert. Follow all instructions carefully. The instructions will be direct and specific to the particular situation. If the situation requires it, additional messages will be transmitted to update you.

Accreditation Information

SUNY Maritime is accredited by The Middle States Commission on Higher Education. Middle States is a voluntary, non-governmental regional membership association. For more information, visit **www.msche.org**

Many degrees within the college allow students the option of earning a USCG Unlimited Third Mate (Deck) license. Undergraduate/graduate candidates of these programs will sit for an unlimited Third Mate or Third Assistant Engineer license. Unlimited license holders are not restricted by tonnage or horsepower to the type of vessel on which they may sail. License students must satisfy the requirements of three regulatory bodies in order to graduate from SUNY Maritime College. The Cadet must satisfy the academic requirements set forth by the State University of New York, the federal professional requirements set forth by the United States Coast Guard, and the international professional requirements set forth by the International Maritime Organization (IMO). For more information, visit **www.uscg.mil**

Every undergraduate major in the Maritime College Department of Engineering is approved by the Accreditation Board for Engineering and Technology (ABET). This nonprofit association evaluates programs in order to ensure the highest standard of quality in education. For more information, visit **www.abet.org**

Assessment

The SUNY Board of Trustees adopted resolutions in 1998 and 2004 that strengthened the University's longstanding commitment to rigorous and regular assessment of academic programs to enhance academic excellence. In 2010, the Board updated its policies to reduce unnecessarily duplicative assessment requirements for campuses while maintaining high standards. On behalf of the University Provost, the Office of Academic Programs, Planning and Assessment implements the Board's assessment policy through guidance, coordination and partnerships with campus academic and assessment leaders and organizations such as the SUNY University Faculty Senate, the SUNY Faculty Council of Community Colleges, the SUNY Council on Assessment, the Assessment Network of New York, and the Middle States Commission on Higher Education.

Assessment activities at Maritime College are organized by the Faculty Assessment Committee (FAC). Assessment is an ongoing process, and the consistent participation of all faculty members is required. At the biannual Faculty Assessment Day (FAD), the faculty gathers to process, consider and report their findings. The results are an essential part of both the requisite assessment activities for SUNY and Middle States, and as an ongoing process of reflection and revision for the college, the academic departments and individual faculty members. Support for assessment activities across all departments and programs is provided by the Office of Institutional Effectiveness.

Institutional Effectiveness

The mission of the Office of Institutional Effectiveness is to provide comprehensive, accurate, and timely information and data analysis to support strategic planning, decision making, resource allocation, and assessment efforts in order to support the College's mission of "educating dynamic leaders for the global maritime industry."

The Office of Institutional Effectiveness (IE) will be the catalyst for a Maritime College culture that embraces data informed decision making and assessment processes which advance the College's vision of being "recognized as the leading maritime educational institution."

The Office of IE coordinates research projects intended to provide information that informs the planning and decision-making process of the College. In addition, IE submits numerous reports to SUNY and federal agencies to assure compliance with system wide and federal policies and legislation. IE also supports faculty and staff in assessing the learning outcomes of students and the effectiveness of achieving Maritime College's mission and goals.

The following services are provided by the Office of Institutional Effectiveness

- Collect, analyze, and submit data for numerous reports and surveys, including SUNY's internal data collection, IPEDS, SAM, government surveys, and higher education publications like US News and World Review or Princeton Review.
- Support faculty and staff in assessing the learning outcomes of students and the effectiveness of achieving Maritime College's mission and goals. Special focus is on the learning outcomes of academic and student affairs programs.
- Support data collection for Middle States, ABET, and USCG assessments
- Provide the information for senior management to make data-driven decisions and strategic planning
- Assist with the processing disseminating, collecting, and analyzing course evaluations
- Support the design, collection and analysis of internal and external surveys
- Respond to internal requests for data from different departments and support ad hoc institutional research projects/working groups.

College Council

Established by Section 356 of the New York State Education Law, the College Council of Maritime College consists of ten members – nine appointed by the Governor for seven-year terms (to serve without compensation), the tenth elected by and from the College's students for a one-year term (at Maritime College, the President of the Student Government Association).

As provided in New York State law and by SUNY Board of Trustees policies, duties of the College Council include, reviews all major plans of the College, its budgets, administration of physical plant and grounds, rules governing student behavior and conduct, naming of buildings and grounds, and recommends candidates for appointment as President of the College, etc. Also in accordance with New York State law, regular meetings of the Council occur at least four times annually and all meetings of the College Council must be open to the public, other than the portion of the meeting that may be held in executive session under the provisions of the same law.

Contact Information:

Office of the President
6 Pennyfield Avenue
Throggs Neck, New York 10465
Phone: (718) 409-7271
Fax: (718) 409-5987

Interfaith Services and Support

The Director of Campus Ministries is dedicated to building a community of faith and compassion on campus. Houses of Worship of most faiths are located in the local community. Interdenominational services are held on campus in the Chapel on Sundays during the school year.

State Employees Federated Appeal (SEFA)

The State Employees Federated Appeal (SEFA) is a program for employees of New York State, through which they can make charitable contributions. SEFA offers state employees the opportunity to give to a local, national or international charity of their choice through the ease of payroll deduction or a one-time gift of cash or check. A SEFA payroll deduction can be cancelled at any time by notifying the Maritime College Office of Human Resources.

The SEFA coordinator for Maritime College will notify employees of the SEFA appeal before the end of the calendar year. Employees can then sign up online (or obtain paperwork from the coordinator) and support the charity or charities of their choice in the subsequent calendar year.

University Police

The mission of the State University Police Department at the SUNY Maritime College is to ensure a safe and secure environment on the college campus, in which the faculty, staff, students and visitors can pursue and achieve the College's academic and leadership objectives without concern for their personal safety or the safety of their or the college's property. This objective is pursued through enforcement of the State University Rules and Regulations and all local, state and federal laws along with the Maritime College Code of Conduct.

Campus safety and security is provided by the University Police Department (UPD), which has a fulltime force of police officers and security officers on duty. The University Police Department is located at the main entrance to the campus and is manned 24 hours a day, 365 days a year. In addition, University Police Officers conduct foot and vehicular patrols on the campus and residence hall areas 24 hours a day, 365 days a year. Officers receive training that includes penal law, criminal procedure law, first aid, CPR, defensive tactics, crisis intervention and multi-cultural diversity, active shooter, and bomb detection at a regional Police Academy.

Non-emergency phone number: (718) 409-7311, Front Gate

Access

Faculty and staff should keep their Maritime identification card on hand. (See details below, "Identification Cards," on how to obtain and use the card.) In some locations on campus, such as the Naval Reserve Center and the waterfront, additional identification may be required before entering the facility. Be sure to notify students when a class, activity or exam is being held in a facility where such identification is required.

Identification Cards

SUNY Maritime College uses the Maritime ID card as the official identification card for the campus and it must be carried at all times. Cards are provided in Baylis Hall, via Enrollment Services. The ID card is used for the following purposes:

- As a meal card; a meal plan is assigned to individual accounts.
- As a library card; to check out books and other materials. Privileges are determined by the Library.
- As a building key; all individuals residing in the residence halls use the card to access the building.
- As identification for access to certain areas of campus (i.e. the front gate, computer labs, etc.)
- As identification to pick up refund and pay checks.

Report lost or stolen cards immediately to the Student Accounts/Enrollment Services Office in Baylis Hall. The

card will be deactivated. If you find a card, please turn it in to Student Accounts. Note: If you later find your card, it will not be usable and should be turned in to Student Accounts. There is a \$25 replacement fee for a new card.

Faculty & Staff Parking

General information for faculty and staff regarding parking is listed below. For further details, please request the Guide to Parking Policies and Procedures from University Police.

- Faculty/Staff Resident Parking areas and spaces are reserved for campus residents in faculty/staff housing with proper Resident Parking permits. Faculty/Staff are defined as any employee on the non-student payroll of the State University of New York Maritime College as well as affiliated organizations.
 - Faculty/Staff registration applications are available on-line and at University Police Department. Permits are issued at University Police Department.
 - Faculty/Staff, and affiliates, may apply for one permit. Exceptions may be made by the University Police Chief.
 - If two Faculty/Staff or affiliates share the same household, each member must apply for a parking permit for each vehicle registered.
- Faculty/Staff Permits are in decal form and must be affixed on the exterior passenger side rear window while parked on campus. Each vehicle must be properly registered with the University Police Department.
- Faculty/Staff that have obtained the appropriate parking permit will be issued a one-day temporary pass if registered vehicle is not driven. This pass may be obtained on a daily basis from University Police.
 - Failure to obtain and properly display temporary permit is subject to summons.
- Non-resident Faculty/Staff permit holders may not park vehicles overnight unless they are conducting official College business on campus or are in official travel status for the College. Overnight starts at midnight.
- Any and all privileges associated with permit shall be terminated upon issuance of ten (10) or more violations associated with the same license plate within an academic year. Any and all privileges associated with permit are voided upon employee's separation of employment.
- Faculty/Staff, participating in Summer Sea Term, wishing to park their vehicles on campus during Summer Sea Term, must register for this privilege separately and must park in an area designated by the University Police Department. Vehicle keys must be left with UPD.
- Faculty/Staff or students who require the use of handicapped parking must obtain a valid parking permit and display their valid city, town, or village handicapped tag. SUNY Maritime College issues handicapped tags to the handicapped person - not a vehicle.
- If temporary parking in a closer lot is needed, Faculty/Staff must provide a physician's note. The permit issued by the University Police Department will be for a maximum of two weeks.
 - If the requesting person has not obtained a parking permit, they must apply for a permit prior to requesting closer parking due to temporary disability.

- The SUNY Maritime College Snow/Campus Emergency Parking Policies are intended to facilitate the removal of snow/ice from our roadways/parking lots, or to prepare for and respond to an emergency, and maximize the number of parking spots available on the campus. These policies shall govern the plowing and removal of snow/ice when a snow emergency or campus parking. Faculty/Staff will receive announcements pertaining to Emergency Parking Policies via their Maritime email.

Permit Type	Lot Designation
Faculty/Staff	Lot 1, Lot 2, Lot 3, Lot 4, Lot 5, Lot 6, Lot 10, Lot 12, Lot 13, Patterson Street, and approved on-street parking.
Student Parking	Lot 5, Lot 7, Lot 8, Lot 9 and approved on-street parking.
Visitor Parking	Lot 1, Lot 5, Lot 6, Lot 11 and approved on-street parking.
Contractor Parking	Lots 1, 8, 11 and Wadhams Street, and lay-down areas approved by UPD.
Vendor Deliveries & Service Vehicles	Any parking area except Wadhams Street.

Veterans Affairs

The students, faculty, staff and alumni of Maritime College have made significant contributions to the United States armed services. SUNY Maritime College alumni have served in every American conflict of the 20th and 21st centuries. Maritime College has the second highest percentage of student veterans in the SUNY system. Additionally, thirty staff and faculty members at the College are veterans.

The administration and the Maritime community as a whole seek to ensure returning veterans feel both welcome and supported. The Veterans Center was constructed on campus for this purpose, thanks to a generous donation from the Class of 1963. The Veterans Center provides a place to relax, socialize, and gain support and assistance with issues specific to military veterans. It is located on the first floor of Vander Clute Hall under the Mess Deck.

Additionally, veterans may seek assistance by working with the Veterans Service Coordinator and Ombudsman.

Faculty Guidelines

Academic Degrees

Maritime College offers Associate of Applied Science, Bachelor of Engineering, Bachelor of Science and Master of Science degrees. All degrees are accredited by the Middle States Commission on Higher Education and the New York State Department of Education. The Engineering degrees are also accredited by ABET.

In addition to undertaking studies in their major, students complete a full range of General Education courses as prescribed by SUNY.

Information on specific degree programs, individual courses and General Education requirements can be found in the Course Catalog on the Maritime College website.

Academic Freedom

Maritime College operates in accordance with the principles of Academic Freedom as outlined by the SUNY Board of Trustees and the UUP contract. There are three essential pillars:

- It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom faculty members may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to their subject.
- The principle of academic freedom shall be accompanied by a corresponding principle of responsibility.
- In their role as citizens, employees have the same freedoms as other citizens. However, in their extramural utterances employees have an obligation to indicate that they are not institutional spokespersons.

For further details, please consult the Policies of the SUNY Board of Trustees and the current UUP contract.

Academic Rank and Advancement

Academic Rank Titles

Information on all ranks (including Adjunct, Lecturer, Assistant Professor, Associate Professor, Professor and more) can be found at <http://www.suny.edu/hr/compensation/unclassified/group-list/instruction/>. It should be noted that the rank of Senior Lecturer, like Lecturer, is a qualified academic rank at Maritime College.

For more detailed information, specific to Maritime College, faculty members should consult their departmental Promotion and Tenure Matrix.

The following is an introductory document regarding certain specific Academic Rank Titles from the State University of New York:

As per the policies of the State University of New York: Instructor... Assistant Professor... Associate Professor... Professor... (Descriptions for Librarian ranks that are also considered academic rank can be found from links under a separate Librarian family).

These titles are in the unclassified service and in the SUNY Professional Services Negotiating Unit. Appointments to these titles are made by the chief administrative officer of the campus upon the recommendations of the appropriate academic committees and officers of the campus. The academic rank offered to an appointee depends upon the type of campus, the appointee's qualifications, and the criteria established for each rank by the department and campus in accordance with SUNY policies. Within SUNY policies appointments to these titles may be on the basis of temporary, term, or continuing (tenure) appointments. All of these academic ranks are "tenure track" - appointees are eligible for consideration for continuing appointment. For continuing appointment there are rigid requirements based upon rank, length of service and candidate's qualifications, and such continuing appointments are made by the Chancellor of the State University of New York upon the recommendation of the chief administrative officer of the campus. [By default, part-time is considered "Qualified Academic Rank" and such service does not count towards tenure even if it is rendered in one of these titles.]

The parenthetical distinctions in these titles are primarily used to determine the particular salary table to which a title is assigned (a 10 month obligation or 12 month obligation title or a title assigned to a health science center or to a specialized salary schedule). GFT, HS, TCL and Leading suffixes are explained at the end of this description.

- Academic Rank appointees prepare and deliver lectures to students.
- They compile, administer, and grade examinations, or assign this work to others;
- stimulate class discussions;
- direct research of other teachers or graduate students working for advanced academic degrees;
- compile bibliographies of specialized materials for outside reading assignments;
- conduct research in particular field of knowledge and published findings in professional journals;
- advise students on academic and vocational curricula;
- act as adviser to student organizations;
- serve on university and campus committees;
- and provide services to the community, government, and industry.

The levels of expertise and recognition in the areas of teaching, scholarship and service are factors in the determination of the rank/title to which candidates are recommended for appointment.

This selection taken from <https://www.suny.edu/hr/compensation/unclassified/other/academic-rank-titles/>

Annual Report

In the fall of each academic year, faculty will be asked to submit an Annual Report. This is an opportunity to detail teaching, research, professional development and other relevant activities from over the course of the previous academic year. In submitting the annual report, faculty record their activities (which is a helpful step in producing documentation for promotion and tenure) and share this information with their Department Advisory Committees, their Department Chair, the Committee on Appointments and Promotions, and the Provost.

The timely submission of the Annual Report is necessary in order to be considered for the annual Discretionary Salary Award. Except in the most unusual of circumstances, neither salary adjustments nor leave requests will be countenanced without a complete sequence of Annual Faculty Reports on file in the Provost's Office.

Evaluation and Promotion

As per Article XII in the Policies of the SUNY Board of Trustees:

Title A. Evaluation of Academic Employees

§ 1. Policy. It is the policy of the University to evaluate academic employees.

§ 2. Purpose. The purpose of evaluation pursuant to this Title shall be the appraisal of the extent to which each academic employee has met his or her professional obligation. Written communication of such appraisal shall be sent to the academic employee concerned. The evaluations conducted pursuant to this Title may be considered by the chief administrative officer of a college and the college administrative officers in making decisions or recommendations with respect to continuing appointments, renewal of term appointments, promotions, discretionary adjustments to basic annual salary and for any other purpose where an academic employee's performance may be a relevant consideration. Nothing contained herein shall prevent the chief administrative officer from taking such action as the chief administrative officer may deem appropriate to the operating requirements of the college.

§ 3. Applicability. Pursuant to this Title academic employees may be evaluated; such evaluation, if any, is to be made by the chief administrative officer, or designee.

§ 4. Criteria. In conducting evaluations pursuant to this Title, the chief administrative officer of the college concerned, or designee, may consider, but shall not be limited to consideration of, the following:

(a) Mastery of subject matter — as demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.

(b) 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.

(c) Scholarly ability — as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications and reputation among colleagues.

(d) Effectiveness of University service — as demonstrated by such things as college and University public service, committee work, administrative work and work with students or community in addition to formal teacher-student relationships.

(e) Continuing growth — as demonstrated by such things as reading, research or other activities to keep abreast of current developments in the academic employee's fields and being able to handle successfully increased responsibility.

Title B. Promotion of Academic Employees

§ 1. Procedure. The chief administrative officer of a college, after giving consideration to recommendations of academic employees, including the committees, if any, of the appropriate department or professional area and other appropriate sources in connection with promotion of a specific academic employee, may promote, or recommend to the Chancellor for promotion, such persons as are, in the chief administrative officer's judgment, best qualified. Nothing contained herein shall prevent the chief administrative officer of a college from taking such promotion action as the chief administrative officer may deem appropriate to the operating requirements of the college.

§ 2. Criteria. Recommendations of academic employees, or their appropriate committees, or other appropriate sources may consider, but shall not be limited to consideration of, the following:

(a) Mastery of subject matter — as demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.

- (b) Effectiveness in teaching — as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses and student reaction, Policies of the Board of Trustees as determined from surveys, interviews and classroom observation.
- (c) Scholarly ability — as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications and reputation among colleagues.
- (d) Effectiveness of University service — as demonstrated by such things as college and University public service, committee work, administrative work and work with students or community in addition to formal teacher-student relationships.
- (e) Continuing growth — as demonstrated by such things as reading, research or other activities to keep abreast of current developments in the academic employee's fields and being able to handle successfully increased responsibility.

§ 3. Length of Service. Completion of a minimum period of service with the University may be a consideration but shall not be a qualification for promotion.

Preferred Qualifications

Qualifications for the different academic ranks/titles are established at the local campus level and depend to some degree on the type of campus or program to which the appointment is being made. The best references for unique requirements are found either in vacancy announcements or in a department's or campus's guidelines for faculty promotion.

Within their own requirements, campus departments and campuses may apply the following SUNY recommended criteria in determining the rank/title for an academic rank appointment/promotion:

- (a) Mastery of subject matter
 - as demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.
- (b) 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.
- (c) Scholarly ability
 - as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications and reputation among colleagues.
- (d) Effectiveness of University service
 - as demonstrated by such things as college and University public service, committee work, administrative work and work with students or community in addition to formal teacher-student relationships.
- (e) Continuing growth
 - as demonstrated by such things as reading, research or other activities to keep abreast of current developments in the academic employee's fields and being able to handle successfully increased responsibility.

For more information, please consult <https://www.suny.edu/hr/compensation/unclassified/other/academic-rank-titles/>

Promotion and Tenure

Academic employees will be reviewed for promotion and tenure in accord with SUNY and UUP policies. Reviews include evaluation by the immediate supervisor (department chair), the Departmental Advisory Committee (DAC), and the Committee on Appointments and Promotions (CAP), as well as the Chief Academic Officer. Recommendations from all aforementioned sources are then presented to the President for consideration.

Faculty Governance

Maritime College Governance

Below please find a selection of the by-laws created for the governance of Maritime College. For further details on all subjects pertaining to this jurisdiction, please consult the Faculty By-Laws.

Committees

There shall be the following Standing Committees of the College faculty

- Committee on Appointments and Promotions
- Committee on Nominations and Elections
- Curriculum Committee
- Faculty Assessment Committee
- Budget Committee
- Faculty Policies Committee
- Student Policies Committee

Faculty Meetings

(a) Four regular meetings of the College faculty shall be held in each academic year. The first shall be held within the first six weeks of the fall semester, the remaining to be held during the months of November, February and April.

(b) The first meeting of all standing committees shall be held within the first three weeks of the fall semester.

(c) Special meetings of the College faculty may be called by the Chancellor, Chair or Presiding Officer. Special meetings must be called by the Presiding Officer upon written application of ten percent of the members of the College faculty, within ten days of receipt of the application. The business of such special meetings shall be limited to the matter set forth in the application.

(d) A quorum shall be defined as 40% of the voting faculty, ignoring any fractional part.

Leadership

(a) The method of voting shall conform to Robert's Rules of Order.

(b) The officers of the College faculty shall consist of a Chairperson, a Presiding Officer, an Assistant Presiding Officer and a Secretary. The President of the College shall be the Chair. The other officers shall be elected annually at the regular April meeting of the College faculty to serve for the ensuing academic year.

(c) There shall be an Executive Committee of the College faculty consisting of the four officers of the College faculty, the Chairpersons of all the Standing Committees of the College faculty, Vice President for Academic Affairs and the Faculty Senator.

(d) The College faculty, at a regular April meeting, shall elect a representative and alternate to the University Faculty Senate, in accordance with Article VII of the Policies of the Board of Trustees.

SUNY Faculty Senate

The SUNY Board of Trustees approved the creation of the University Faculty Senate on October 8, 1953. Article VII of the SUNY Policies of the Board of Trustees states "the Senate shall be the official agency through which the University Faculty engages in the governance of the University. The Senate shall be concerned with effective educational policies and other professional matters within the University."

A senator is elected every three years during campus-wide faculty elections, as is an alternate. The senator represents Maritime College at the quarterly Plenary Meetings.

For more information regarding SUNY Faculty Senate, please visit <http://system.suny.edu/facultysenate/>

Faculty Obligations

Academic Calendar

During the spring semester, the Academic Calendar for the upcoming year is published and circulated among the faculty and staff of the College.

This document will include details on the start of the faculty's obligations for the coming year; these activities commence in the weeks before the start of classes and can include activities such as department meetings, training sessions, faculty workshops and an all-hands convocation.

Office Hours

Faculty must be available to students during regular office hours. It is expected there would generally be one office hour for every class section taught. Office hours should be listed on the course syllabus and posted publicly within the department.

Professional Obligation

The usual professional obligation for teaching faculty is for the academic year, which generally encompasses the first day of indoctrination in the fall, running through graduation at the end of the spring semester. Faculty should refer to the academic calendar for exact dates.

During the period of academic year and semester obligations, all members of the faculty except those on Title F leave, sabbatical leave, or leave without pay are expected to be available for such service as may be dictated by their University obligations, departmental assignments, and program responsibilities.

Syllabi

A written syllabus (paper or electronic) must be provided to students in each course. The syllabus should be formatted according to the outline of the Maritime College institutional syllabus, located in the Index of this guide. If there are changes to the information provided in the syllabus during the semester, they must be given to students in written form (paper or electronic).

The syllabus will include:

- Information on the course content and expectations (e.g., class attendance)
- Details on the basis for grades: including the course's examination policy, the number and types of exams, as well as a list of graded assignments with their approximate due dates and their weight in the final grade
- Instructor's course policy for academic integrity
- Procedures for adjustments identified by the Office of Accommodations

Teaching Obligations

Teaching is at the heart of the Maritime College faculty expectations. Typically, full-time faculty is assigned 12 credits and/or 14 contact hours per term. Adjustments to this workload are made in consultation with relevant department chairs and academic administrators, and are consistent with CBA and UUP provisions.

Faculty are expected to meet with their students during scheduled class times and office hours. Online classes meet regularly via Blackboard, with clear attendance standards set by instructors for their students.

SUNY Maritime subscribes to the Carnegie Unit and Student Hour.

Per SUNY: "Over the past several years, for academic purposes, some faculties have allowed modifications of the classical Carnegie definition of a semester credit hour, which has stipulated that one semester credit hour be awarded for fifteen sessions of 50-minutes duration in classroom lecture-recitation each requiring two hours of outside preparation by the student. Today there are many types of educational experiences with which credit hour assignment may properly be associated.

In the interest of accurate academic measurement and cross-campus comparability, the following definitions and practices apply in controlling the relationship between contact and credit hours. These definitions constitute a formalization of current and historic policy in order to ensure consistency throughout the University. Courses may be composed of any combination of elements described, such as a lecture course which also has required laboratory periods or a lecture course having an additional requirement for supervised independent study or tutorial activity." Further details can be found at: https://www.suny.edu/sunypp/documents.cfm?doc_id=168

Faculty Absence from Campus

Other than absences due to illness, all absences from campus during the academic year that affect college obligations, especially while classes are in session, must be fully and appropriately justified, e.g. important professional and scholarly activities. Extended absences that entail missing two or more consecutive classes require prior approval of the Chair. It is expected that classes canceled for any reason will either be rescheduled or compensated for in some other way.

In the event of an illness or other emergency, the relevant department chair must be notified; if possible, please also notify your students and department secretary via email. When it is feasible, a comparable learning activity should be prepared and given to students via email, Blackboard, or a substitute instructor.

The United University Professionals agreement includes a policy for faculty on bereavement, medical and family leave as well as accruing sick leave. Details can be found in the current contract at www.uupinfo.org

United University Professions (UUP)

United University Professions is the selected collective bargaining agent for the faculty of the State University including teachers, librarians and professionals. UUP, the largest public higher education union in the country, is affiliated at the state level with New York State United Teachers and nationally with AFT, AFL-CIO. Each State University campus has a UUP chapter. For information on benefits, membership, and contractual obligations and protections contact: UUP Office (x7368) or **www.uupinfo.org**

UUP represents more than thirty thousand academic and professional faculty from the various campuses of the State University of New York. Members must be SUNY employees and members of the Professional Services Negotiating Unity.

Please note that much of the support provided by the union, including Tuition Reimbursement programs, is included in separate sections of the handbook.

Faculty Development & Services

Athletics

As an integral part of SUNY Maritime College, the intercollegiate athletic program supports the academic mission of the College through promoting classroom learning as well as life lessons and assisting the faculty to enhance the student experience. The goal of these efforts is to improve the quality of student life, enhance the image of the College in the community; attract, educate, and promote a diverse student body; and facilitate the intellectual, emotional, physical, and moral development of each individual student. The program emphasizes group as well as individual growth by encouraging character development, leadership, teamwork, and good sportsmanship.

Faculty and staff are permitted to use the athletic facilities, weight room, cardio room and cross training room with their Maritime ID card. The pool offers open swim periodically throughout the semester, with times published by the Aquatics Director. Faculty and staff lockers are available; please email the Facilities Director for a request form.

Auxiliary Services

Bookstore

Every semester, faculty should submit their requests for textbooks in a timely fashion to the Ship's Store. Orders should be submitted before the end of the (fall/spring) semester. Book orders for summer term should be submitted along with orders for the fall semester.

Orders should include the course name and number, the projected number of students, and all of the relevant details regarding the specific text. Timely submission of these details is necessary in order to ensure prompt delivery and the lowest possible cost for our students.

Copy Center

Please adhere to the following guidelines when utilizing the services of the campus Copy Center.

- Faculty are encouraged to utilize the Copy Center, thereby reducing stress and strain on over-utilized department copiers.
- Faculty are hereby notified that any job submitted to the Copy Center must be done so 10 days prior to requested date of delivery. If not submitted according to this schedule, then delivery is not an option, and processing of job is not guaranteed.
- To protect the integrity of testing materials, faculty must personally pick up examinations and other sensitive materials from the Copy Center
- Faculty are urged to submit large jobs (lab manuals, et cetera) far in advance of the requested delivery date. It is unrealistic to expect hundreds of course packets of several dozen pages each to be processed in a short time period.

- Faculty are urged to make materials available in a more cost-sensitive and environmentally-friendly manner. Much of the material that was once copied via the Center can now be scanned and uploaded as a .pdf to Blackboard
- Faculty are reminded that copyright issues and fair use privileges apply to materials submitted to the Copy Center and that it is their responsibility to get appropriate permission for reproduction.

Mailroom

Current Services Provided:

- Pickup and delivery to academic buildings once daily
- Processing college mail requiring postage
- Bulk and other than first class mail processing
- Intra campus mail
- Special handling – certified, return receipt, registered, insured, etc.
- Overnight mailing services
- Sealing envelopes that do not require postage
- All certified mail forms need to be filled out by others and not the mailroom staff

Note: All on-campus mail must be of a business nature; no personal mail, solicitations or catalogs will be delivered. If a mail piece is determined to be of a personal nature, Mail Services will return it to sender.

Bulk and Other than First Class Mail:

- Contact the Mailroom with questions regarding mailing options and specifications
- The Mailroom is the college contract provider for bulk and other than first class mail services
- Bulk mailings must have a minimum of 200 pieces. Each piece of bulk mail must be identical (contents, weight, type of envelope, etc.)
- International mail cannot go bulk
- Mailing must be in zip code order (from lowest to highest)
- Manila envelopes must be sealed (clasped or taped)
- All mailings must be stamped with the campus' BULK MAIL stamp in the upper right hand corner
- Allow ample time for delivery
- If you have a deadline for which you expect a return or confirmation, please PLAN AHEAD

Incoming Mail:

All mail received by the Mailroom, including mail received through the U.S. Postal Service, overnight services and intra campus mail, is distributed to the Mailroom or designated area in each building during the next scheduled delivery.

International Mail:

Mail going out of the country should be placed on top of the banded bundles or banded separately for large mailings. Please fill country and address clearly. Countries should be completely spelled not abbreviated

Intra Campus Mail:

Intra campus mail destined anywhere on the campus does not require postage

- Intra campus mail is to be used only by college employees and students for college purposes
- Addressing of intra-campus mail should follow the format below for speed of processing and delivery to the recipient:

Name / Department / Building/ Room number

- All intra campus mail should be in the “yellow” intra campus envelopes, available from the mailroom in two sizes
- Intra campus mailings that are not in the intra campus envelopes “must” have a return address
- Contact Mailroom for specific instructions for mass intra campus distributions for “all faculty”, “all faculty and staff,” and “student” mailings

Mailbox Keys:

- Keys for all mailboxes will be distributed to each department with correct key form filled out.
- To replace a lost key you must visit the facilities office and pay a \$25.00 fee.
- Please keep your mailbox key in a safe place! You cannot receive your mail without your Mailbox Key.

Outgoing Mail:

All outgoing mail is picked up from the designated area in each building and mailed before the close of business for that day.

Overnight Services:

Overnight services include Express mail and Federal Express. If your mail must be at its destination the next day, call the carrier directly to determine if they guarantee delivery for that zone. Contact the Mailroom for overnight service rates or please see below links and fill out correct form for rates.

ALL express mail packages must be processed through the Mailroom (ext. 7282). All UPS, Federal Express, and private courier packages are processed at the Warehouse (ext. 7216).

Preparing Mail:

Departments are responsible for the proper preparation and addressing of all mail going to off-campus addresses. Please exercise care when stuffing envelopes to ensure that the contents do not extend past the fold or are overstuffed. The metering machines cannot effectively seal envelopes improperly prepared.

The upper right corner of the envelope or parcel is reserved for meter posting. Do not place classification or address information in this corner.

Special Handling:

Certified, return receipt, registered, insured, etc. mail requires special handling. Contact the Mailroom for forms and instructions. U.S. Postal Service regulations are very strict for Business Reply Mail and require an authorization prior to mailing. Contact the Mailroom for instructions.

Stamps:

Stamps are not available in the Mailroom but may be purchased at the Bookstore.

Suspicious mail:

The chances of ever receiving a contaminated piece of mail, or one containing a specific threat or an explosive device, are remote, but a small number of envelopes or packages containing biological, chemical, or explosive materials have been carried through the mail in recent years. Common sense and attention to anything unusual about the mail piece can help protect you if such an item is received in your office.

What makes a piece of mail suspicious?

- Its unexpected or from someone unknown to you
- Its addressed to someone no longer at the address
- Its handwritten or has misspelled words
- It has no return address or one you believe is not legitimate
- The post mark city is different from the return address city
- Its lopsided, lumpy, has bulges or protruding wires
- Its sealed with excessive amounts of tape
- Its marked with restrictive endorsements, such as "Personal" or "Confidential"
- It has excessive postage
- It has oily stains, discoloration, or a crystalized substance on the outside

What should be done with a suspicious piece of mail?

- Don't handle or open it
- Don't shake, bump, sniff or taste it
- Isolate the piece and place it inside a sealed plastic bag, if possible
- Do not discard the item
- Remove all staff from immediate area
- Wash hands thoroughly with soap water
- Notify University Police or 911

Conference Services

The Department of Conference Services serves as part of a team of professionals in the University Relations Department, which is responsible for advancing and protecting the branding and reputation of the university. The Conference Services Department oversees facility rentals, Community Programs, banquet hall and meeting space reservations, as well as the operations of internal events. All special campus events and external events are coordinated through the Conference Services Department. The department maintains a campus calendar of events and conducts weekly meetings with internal departmental staff consisting of; Facilities, University Police, IT, the Regiment, Athletics, Student Affairs, Purchasing, and Chartwells Catering to ensure all event needs are met and harmonized.

All events are key to the mission of SUNY Maritime College and support the development of global maritime leaders. The following procedure and process will streamline event planning, take advantage of cross-functional department benefits, and provide the seamless execution of successful events.

Facility Reservations

1. Complete an Internal Facilities Request Form.
2. Send completed form in an email attachment to **conferenceservices@sunymaritime.edu**. Major annual event requests should be received six to nine months prior to the event date. For all other events, a three-month notice is required. Meeting space reservations should be made seven business days prior to date requested.
3. Once the FRF has been received, it will be reviewed by the Conference Services Cross-functional Team for approval. A confirmation e-mail will be sent to the initiating department. The department making the request shall be responsible for any and all direct expenses associated with their event.

Community Programs

Community Programs offers three sessions of affordable recreational courses per year, during the fall, winter and spring. These courses are available to both the Maritime campus and the neighboring communities.

Note: all faculty, staff, and students receive a 33% discount on course offerings. Some exclusions may apply. Please visit the Community Programs homepage to see the current class offerings.

Facilities and Motor Pool

The Department of Facilities is responsible for: all construction projects; maintenance issues; cleaning of offices, dorms, & common areas of on-campus buildings; receiving and distributing packages received in the warehouse from common carriers (such as UPS, FedEx, DHL, private trucking companies); assigning College vehicles for business use; issuing keys and changing locks; and operating the mailroom.

The Application for College Driving Privileges is the application for the LENS (License Event Notification System) program. University Police collects these applications and submits this information to the Dept. of Motor Vehicles for a driver's license record. The DMV will notify our UPD of any changes to a person's driver's license (i.e.: license expiration, revocation, or suspension, as well as any moving violations or accidents).

In order to drive any of the College's 12-passenger vans (maintained by the Athletics Dept.), it is necessary to take an on-line van driver's course. This is approximately a one-hour course taken online which will show you short video clips and then test participants on their knowledge of the materials. Once applicants pass the online course, they will be authorized to drive a 12-passenger van. Interested faculty must contact facilities at **fmo@sunymaritime.edu**

Keys

To obtain or replace keys, submit a work order for campus maintenance or repair, obtain driving privileges or request a campus vehicle, or seek help with any other facilities-related issue, please visit the Facilities section of the Maritime web site or email fmo@sunymaritime.edu is fine

Faculty Awards

SUNY and the Board of Trustees salute the hard work and ongoing dedication State University faculty and professional staff, and support their professional development through a number of faculty programs. For more information, please see the Faculty-Staff Awards section at <http://system.suny.edu/academic-affairs/>

Chancellor's Awards for Excellence

The *Chancellor's Awards for Excellence* are System-level honors conferred to acknowledge and provide system-wide recognition for consistently superior professional achievement and to encourage the ongoing pursuit of excellence. These programs underscore SUNY's commitment to sustaining intellectual vibrancy, advancing the boundaries of knowledge, providing the highest quality of instruction and service, and serving the public good. Through these awards, SUNY publicly proclaims its pride in the accomplishment and personal dedication of its instructional faculty, librarians, and professional staff across its campuses. The awards provide SUNY-wide recognition in several categories: *Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, Teaching, and Adjunct Teaching*.

Conversations in the Disciplines

The *Conversations in the Disciplines* (SUNY CID) grant program is designed to bring together SUNY faculty and visiting scholars from non-SUNY institutions to examine new trends, address changes and challenges, review promising research findings, and become acquainted with professional developments in their fields and on other campuses. SUNY CID focuses on scholarly and creative development rather than administrative, curricular, or instructional matters designed to foster both professional and personal growth of participants and their respective campuses.

Distinguished Faculty Rank

The Board of Trustees also confers the *Distinguished Faculty* Rank. These programs encourage ongoing commitment to excellence, kindle intellectual vibrancy, elevate the standards of instruction and enrich contributions to public service. They demonstrate the State University's pride and gratitude for the consummate professionalism, the groundbreaking scholarship, the exceptional instruction and the breadth and significance of service contributions of its faculty.

Appointment constitutes a promotion to the State University's highest academic rank, and it is conferred solely by the State University Board of Trustees. The categories are the *Distinguished Professorship, Distinguished Service Professorship, Distinguished Teaching Professorship and Distinguished Librarian*.

President's Faculty Awards

The purpose of these annual faculty awards is to recognize outstanding faculty in three main areas of faculty performance; Teaching, Scholarship and Service.

Recognition will include a plaque, a cash honorarium, and campus-wide announcement for each award winner. These awards are open to all full-time faculty who have submitted their Faculty Annual Report as part of the Discretionary Salary Awards process.

Process:

- 1) Each department chair may nominate up to three faculty, one for each performance area
- 2) The nomination should identify and describe briefly in a summary format the major highlights of the nominee's record of superior accomplishments in the area of nomination. For all areas, this document must address directly the nomination criteria (above). The summary should be prepared using bulleted sections; complete sentences are not required. The summary should not exceed one page.
- 3) Nominations should be accompanied by most recent Faculty Annual Report and current CV.
- 4) Nominations from the chairs are due to the Provost's Office no later than February 15th.
- 5) The nominations will be reviewed by the President, Provost and Academic Dean, and three faculty will be chosen for each performance area. The top candidate in each area will receive the President's Award (\$3,000), second place receives the Provost's Prize (\$2,000) and third receives the Dean's Prize (\$1,000).
- 6) The awards will be presented at the Spring Employee Recognition Luncheon

President's Faculty Award for Outstanding Teaching

A record of superior accomplishment in the area of teaching should contain clear and compelling evidence related to:

- 1) Instructional quality and contributions to curricular development
- 2) Success and effectiveness in student development, learning, and/or outcomes assessment
- 3) Contributions as a teacher outside the classroom leading to student success
- 4) Meaningful connections between the nominee's participation in their discipline and teaching.

President's Faculty Award for Outstanding Scholarship

Scholarship shall be broadly defined as creative, research, or professional activity which results in a product that is shared with one's peers in a written, oral, or performance presentation. Scholarship may originate in any one of the following four ways (as described in the special report *Scholarship Reconsidered: Priorities of the Professoriate* by Boyer)¹:

¹ The definition of scholarship and descriptions of Boyer's four types of scholarship are based on Waldorf University's "Examples of Appropriate Scholarship and Creative Activity" (<http://www.waldorf.edu/downloads/pdf/academics/appendix-n>)

- The scholarship of ***discovery*** through which new knowledge is generated by conducting original research or creating other types of original works;
- The scholarship of ***integration*** that involves synthesis of information across disciplines, across topics within a discipline, or across time;
- The scholarship of ***application*** that involves applying disciplinary expertise to the exploration and/or solutions of institutional, community or social process or problems; it involves activities that are tied directly to one's special field of knowledge and it demands the same level of rigor and accountability as is traditionally associated with research activities; and
- The scholarship of ***teaching and learning*** that involves the use of one's expertise as a teacher to develop, transform, and extend teaching activities and other aspects of pedagogy in new and more effective ways; it includes research and other creative work which focuses on the improvement of teaching and learning.

A record of superior accomplishment in the area of scholarship should contain clear and compelling evidence related to:

- 1) Scholarly works and activities
- 2) Publication and/or presentation of scholarship
- 3) Connections between scholarship and classroom instruction and/or involving students in scholarship

President's Faculty Award for Outstanding Service

A record of superior accomplishment in the area of service should contain clear and compelling evidence related to the application of an individual's knowledge and expertise in the broader contexts of:

- 1) Department/college/institution initiatives
- 2) Service to the community/society
- 3) Professional service within the discipline
- 4) Volunteerism

SUNY Shared Governance Award

The SUNY Shared Governance Award is a system-level honor and recognition to be conferred annually upon one SUNY campus in recognition of outstanding contributions to the advancement of shared governance.

Funding, Conferences and Grants

Faculty seeking to participate in research, conferences or development activities can apply for funding to support these activities; funds are available both through individual departmental budgets and the Faculty Student Association (FSA), a separate auxiliary corporation run on campus. The Office of Business Affairs processes these documents. Additionally, the Office of Sponsored Projects is available to assist with grant writing, budgeting, document preparation, and compliance.

Business Affairs

The Office of Business Affairs processes the reimbursement of funds once approved by the department or FSA. Typically, funds are reimbursed after the employee has traveled. Pre-approval of all requests is necessary.

If there is a large conference fee or airline charge associated with your travel, the Business Office and/or Purchasing Department can arrange to pay these expenses up front on a Maritime procurement or travel card, respectively. (The charges will still be included in the employee's end voucher that needs department sign-off, but they will not be reimbursed to the employee.)

For *Full Reimbursement*:

- Include agendas (from the conference, an email of itinerary, an invitation, outlook meeting request, etc.);
- Lodging and meal per diems must be within the government approved rates, by city.
See <http://www.gsa.gov/portal/content/104877>
- Maritime College Fleet vehicles should be used for travel unless: the fleet vehicle was not available; health reason; or special circumstances approved by a supervisor.

Please contact **businessaffairs@sunymaritime.edu** with any questions.

Faculty members are representatives of the State of NY and have to adhere to the State's travel policies and procedures.

Department Funding

Funding through academic departments is at the discretion of your department chair. Pre-approval is needed and can be given by written consent or in the form of an email. Once the activity is completed, a New York State Travel Voucher must be filled out and signed by your chair, and then submitted to the Accounts Payable Department in the Fort.

Reimbursement will take the same route as your paycheck (direct deposit, or an in-person retrieval at the Front Desk in Baylis Hall). These funds are not considered taxable income as they are a reimbursement for travel.

Please see the note about *Full Reimbursements* in the section above.

Faculty Student Association (FSA)

Funds are also available the discretion of the Provost/VPAA. Pre-approval is necessary and the appropriate FSA form must be signed by the employee, their department chair, and the Provost. Currently there are two pools of funds available: the Professional Development funds are held for conferences, training, and other discretionary activities, and Academic Enrichment funds are used for tuition reimbursement, class trips, and other discretionary activities.

Reimbursement checks from the FSA are usually available for pickup in the FSA Department, in the Administration Hall of the Fort, within one to two weeks of submission. Please contact **fsa@sunymaritime.edu** with any questions.

Sponsored Programs

SUNY Maritime College's Office of Sponsored Programs (OSP) supports faculty, staff, and administrators in the pre- and post-award processes and securing external funds to support their research, scholarship, and creative work.

The OSP seeks to meet the needs of our research community by addressing the following goals:

- To increase the quality and level of grant activity with the support of the College's senior leadership;
- To provide fiscal and program management support for the life of the sponsored programs; and
- To offer education and resources on rules and regulations for the research community.

For assistance, please contact the OSP at **Sponsoredprograms@sunymaritime.edu**

Food Services

Chartwells Catering welcomes the opportunity to help you plan your next event. Our Catering Director will be pleased to work with you in customizing any menu to suit your particular taste. Please contact our Catering Director at **catering@sunymaritime.edu** as soon as possible to expedite the planning process.

Advance Notice – Successful events begin with proper and prior planning. Please be sure to allow enough time so that you will receive exactly what you need. Events should be planned as early as possible with the Catering Department.

Coffee Service/Breaks: 4 Days (minimum)

Lunches: 4 Days (minimum)

Dinners: 5 Days (minimum)

Large Events (100+): 5 Days (minimum)

Final Counts / Guarantee: 3 Business Days (minimum)

Once a quote is obtained from Chartwells, please contact the purchasing department, who will review and approve (**purchasing@sunymaritime.edu**). This will approve funds for the catering as well as set up a purchase order to make sure of the timely payment to Chartwells, once goods and services have been received. A roster of individuals (or meeting agenda/event invitation) should be attached as well as the business purpose of the event.

In order to ensure excellence for your catered events we must adhere to the above guidelines for adequate planning time. In the case of an urgent event or last minute request, contact the Catering Office immediately. We will begin to help you in any way possible although events booked with less than 48 hours will be upon availability.

Housing

Maritime College has 26 housing units (quarters) on the campus that can be made available to eligible staff and faculty members. These units range in size from 300 square foot single bedrooms to four bedroom units with 4,720 square feet. Typically, there is a 99% occupancy rate and approximately two apartments and one house become available each year. Housing turnover normally occurs during the semester and summer breaks.

The Maritime College Staff Housing Committee is responsible for making recommendations to the President regarding the assignment of housing and major housing construction/renovation projects. It also reviews suggestions and complaints and makes recommendations. The President is the final approving/disapproving authority regarding recommendations from the committee.

The Maritime College Staff Housing Committee is an advisory body represented by seven faculty and professional staff, residing on or off campus. The Committee meets twice a year: October and March, or as deemed necessary from time-to-time. All decisions made by the quorum are based on majority vote.

Human Resources

The Office of Human Resource Services at SUNY Maritime College supports the Teaching, Community Service, and Professional Development Missions of the College by providing efficient and customer-service oriented personnel and payroll services. These services include assisting managers with the recruitment of an excellent faculty and staff to support the mission of the College and the administration of appointments, benefits, employee relations, classification and compensation, HRMS, time and attendance policies, training and immigration/visa services for employees appointed to the State payroll. They also include the administration of the appointment and payment of student employees including those funded through the College Work-Study Program. We seek to continuously improve our individual performances, our services, and our contributions to the success of SUNY Maritime College. [EEO Employer]

Please note: Policies and procedures will be updated on the campus website.

Information on matters not covered by the handbook may be obtained from your supervisor, appropriate college office, publication and/or website.

A list of policies and procedures are available by visiting the Office of Human Resource Services website at <http://www.sunymaritime.edu/HR/Policies>

Attendance Reports

In accordance with SUNY guidelines and systems, full-time faculty with academic year obligations and adjuncts (part-time faculty) are required to certify their attendance and record their accruals on a monthly basis from September through May. They are not required to submit attendance reports for June, July and August even if they are appointed to summer school. Faculty and other professional staff who have calendar-year or college year obligations have to submit reports throughout the period of their professional obligations.

Attendance reports are completed no later than the 5th of each month for the previous month by logging on to the online Time & Attendance System at www.suny.edu/time

Please refer to Article 23.9: Attendance Records of the Agreement between the State of New York & United University Professionals (UUP) Article III, Title I of the policies of the Board of Trustees

Diversity, Equity and Inclusion

SUNY Maritime College is committed to policies of affirmative action, diversity and equal opportunity. The College pursues rigorous programs of to ensure diversity and equal opportunity in its educational and employment practices. The College is committed to recruiting, hiring, training, and promoting persons at all employment levels without regard to race, color, gender, religion, age, pregnancy, national origin (including ancestry), disability, being a disable veteran or veteran of the Vietnam era, sexual orientation, gender expression and gender identity, marital status, or any other protected category.

All members of the College Community—administration, faculty, staff, students, parents, alumni, contractors and visitors—are responsible for taking personal action to ensure that no one is discriminated against or harassed regardless of his/her role within the SUNY Maritime College environment including the campus, the Empire State Training Ship or when they are representing the College away from the campus environment at conferences, athletic events or field trips, among other off-campus activities.

The College administration and supervisory staff share responsibility for ensuring that this policy is administered equitably in employment decisions and for promotional opportunities and all other aspects of employment including, but not limited to, compensation generally, discretionary salary increases, benefits, transfers, layoffs, institutionally sponsored training, educational opportunities, tuition waivers/tuition assistance, and social and recreational programs.

The designated office for administering diversity initiatives is the Office of Human Resource Services' – Chief Diversity Officer located in Room 209 of McMurray Hall, 718-409-7303.

Extra Service/Dual Employment State Policy and Procedures

General Policies:

Approval for Extra Service/Dual Employment *must* be obtained *prior* to the commencement of the service. Compensation for Extra Service may not exceed an amount equal to 20% of base annual salary in a SUNY fiscal year.

Extra Service compensation must not be used in lieu of overtime for employees deemed eligible (non-exempt) under the Fair Labor Standards Act.

Note: Overtime is a continuation of an employee's normal job responsibilities.

Extra Service work must be performed in a different department or a different unit within the primary employing department and be different and in addition to the employee's professional obligation.

Definitions:

Extra Service - Additional service performed that exceeds full-time (100%) employment. The additional service performed must clearly be different than, and not interfere with the employee's regular obligation.

Dual Employment - For a part-time employee performing additional part-time service. The total of all the service performed cannot exceed full-time (100%) employment.

Honoraria

The regulations of the NYS Commission on Public Integrity sets limits on the receipt of honoraria by State officers and employees and requires them to report the receipt of an honorarium on a yearly basis. *Generally, an honorarium is a speaking fee, compensation received for an article, or reimbursement for travel expenses when such activities are not related to official duties. Book royalties are not considered an honorarium and need not be reported.* If you received, or will receive, an honorarium between April 1 and March 31 please notify the Office of Human Resource Services the following information:

- Date of honorarium
- Source (Who paid)
- Description (What did you do that resulted in the honorarium?)
- Location (Where)
- Amount received

For your guidance, here are answers to commonly asked questions about honoraria:

- What is an honorarium?
 - See the bold print in the section above and then consider whether or not SUNY Maritime College would make you available on State time to provide the service. If not, any compensation received for the types of activities cited above is an honorarium.
- Which employees are covered by the regulations?
 - All employees paid on the State payroll are required to obtain approval to be paid honoraria and to report payments including academic employees and even employees who have to file Financial Disclosures with the Commission on Public Integrity (policy makers and other employees at or above threshold salaries whose titles are not otherwise exempt).
- How are employees to know about the honoraria reporting requirements?
 - At SUNY Maritime College, Human Resource Services “blasts” the information about these requirements to employees each year when requesting information for the past year (April 1 through March 31). It will strive to include information for new employees in its orientation program but also depends on unit heads for sharing this information with new employees if a question arises.
- Who has authority for approving honoraria?
 - Agency heads or their designees are authorized by the Commission’s regulations to approve an employee’s request to receive an honorarium. At SUNY Maritime College the Provost is the President’s designee for academic staff and the Vice President for Operations is the President’s designee for all other employees. Before doing a presentation or other service for which an honorarium is to be received employees should obtain prior approval from the appropriate designee.
- What are the criteria for approving an employee’s request to receive an honorarium?
 - The honorarium must not be job related. For example, an employee who is responsible for responding to the public about certain aspects of the agency’s regulations cannot accept an honorarium for giving a speech about the regulations.
 - The source of an honorarium cannot be a disqualified source. Disqualified sources are entities or individuals that are regulated by, negotiate with, do business or have contracts with, appear before, lobby, are in litigation with your agency (SUNY/SUNY Maritime College), or applied for funds from SUNY/SUNY Maritime College. Moreover, a disqualified source cannot direct a third party to provide an employee an honorarium.
- Is extra service compensation paid on SUNY Maritime College’s payroll, the payroll of another SUNY campus, or the payroll of another State agency considered an honorarium?

- Approved extra service compensation paid on SUNY Maritime College's payroll, the payroll of another SUNY Campus, or the payroll of another State agency (it would appear on your pay stub/payroll advice and be included on your NYS W-2 form) is not considered an honorarium. State agencies are not supposed to pay any State employee on a Special Charge voucher (for an honorarium or as a contractor) but if an employee is incorrectly paid an honorarium in this manner and is issued a Form 1099 for tax purposes, such honorarium must be reported.

NYS Employee Assistance Program

The New York State Employee Assistance Program (EAP) was established in 1983 to help state employees balance the demands of work, home, and life. EAP is a Work-Life Services benefit sponsored jointly by labor and management. As an employer, the state recognizes that employees are subject to stress and pressures that can affect their ability to be effective at work. EAP assists employees in identifying and resolving personal, family, and workplace issues so they can live healthier, happier, and more productive lives.

The EAP Coordinator at SUNY Maritime College is Mrs. Fountain-Toomer who may be reached by phone at ext. 7411 or by e-mail at eap@sunymaritime.edu For more information, please see:

<http://www.worklife.ny.gov/eap/>

<http://www.worklife.ny.gov/wellNYSeveryday/>

NYS Joint Commission on Public Ethics

Every officer and employee in State service is bound by the provisions of the State ethics laws, which establish specific standards of conduct, restrict certain business and professional activities - both while in State service and after leaving government - and require financial disclosure of policymakers and other higher level officials. Violators face serious penalties. The New York State Commission on Public Integrity oversees Section 73 of the Public Officers Law, which includes restrictions on the activities of current and former State officers and employees; Section 73a which contains the contents of the annual statement of financial disclosure and sets forth the requirements for filing; and Section 74 which establishes the State Code of Ethics that prohibits conflicts of interest.

In addition, all state employees are required to sign an Oath of Office card upon hire which includes agreement to conform to the Provisions of the Public Officers Law Sections 73 through 78.

Paychecks

Full-time faculty are paid from September 1 through August 31. Accordingly, faculty will receive their first check the payroll period following the September 1 start date assuming appointment paperwork was processed on time.

Part-Time Adjuncts: Adjuncts are paid on a per credit hour/lab hour basis for the regular courses they are employed to teach. If appointment paperwork is timely they are paid the amount due over 10 consecutive pay periods per semester.

Employees may view paychecks via our Time & Attendance system by logging on to www.suny.edu/time and selecting the "View Paycheck" feature.

Paychecks are available for pick up in Enrollment Services 1st floor Baylis Hall. Employees are encouraged to explore the benefits of direct deposit of their payroll checks. Electronic direct deposit is easily arranged with most local banks as well as banking institutions state wide. Direct deposit enrollment forms are available online on the HR webpage or by visiting us in room 209 McMurray Hall.

Please refer to the Office of Human Resource Service for information or visit www.sunymaritime.edu/hr

Personnel Files

The College maintains personnel files in accordance with the *Agreement between the State of New York and United University Professions (UUP)*. Please refer to Article 31 for details.

Professional Employee Request for Prior Service Credit

The SUNY Policies of the Board of Trustees [XI, Title C.4(c)(1)] states that a new professional employee may request up to three [3] years of credit for prior service credit:

"In determining eligibility for permanent appointment ..., satisfactory full-time prior service in a professional title at any one college of SUNY may, at the request of the appointee and in the discretion of the Chancellor, or designee, be credited as service, up to a **maximum of three years**, at the time of appointment **at another college**. Waiver of all or part of this service credit shall be granted upon written request of the employee to the chief administrative officer not later than six months after the date of initial appointment at that college."

Before submitting this request for prior service credit, new professional staff employees should consult with their immediate supervisor.

Reasonable Accommodation

It is the policy of SUNY Maritime College to provide reasonable accommodation for qualified individuals with disabilities in accordance with applicable laws. Federal law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) established the rights of individuals with disabilities. The college and its employees shall comply with all applicable federal laws and regulations regarding reasonable accommodations necessary to ensure equal opportunity to qualified individuals with disabilities.

It is the policy of the college to make reasonable accommodations for individuals with disabilities on an individualized and flexible basis. Although programs are not required to have all the resources individuals with disabilities may need, they are expected to have the flexibility and capacity to provide reasonable accommodations as needs arise.

Individuals with documented disabilities (as defined by state and federal regulations), may be eligible for reasonable accommodations. The responsibility for initiating a request for accommodations lies with the individual with a disability. It is the responsibility of every individual making a request for accommodations to provide adequate documentation that supports his/her request. Submitted documentation must be from an appropriate, qualified professional. In accordance with federal and state regulations disability related information will be treated in a confidential manner by SUNY Maritime. For more information you may contact Human Resource Services at 718-409-7303.

SUNY Benefits

SUNY provides comprehensive employee benefit programs designed to help keep our faculty and staff and their families healthy, safe, happy, and productive. Our programs also include a variety of components to help our

employees improve the quality and balance of their work and family lives, and to help them prepare for their futures. For a comprehensive list of benefits information to include discount programs, retirement plan information visit: <http://www.suny.edu/benefits/benefit-summaries/> or contact the Office of Human Resource Services.

Title IX

SUNY Maritime College is fully committed to compliance with all provisions of state and federal human rights and equal opportunity laws which prohibit discrimination in employment, educational programs and services on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, national origin or any other characteristic protected by law. We expect all members of the SUNY Maritime College community to not only adhere to policies but also to assist in enforcing them so that we can ensure a healthy, safe and inviting learning-working environment.

About Title IX

Title IX of the Education Amendments of 1972 ("Title IX") is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities.

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

Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery and/or sexual coercion. SUNY Maritime College is committed to promptly responding to and addressing complaints of sex discrimination, as required by Title IX. Faculty, staff, and administrators who receive complaints or have knowledge of sexual harassment or any form of sexual violence are obligated to report complaints to one of the Title IX Deputy Coordinators/Title IX Coordinator. For more information visit www.sunymaritime.edu/titleix

Tuition Assistance Programs

As a state employee, you have several tuition assistance options available to you. Questions regarding any of the programs may be directed to the Office of Human Resource Services.

Faculty Student Association Funds (Academic Enrichment)

For Maritime College employees seeking to enroll in an advanced degree program for the purpose of career advancement, funds are available through the Faculty Student Association (FSA). Requests must first be approved by the employee's department chair and the Provost.

Tuition Waiver

This program is available to FULL-TIME State employees attending a SUNY school. A percentage of the tuition for three (3) credits may be waived each spring and fall semester, based on career-relatedness and availability of funds. Employees interested must submit a B140-W which can be obtained in our office. This program is not available for use at Community Colleges.

Tuition Reimbursement

This program is available to a State employee attending a non-SUNY school. Funds for this program must come from your department's budget, must be requested from your department before you take the course and may not be available. Reimbursement is for up to \$25 per credit with a total reimbursement per fiscal year of \$300. Course must be career-related.

UUP Individual Development Awards

The Individual Development Awards Program is designed to support a variety of professional development projects or activities by assisting eligible employees to develop their full professional potential and to prepare for advancement. Full-time employees who accrue annual leave are not required to charge those credits for any project or activity funded by an Individual Development Award.

The maximum amount that can be awarded for each employee under this program is \$1,000. Employees may only be funded for one project or activity per award period. The types of support available include:

- Registration fees for conferences or workshops.
- Travel and related expenses (includes lodging and meals).
- Research-related supplies.
- Tuition at the maximum allowable SUNY rate at the time of application.

For more information, please see the Individual Development Awards Program section of the UUP website at **uupinfo.org**

UUP Tuition Assistance (Space Available)

This waiver is available to UUP members attending SUNY schools. The program is dependent upon space being available. Employees may request a waiver for one course during the spring semester, fall semester, and each summer session. For more information, please see:

<http://www.goer.state.ny.us/cna/current/uuppsnu/08art49.html>

Types of Leave

Faculty may find themselves in need of a leave from the duties at Maritime College. The following section include details on some of the most common forms of leave.

- *Bereavement Leave/ Family Sick Leave*

Accrued sick leave provides you with protection against loss of income if you are unable to work because of illness or disability. Please contact Human Resources if you need to be absent from work for an extended period of time for personal or family illness.

Sick leave may be used for absences due to personal illness or disability, or visits to a doctor, dentist, or other recognized medical practitioner. For UUP represented employees, up to 30 days per contract year may be used for family illness or death in the family. Use of family sick leave is limited to situations

where the employee's presence is required to provide direct care to the family member. For this particular section, the definition of family varies depending on your bargaining unit. Employees who have exhausted sick leave credits may charge their absences against other leave accruals (i.e., vacation, holiday if applicable). Further questions may be addressed by contacting the Office of Human Resource Services at 718-409-7303.

- *Breast Cancer Leave*

Employees are entitled to paid leave (up to 4 hours) when the breast cancer screening is scheduled during the employee's regular work schedule. Breast cancer screenings done outside the employee's regular work schedule (i.e. on a pass day or holiday) are on the employee's own time and compensatory time is not granted. Leave for breast cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.

Employees must indicate (Breast Cancer Screening) on their time and attendance record when using this leave, and provide the appropriate medical documentation to support the absence to the Office of Human Resource Services.

- *Jury Duty*

Faculty or professional staff members who are called upon for jury duty are entitled to leave with pay without charge to leave credits, if the employee is not a party to the action. Proof of the required jury attendance will be required and should be submitted to the Office of Human Resources. Absences applied to Jury duty must be referenced in the online Time & Attendance system.

- *Maternity and Childcare Leave*

SUNY Maritime College complies with all pertinent Federal and State legislation. Pregnant employees who are medically disabled must be treated in the same way as other employees with a temporary disability. These leaves do not extend an appointment beyond the date it would otherwise end.

Employees are encouraged to inform their supervisor of a pregnancy or adoption as early as possible, so that a planning process can begin. Opening the lines of communication early can help to accommodate personal needs and the department's staffing and work assignment responsibilities.

New York State defines the period of disability for an uncomplicated pregnancy as: up to four (4) weeks before the anticipated date of delivery, through six (6) weeks after delivery/eight (8) weeks after a caesarean section.

To apply for maternity/child care leave please download a leave of absence request form at www.sunymaritime.edu/hr and complete in its entirety. Employees are recommended to contact the Human Resources office (30/60 days prior to leave start date) to discuss leave entitlements and procedures. As applicable, Family and Medical Leave entitlement runs concurrent with maternity & childcare leave.

Questions may be directed to the Office of Human Resource Services at 718-409-7303.

- *Military Leave*

An employee entering active military duty is entitled to a leave of absence without pay while engaged in and going to and from military duty. Such leave cannot exceed a cumulative total of four years of voluntary service. An employee who is a member of any reserve force is entitled to 30 calendar days or 22 work days of military leave a year or continuous period of military duty that spans more than one calendar year without a charge to leave credits for time required for duty/training in the reserves. Further questions may be addressed by contacting the Office of Human Resource Services at 718-409-7303.

- *Prostate Cancer Leave*

Legislation enacted in July 2004 (Chapter 237, Laws of 2004) amended the Civil Service Law to entitle State employees to take up to four hours of paid leave (without charge to leave accruals) annually for screening for prostate cancer. There is no requirement that employees be subject to the Attendance Rules in order to be eligible for this benefit. Prostate cancer screening includes physical exams and blood work for the detection of prostate cancer. Travel time is included in the four hours of paid leave. Absence beyond four hours must be charged to leave accruals. Employees who undergo prostate cancer screenings outside their regular work schedule (pass day or holiday) do so on their own time. Leave for prostate cancer screening is not cumulative and expires at the close of business on the last day of each calendar year. Employees must indicate (Prostate Cancer Screening) on their time and attendance record when the leave is used and provide the appropriate medical documentation to support the absence to the Office of Human Resource Services.

- *Sabbatical*

Sabbatical leaves for professional development may be made available to academic employees who meet the requirements set forth below. The objective of such leave is to increase an employee's value to the college and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service or as a vacation or rest period occurring automatically at stated intervals. The purpose of sabbatical leaves may be granted for planned travel, study, formal education, research, writing or other experience of professional value.

Academic employees with continuing appointment and college administration officers not in a negotiating unit established pursuant to Article XIV of the Civil Service Law who have completed at least six consecutive years of service are eligible to apply. Employees who have previously had a sabbatical leave must have completed at least six consecutive years from the date of return from their last sabbatical leave. In computing consecutive years of service for the purpose of this subdivision, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absence, other than vacation and sick leave with salary, and periods of part-time service shall not be included but shall not be deemed an interruption of otherwise consecutive service. For application forms please visit the Human Resources webpage at www.sunymaritime.edu/hr and additional details may be accessed using the links below.

Please refer to Article XIII: Title E, Section 3 of the SUNY's Policies of the Board of Trustees:
http://www.suny.edu/Board_of_Trustees/PDF/BOT%20Policies%20-%20revised.pdf

Article 23.6: Sabbatical Leave of the Agreement between the State of New York & United University Professionals (UUP): <http://uupinfo.org/negotiations/agreement.pdf>

- *Other Leaves (Title F)*

Other leaves of absence as defined in Article XIII, Title F of the *Policies* of the Board of Trustees, may be granted to academic or professional employees "for the purpose of professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or in a similar capacity, or for other appropriate purposes consistent with the needs and interests of the college. Leave of absence without salary may also be granted under appropriate circumstances for the purpose of child care.

- **Approvals:** Leaves of absence at full or reduced salary are subject to the approval of the President and the Chancellor. Leaves of absence without pay require the approval of the President.
- **Applications:** Requests for other leave should be submitted on the Leave of Absence Request Form. Prior to this form being submitted, the employee must submit a written request to his/her supervisor. Applications should be submitted to the Office of Human Resource Services and should include a statement of the purpose for which the leave is requested and its value to the applicant and the college. This statement will serve as justification for a leave of absence with pay.
- **Leave Credits:** Employees on a "Title F" leave are not eligible to earn or use leave credits during the period of leave.

Workers' Compensation

Workers' compensation is insurance paid for by your employer, that provides cash benefits and medical care if you become disabled because of an injury or sickness related to your job. If death results, benefits are payable to your surviving spouse and dependents as defined by law. The insurance carrier for New York State is the State Insurance Fund (SIF).

If you have an accident while at work, you should know the proper steps to be taken to ensure your workers' compensation benefits:

- Get medical help if you need it. Tell your doctor that your injury is work-related.
- Be sure to report your injury to your supervisor.
- You should call the NYS Workers' Compensation Program at 1-888-800-0029 where a report will be taken quickly and confidentially
- You must complete an accident report with the University Police Department 718-409-7311
- Contact The Office of Human Resource Services at 718-409-7303.

Additional information can be accessed in the Workers' Compensation information packet.

Human Resources must have certain information to report to the State Insurance Fund in support of your Workers' Compensation claim. This information can be reported on the Employee Accident Report or directly to Human Resources.

- If you required medical attention, the name of the physician and/or hospital.
- Did you lose any time from work beyond the date of accident?
- Are you currently out due to this accident?
- You must provide a statement from your physician indicating a diagnosis, the date you were seen and a return to work date.

- Contact Human Resources when you actually return to work.
- If you are returning to work with restrictions, call Human Resources BEFORE returning to work.
- If you have subsequent absences due to this accident, notify Human Resources immediately.

If you are out due to a work-related injury, the first 5 days should be charged to your accruals. If you are out more than 5 days, you will be removed from our payroll and paid by the NYS Insurance Fund for time lost.

While receiving Workers' Compensation payments directly from the State Insurance Fund, employees will be treated as though they are on the payroll for the length of the disability, to a maximum of 12 months. They are entitled to accrue seniority, continuous service credit to earn vacation, sick leave, and personal leave. While on leave without pay as a result of a work-related illness or injury, health insurance coverage will automatically continue. However, employees will be responsible for paying health insurance premiums upon return to work. Employees will be treated as though they are on the payroll for retirement service credit. Those who contribute to the Retirement System will continue to be responsible for these payments.

Information Technology

Acceptable Use of Computing, Networking and Communications Policy

1. Purpose & Introduction

1.1 The purpose of the SUNY Maritime College's Acceptable Use of Computing, Networking and Communications Resources Policy is to provide guidance and protection for all students, faculty, staff, guests and affiliates of the college community. The intent of this policy is to protect the SUNY Maritime College community from illegal, damaging or harassing actions by individuals, either knowingly or unknowingly.

1.2 Inappropriate use of computing, networking and communications resources exposes SUNY Maritime College to risks including, but not limited to, virus attacks, compromise of network systems and services, and legal issues.

1.3 This policy supersedes all former policies regarding acceptable and/or unacceptable use of SUNY Maritime College's computing, networking and communications resources. Services include, but are not limited to, SUNY Maritime College's provided email system, Internet (e.g. wireless & wired), communications (ie. fax machines & cell phones), data, hardware, equipment (e.g. laptops, desktops, tablets, photocopiers & scanners), websites, software and networking resources.

1.4 SUNY Maritime College's computing, networking and communications resources are provided to support an individual member's essential work as outlined in their job description, educational and work related duties. Any other use is a privilege of resources and is not a right of the individual.

1.5 Individuals are responsible for their own actions and by their use of SUNY Maritime College's computing, networking and communications resources they agree to comply with the policy.

1.6 This policy applies to all persons accessing or using college technology resources as described in section 1.3.

2. Acceptable Use

2.1 While using SUNY Maritime's computing, networking and communications resources, all members of the SUNY Maritime College community are expected to abide by all state and federal laws, as well as SUNY-System and SUNY Maritime College policies and regulations.

2.2 Acceptable use of any computing, networking and communications resources provided by SUNY Maritime College is that use which strictly serves the mission of the College. Any other use is considered an unacceptable use of resources. SUNY Maritime College's computing, networking and communications resources are for the

use of its students, faculty, staff and guests and are only provided for the academic, educational, business and approved research purposes of the College.

2.3 It is recognized that on occasion, the incidental or personal use of SUNY Maritime College's computing, networking and communications resources might occur. This incidental or personal use of resources is acceptable only when it does not interfere with official and educational duties, does not inhibit the security of information and information systems, does not cause degradation of network services, or does not impact or affect any part of section 2 and subsections.

2.4 Personal use is not allowed in instances where that use could cross or be perceived to cross the official duties of the employee, or make a confusing or false representation about the process or actions of the college and administration.

2.5 System users are responsible for exercising good judgment and sound ethical consideration regarding the use of SUNY Maritime College's computing, networking and communications resources.

3. Unacceptable Use/Enforcement and Consequence of Violation

3.1 Any action, be it indirect or direct, which violates section 2 of SUNY Maritime College's, Acceptable Use of Computing, Networking and Communications Resources Policy is considered an unacceptable use.

3.2 Anyone covered by this policy found to have violated this policy may be subject to disciplinary action, written or verbal warnings, and recovery of damages, suspension, termination, and/or referral to appropriate state and federal authorities for investigation.

3.3 Any use of SUNY Maritime College's computing, networking and communications resources, as defined in section 1.3, that is inappropriate to the work or educational environment or that contributes to creating a harassing or uncomfortable workplace is declared an unacceptable use. In addition, any distributing, transmitting, posting, accessing, or storing of any electronic communications, material or correspondence that is threatening, obscene, harassing, pornographic, offensive, defamatory, discriminatory, inflammatory, illegal, or intentionally false or inaccurate is declared an unacceptable use.

3.4 SUNY Maritime College reserves the right to limit access, block or make restrictions for any resource that does not support the academic mission and business purpose of the College.

3.5 Except as specifically authorized by law, individuals have no legitimate expectation of privacy during any use of SUNY Maritime College's computing, networking and communications resources or in any data on it, even if a private password is issued or use of encryption is made. Any use, whether authorized or not, may be monitored, intercepted, recorded, read, copied, accessed or captured in any manner including in real time, and used or disclosed in any manner, by authorized personnel without additional prior notice to individuals. Periodic monitoring of systems use will be conducted.

4. Exceptions to Policy

4.1 Exceptions to the Acceptable Use of Computing, Networking and Communications Policy must be jointly granted by the SUNY Maritime College's Information Security Officer and Internal Controls Officer. Requests for exceptions must be made and approved in writing.

5. Further Information

5.1 Further information about the Acceptable Use of Computing, Networking and Communications Resources Policy can be obtained by visiting the SUNY Maritime College website or contacting SUNY Maritime College's Chief Information Officer/Information Security Officer by sending email to **ISO@sunymaritime.edu**

Classroom Technology

Faculty and staff in need of help should contact Information Technology staff, who can guide them in the use of all classroom technologies available on campus.

Written guidelines for technology in the Maritime Academic Center are available on the Maritime College IT website.

Email

The Information Technology Department will provide you with an email account; the username of the account will be your first initial and your full last name. For example, if your name is Walter Smith, your username would be **wsmith** and the email address would be **wsmith@sunymaritime.edu**

Your password will be given to you by your Department chair; if needed, you may contact the IT department, as well. This initial password should be changed immediately.

You can access your email by logging into a Maritime-issued device and opening Outlook, or by visiting **www.sunymaritime.edu** and selecting the “Faculty/Staff” menu, followed by the link to “Email.”

The IT department can be contacted at 718-409-6917 or by emailing **helpdesk@sunymaritime.edu**

Reporting a Problem

Track-It

The Information Technology Department uses a problem tracking system called Track-It. All computer, phone, and video problems should be directed here. Also questions, work, repair and the request to purchase computer hardware are entered into this system. Once the request has been entered in the system is then assigned to a technician, once the job is completed the resolution of the issue is recorded.

You can submit your requests/questions/problems by sending an email to **helpdesk@sunymaritime.edu**

All calls for support and assistance should be directed to the IT Help Desk, rather than to individual Computer Services staff members. We will do our best to always have someone answer the Help Desk phone, but if we're busy, please feel free to leave a message.

In either case, you will receive an e-mail notification from the system once your issues have been entered.

When Reporting a Problem

- If your computer displayed any error messages, please write the message down so that you can tell us exactly what the message said.
- Please tell us what you were doing when the problem occurred (e.g., saving a file, shutting down the computer, etc.).
- Please tell us what you've tried so far to solve the problem (e.g., restarting your computer, turning a printer on & off, etc.).
- If you're not worried about losing unsaved data, try restarting your computer. Restarting fixes many computer problems. (Do not restart your computer if you are worried about losing data, unless told to do so by our staff.)

Call the Help Desk and relay the above information. Depending upon the type of problem, Help Desk personnel may also want to know:

- if this is a recurring or a new problem (and if recurring, when it began).
- whether anything been changed recently on your computer (hardware or software added/removed).
- what operating system you are using.

This information helps us to diagnose and resolve your problems, getting you back on track more quickly.

Telephones

A guide for the telephones used on campus (including instructions for using voicemail) is available on the Information Technology section of the Maritime College website.

Internal Controls

Internal controls are all the things we do to identify, monitor and manage risk in our organization and to ensure goals are met. The process of identifying and analyzing risk is an ongoing process and it is critical that we focus our attention on risks at all levels and establish preventive controls like separation of duties, proper authorization, adequate documentation, passwords and physical control over assets and detective controls like reconciliations, analyses and reviews, to manage risks.

The New York State Governmental Accountability, Audit and Internal Control Act of 1987 requires that all state agencies including all the state operated campuses of the State University of New York establish and maintain a system of internal controls and an ongoing Internal Control Program. In compliance with this Act, SUNY Maritime College, in cooperation with SUNY System Administration, has established an internal control program. As part of the State University of New York, Maritime College is committed to the concepts and requirements contained within this legislation.

Internal controls are the safeguards and management oversight designed to prevent, detect, and correct program and operational breakdowns and to ensure that goals are met. In addition to helping an organization achieve its mission, internal controls also help the organization promote economical, efficient and effective operations, safeguard assets, while adhering to laws and regulations, and ensuring the reliability of financial data.

The cooperation and participation of all employees at every level is one of the essential components of a sound internal control program and is vital to maintaining an environment that values high standards of integrity, ethical values and competence.

Library

The Stephen B. Luce Library at SUNY Maritime is committed to helping create the next generation of tech-savvy, information-literate maritime professionals through resources and education. We support the Maritime curricula by providing reserve access to textbooks, up-to-date e-book and print book and database collections, and a comprehensive collection of maritime trade and research publications.

All first year students take a library workshop as part of their LEAD101 class, and subject specialists are available to conduct additional information literacy sessions or research workshops at any time. Just reach out to us. In partnership with the Learning Center, we support student success through tutoring and study skills workshops, and offer tech-enhanced spaces for students to work collaboratively. Of course, we also offer good old-fashioned quiet spaces for today's distracted students.

The Library also supports student and faculty research, at every step from initial brainstorming, to publication in our Institutional Repository. We also offer students opportunities for Applied Learning in our archives and Special Collections

A few of the services we offer faculty:

- Reserve textbooks, and e-reserve. Let us know what your students will need, and we'll make it available.
- Information literacy session or research workshops on request.
- Fast, efficient Inter-Library Loan and Document Delivery Services.
- Instructional Design and Education Technology support.
- Publication of scholarly work in our repository.
- Speaking opportunities through our "Library Lectures" series and other events.
- Online access to thousands of journals and e-books through our databases.

Academic Success Center

The Stephen B. Luce library houses a branch of the college's Academic Success Center. This provides students with group and private tutoring sessions and a variety of monitored study areas, as well as seminars, presentations, and literature on study skills, time management, and note-taking strategies.

The schedule for the Academic Success Center is published each semester and is updated on a routine basis.

Center for Teaching Excellence

Faculty regularly evaluate their courses to enhance student success and improve learning outcomes. The rapid pace of change in today's learning environment creates a constant challenge for professors juggling teaching, research and service. At SUNY Maritime, busy academics turn to the Center for Teaching Excellence.

Like the faculty it serves, the Center is dynamic, harnessing research-driven approaches towards pedagogy, assessment, and educational technology, highlighting and sharing reflective practices, and creating mentoring networks.

The Center supports faculty with hands on assistance and by hosting events that:

- Share and promote new and evolving educational tools and resources.
- Allow colleagues and peers to share research and best classroom practices

The CTE is located on the second floor of the library in the Fort. Activities are regularly posted on the campus calendar, and staff can be reached at cte@sunymaritime.edu

Online Learning

SUNY Maritime's Instructional Designer, as part of the Center for Teaching Excellence, helps faculty design fully online, hybrid, or web-enhanced courses on Blackboard.

We also have a digital studio, where faculty can record and edit video or audio content and borrow cameras, digital recorders, projectors, digital records... whatever they need to bring innovation to the classroom.

For more information, contact cte@sunymaritime.edu

Purchasing

Our mission is to support the goals of the College by purchasing quality goods and services economically and efficiently, in compliance with SUNY and New York State procurement regulations. With questions, please email purchasing@sunymaritime.edu

Procedures

Each Maritime College Department has a person authorized to submit a purchase requisition electronically in the SUNY Finance and Management System. Only Department Heads are authorized to approve the requisition. Once approved, the requisition is transmitted electronically to Purchasing where it is reviewed, approved, and then a Purchase Order is issued.

Purchase Orders need to be put in place **before goods and/or services are ordered and received.**

Goods or Services Not Acceptable

Vendors must be notified that the goods or services are not acceptable within 15 days from the date the goods or services are received by the College. When direct contact is made with the vendor, documentation of the contact should be submitted to Purchasing and/or Accounts Payable with the rationale why the goods or services were rejected.

Guidelines

Unless the goods and services are on state contract, which means the state has already negotiated and guaranteed the reasonable price:

- Any good (including shipping charges) or service over \$2,500, up to \$5,000 will require one price quote from another vendor
- \$5,000 to \$12,000 will require 2 price quotes from other vendors
- \$12,000 to \$50,000 will require 3 price quotes
- Any commodity or service between \$50,000 - \$250,000 needs to be advertised in New York State's Contract Reporter and complete a formal competitive bid process
- Any commodity or service over \$250,000 needs to be advertised in the Contract Reporter and complete a formal competitive bid process and will also require Attorney General and Office of the State Comptroller approval.

Please remember – the College is tax-exempt and does not pay sales tax on products.

Ordering Office Supplies

ISE Office Supplies is our primary Office Supplies vendor. ISE Office Supplies is both a minority and woman-owned business. Most departments can order day to day supplies through their department's purchasing representative (usually administrative assistant).

Personnel needing other types of office supplies and equipment must send an e-mail to the Purchasing Manager providing the order/item number, the quantity and description, as well as departmental approval. Orders are normally received within 1-2 business days of placement of order

Prohibited Actions (Confirming Orders & Split Orders)

Both split orders and confirming orders are prohibited.

A confirming order is where an individual, not designated with the authority for purchasing, orders goods or services on the behalf of the University without obtaining in advance a purchase order in accordance to University procurement guidelines. Such orders not allowed.

- In essence, goods and services are being ordered first and then requisitions are created after goods and services are received and/or the campus has been invoiced. The use of “confirming orders” can only occur in cases of true emergencies affecting the immediate health and safety of persons and property and then only if the Purchasing Director could not be reached to process the transaction through the normal procurement process. A written justification after the fact for such emergencies would also be required.

Split Ordering is the procurement of goods/services from one vendor over multiple transactions to circumvent and avoid procurement thresholds, such as obtaining bids and advertising requirements. Split ordering is not allowed.

Selection of Vendors

SUNY Maritime College selects vendors as follows:

- New York State Preferred Sources (<http://www.ogs.state.ny.us/procurecounc/pdfdoc/pslist.pdf>)
- New York State Certified Minority and/or Woman Owned Businesses (MWBE)
- Vendors with New York State Contracts (through the NY State Office of General Services (OGS))
- Maritime College Vendors List

Vendors should complete the Vendor Responsibility, Contractor Certification and Lobbying Law forms before any Purchase Order is generated.

If a new vendor is selected, vendor information (tax id, company name, address, city, state, zip) must be e-mailed to the Purchasing Department to enter into the system.

Signatory Privileges

Only three people at Maritime have the authority to sign any agreements on behalf of the college with external entities which bind the college to a financial obligation. They are the President, the Vice President of Finance and Administration, and the Director of Business Affairs.

Some examples of these types of agreements are purchase orders, contracts, permits, etc.

USCG License Faculty

U.S. Coast Guard licensed faculty are encouraged (and in some cases, required by their contracts, or for promotion, or continuing appointment) to maintain their mariner credentials, including any STCW endorsements. This includes sailing aboard the Training Ship Empire State during the summer sea term and aboard commercial vessels when not teaching, to remain current with new technology related to navigation and engineering, as well as other changes in the maritime industry.

Licensed faculty who are approved by the Coast Guard as qualified instructors and assessors are also welcome and may be entitled to extra service pay when teaching professional mariner courses for the Professional Education and Training Department.

Waterfront

Just steps from the classroom or the dorm room in the heart of campus, Maritime's waterfront provides endless opportunities to enrich the college experience academically and recreationally. On any given day you will find students practicing in a lifeboat, taking water samples, preparing for their captain's license on the training ship, rowing or sailing during team practice, having some fun in a kayak or just messing about with boats on shore. Maritime College's more than 140 years of experience has shown that time on the water is the best classroom for Developing Leaders and Producing Champions.

Capitalizing on the College's prime waterfront location, outstanding facilities, and dedicated staff we encourage faculty to take advantage of everything the Waterfront has to offer to enhance your classroom teaching or recharge your battery. We ask that you help us maintain and enhance one the best waterfront facilities in the country by following a few simple rules:

- The use of Waterfront assets is solely for approved activities that support the College's mission. Personal use of Waterfront assets is strictly prohibited.
- Only boats benefiting Maritime College's Waterfront programs will be maintained, stored or launched. No privately owned vessels will be maintained, stored or launched at the College's Waterfront
- Use of Waterfront assets is limited to individuals who have completed the necessary requirements. To become an eligible Vessel (Boat) Operator you must:
 - Be registered with the New York State License Event Notification System (LENS) Program (see index)
 - Provide proof of current USCG license or Boating Safety Certificate.
 - Demonstrate practical skills in the type of vessel you wish to operate.
 - Submit to drug and alcohol testing when ordered.
- Approved Vessel Operators can schedule the type of vessel for the area of operation they are approved for by completing a Vessel Request Form (see section index). If Waterfront Assets are needed on a regular basis to support a class please submit the Vessel Request Form the semester BEFORE the course is listed for student registration.
- All individuals scheduled to use a vessel must submit a completed float plan (see index) to the Waterfront Director or his/her designee BEFORE heading out. Vessel Operators/Masters are responsible for following all operating procedures such as filing a float plan, safety checks and accident reporting.
- Faculty are also encouraged to use kayaks at the Waterfront during normal business hours and to join us for recreational sailing hours.
- Students and staff especially enjoy when faculty participate in special events such as the Will It Float Race, the Hap Parnham Monomoy Race and other projects.

Please contact the Waterfront Director to see how you can get involved with the Waterfront!

Resources For Student Advisement

Academic Advisors

Faculty plays an important role in the advisement of students at Maritime, as they are assigned advisees (sophomores, juniors and seniors) within their department's degree programs.

Each student is assigned a Freshman Advisor upon entering Maritime College through the LEAD 101 program. At the beginning of the sophomore year, students are assigned a faculty advisor from their major department. (Note: transfer students typically work with the Academic Dean upon entering Maritime College). Advisors assist students in exploring academic and professional opportunities offered at Maritime and guide students in making appropriate decisions about their area of study.

Students should see their advisor to:

- address any problems which affect academic performance
- select courses for the upcoming semester
- discuss academic performance
- explore academic or professional concerns
- discuss departmental requirements and course sequences
- discuss elective coursework in the major and other departments.

One of the several rewards as an advisor is being able to observe the development of students during their college matriculation, watching a student move from membership to leadership roles, or from being reserved to participating fully. The most fulfilling aspect of being an advisor is in serving as a mentor for students!

Accessibility Services

Students with a documented disability and seeking to utilize services must self-disclose to the Associate Dean of Student Affairs. All accommodations are assessed and provided on an individual basis and must be grounded in documentation submitted by or on behalf of the student. While students can request a particular type of accommodation, it is SUNY Maritime College that will determine and develop plans for reasonable accommodations such as academic adjustments, auxiliary aids, and/or services as mandated under Title II of the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973. Alternative accommodations may be offered above those requested by the student. Accommodations may be denied if the request is not reasonably grounded in documentation or the resulting accommodation has the effect of lowering academic standards of a course or program, or presents an undue financial or administrative burden to the College.

Students must meet and register with Accommodation Services in **each semester** they wish to receive services. Once approved for accommodations, the student is responsible for notifying professors for the courses in which they desire to receive accommodations. Students who do not register with Accommodations Services in a given semester will not be entitled to accommodations for that term, even if they had registered previously. Accommodations related to a disability cannot be implemented or considered retroactively.

Accommodations will be made during the academic year for KUP's (knowledge, understanding, and proficiency) tested as part of a written exam. **No accommodations will be made for practical assessments outlined in the**

STCW guidelines. All student disability information is confidential. Any student who is seeking special accommodations and plans to enroll in a degree program which requires the passing of the United States Coast Guard license examination should know that at this time, there are NO special accommodations provided when taking the U.S. Coast Guard exam.

There are some courses which have Standards of Training, Certifications and Watch-standing for Seafarers, 1978, as amended (STCW) components which measure safety and involve the demonstration of various competencies through practical assessments. Special accommodations are not allowed during these safety related practical assessments, as safety at sea is an important tenet of the merchant marine professional and to the maritime transportation industry. All students participating in Summer Sea Term, (SST) should know that SST is considered a training laboratory, and **special accommodations are not provided when safety and required practical assessments are being evaluated at sea.** All students pursuing a U.S. Coast Guard license are also required to take course(s) commonly referred to as “seminar.” The seminar course(s) are designed to reflect the testing conditions of the U.S. Coast Guard license examination.

Academic Policies

Academic Integrity (Student Policy and Faculty Responsibilities)

Absolute integrity is expected of every Maritime student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all College relationships and interactions connected to the educational process, including the use of College resources. While both students and faculty of Maritime College assume the responsibility of maintaining and furthering these values, this document is concerned specifically with the conduct of students.

A Maritime student’s submission of work for academic credit indicates that the work is the student’s own. All outside assistance should be acknowledged, and the student’s academic position truthfully reported at all times. In addition, Maritime students have a right to expect academic integrity from each of their peers.

Students are expected to do their own work in class, on assignments, laboratory experiments, and examinations or tests in accordance with the directions given by the instructor. It is the responsibility of all students to read and understand this statement of College policy on academic integrity. Maritime College considers the violation of academic integrity a serious matter, and one that will be treated as such.

A student who violates academic integrity may, depending on the nature of the offense, be subject to one or more of the following measures: failure of the assignment or examination, failure of the course, dismissal from the Regiment of Cadets, or dismissal from the College. Violations of academic integrity, also known as academic dishonesty, are subject to review by the Judicial Board. In addition to facing the Judicial Board, Regimental Students may be brought before a Captain’s Mast and/or a Suitability Hearing Board if the violation has occurred on the training ship. For further information, see the Organization, Operation, and Regulations Manual for the Regiment of Cadets. **All cases of alleged academic dishonesty must be presented to the Dean of Students.**

The first academic integrity violation may be handled and processed by the faculty member. However, the Dean of Students or Commandants of Cadets shall have concurrent jurisdiction to adjudicate any instances of academic integrity. Thus, all integrity offenses can be grounds for dismissal or other action initiated by the Dean of Students or Commandants of Cadets. A second academic integrity violation shall result in physical and academic removal from the College.

Academic dishonesty includes cheating, plagiarism, obtaining unfair advantage, falsification of official documents, and collusion. The following definitions are intended to help students understand what constitutes academic dishonesty, but it is not intended to be a complete list:

- *Cheating* is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.
- *Plagiarism* is the act of presenting another person's ideas, research or writing as your own.
- Obtaining an *unfair advantage*.
- *Falsification* of official documents.
- *Collusion* is lending assistance or failing to report witnessed acts of academic misconduct.

Faculty Responsibilities Regarding Academic Integrity

Faculty should take steps to ensure that conditions during an exam or quiz are not conducive to cheating.

Faculty members should state clearly in all syllabi that violations of academic integrity will not be tolerated at Maritime College and that acts of academic dishonesty will be penalized in accordance the terms of this article.

Faculty members shall define as much as possible what terms like plagiarism mean and what is considered cheating in their course, especially in cases where such terms or instances are not obvious.

Faculty members who encounter acts of academic dishonesty are required to report them in writing to the Judicial Board, together with a list of any penalties already imposed (e.g., failure of assignment, failure of course, etc.) and a possible recommendation to the Board of any additional action to be taken. The chairman of the Board will record the information in a database maintained by the Board. If this is a first offense, the Board will take no further action unless requested by the Faculty member. If this is not a first offense, the chair will convene the Board and review the case.

Whenever possible, the faculty member should impound the evidence of suspected dishonesty. If necessary, photocopies should be made. Such evidence will not be returned to the student, but will be kept in the confidential files of the Judicial Board.

Failure by the faculty member to execute any of these responsibilities will not constitute grounds for dismissal of charges against a student.

Bereavement Policy

Maritime College recognizes the effects that a death can have on a student's sense of well-being and academic work. We encourage grieving students to reach out to Maritime's mental health counselor (all visits are confidential and free) or to our Director of Campus Ministries for spiritual guidance.

In the event that a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

For STCW courses, the student must work with their instructors to make up the actual class time and assignments as these courses have a strict attendance requirements to meet US Coast Guard certification requirements.

Additional leave may be granted based on a recommendation by the mental health college counselor or the need for international travel. The student may wish to consider withdrawing from or request an incomplete grade in all or some of their courses.

Immediate Family and Relatives:

Students shall be eligible for up to three (3) consecutive days (not including weekends or holidays) of excused absence in the event of a death of a spouse, domestic partner, parent, child, grandparents, grandchild or sibling, uncle, aunt, niece, nephew, first cousin, in-law, or step-relative.

Travel Considerations:

If travel is required, students will be granted the following additional days of excused absences to account for travel considerations:

- Verified funeral services within 150 miles of SUNY Maritime, 0 days
- Verified funeral services between 150-300 miles from SUNY Maritime campus, 1 day
- Verified funeral services over 300 miles from SUNY Maritime campus, 2 days

Process:

If a student will be absent because of a death, the student is responsible for notifying and providing verifiable documentation (e.g., note from funeral director or obituary) to the Dean of Students' office.

The Dean of Students, or their designee, will communicate with the student's professors, coaches, Regimental Officers and/or ROTC staff (as needed) about the absence and the reason for the absence.

Change of Grade

In the event of an error of computation, or other significant problem, a professor may find it necessary to change a grade. A Change of Grade form can be obtained from the relevant academic department office and must be signed by the Department Chair before it is submitted by the professor to the Registrar. A change of grade from a failing grade to a passing grade must also be signed by the Provost.

A Change of Grade form can only be submitted within a specific window of time after the conclusion of the course. These dates are published annually as part of the Academic Calendar.

Credit Load

At less than twelve credits, an *undergraduate* student is considered *part-time* (this is sometimes referred to as a *reduced course load*) and should be reminded of the ramifications regarding housing, regimental status, financial aid, and participation in athletics.

An *undergraduate* level student is considered at *full-time* status when their course load for a given semester is at least twelve credits. Undergraduate students are eligible to take up to twenty-two credits in a fall or spring semester.

Anything more than twenty-two credits is considered a *credit overload* which requires permission from the major department chair via a request form (see the Appendix, below). The provost's approval is also required for requests to take twenty-five or more credits.

A *graduate* level student is considered at *full-time* status when their course load for a given semester is at least nine credits. At eight credits or fewer, the student is considered *part-time*. Graduate level students are eligible to take up to thirteen credits in a fall or spring semester (twenty-two credits if they are in the graduate license program).

Course Audit

An instructor may permit a student to audit a course. The individual auditing the course must submit a Course Audit Form with instructor's signature to the Registrar's Office. Course auditors will not be enrolled nor listed on an official class roster. Course auditors will not receive credit or formal recognition for completing the course. The auditor cannot subsequently change their status from audit to credit.

Incomplete

A grade of Incomplete ("I") may be entered only when a student's coursework is satisfactory and there are extenuating circumstances beyond the student's control (e.g. illness, emergency) leading to the student being unable to complete the coursework. In such circumstances, a student may request an Incomplete ("I") grade from his/her instructor but it is not guaranteed.

The student and instructor must complete the Incomplete Grade Contract Form. This form must be submitted via the Department Chair to the Registrar on or before the college's grade submission deadline. It is the instructor's responsibility to submit a final grade to the Registrar's Office by the date specified on the academic calendar. Failure to do so will result in the "I" grade being changed to an "F".

Independent Study

A course of independent study allows a student to pursue a matter of particular interest with a faculty member over a semester. Such a course must be approved by the Department Chair of the course subject and be closely monitored and evaluated by a faculty member willing to supervise the student throughout the process.

Registration

Each semester, students register for new classes after meeting with their advisor to plan which courses are needed according to the degree and major requirements. (Exception: the first semester the student is enrolled, the Registrar's Office will process a registration on behalf of the student after receiving the results of the English and Math placement exams.)

At the designated time in the calendar for advisement before the registration period, the student will meet with their advisor to plan a curriculum schedule of courses needed and to receive an ALTERNATE PIN to register for courses which changes each semester before registration. The student can register for classes or change sections of a course. The student can view a schedule of classes including the days, the times, the instructors and the rooms for each course. The student's account must be cleared of all fees in order to register, obtain grades, copies of transcripts or receive their diploma.

Repeated Course Policies

Current faculty policy states that if a student does not successfully complete a course, she/he may only attempt the same course an additional two times. A student may repeat a successfully completed course to improve her/his GPA. The total number of attempts must be no more than three.

An attempt is defined as registering for and remaining in the course after the date where dropping is noted on the transcript as a W or WF (including those at other institutions).

A student may receive credit for a successfully completed course only once.

Taking Course Off Campus

A student **must** obtain approval from the Department Chairperson of the course here at Maritime College **prior** to registering at the other institution.

The student must request that an official transcript be sent to the Office of the Registrar, SUNY Maritime College, 6 Pennyfield Avenue, Throggs Neck, NY 10465 upon completion of the course.

In order for the course to be accepted in transfer at SUNY Maritime College, the student must obtain a grade of C or better in the course at the other institution. Courses transferred are recorded as transfer credit (without the grade) and applied to earned credits, but are not included in cumulative GPA.

DegreeWorks

The academic progress of all students at Maritime College is recorded in DegreeWorks, a web-based advisement tool. With DegreeWorks, students can easily see which required courses have been completed (including any transfer credits that have been applied to their degree program) and advisors can monitor their progress.

Training in DegreeWorks is offered regularly at the College for all faculty and advisors.

Enrollment Services

Housing

The Office of Housing and Residential Life at Maritime College seeks to create a sense of community that encourages students' development of respect, social responsibility, integrity, ethical leadership, and independence. Being a member of a community means understanding and adhering to community standards, policies, regulations, and procedures, as well as contributing to its development and well-being.

For important information on student rights and responsibilities, see the annual Guide to Campus Housing Living.

Financial Aid

The primary role of the Financial Aid Office is to identify possible sources of assistance and financing options so that students can successfully complete their course of study.

SUNY Maritime College (SMC) offers financial aid in the form of merit-based scholarships, need-based grants and student employment, as well as student and parent educational loans.

Our staff is always available to answer questions.

Health Services

Health Services is a primary care facility available to all enrolled SUNY Maritime College students. All services are covered by the student health fee, so no payment or health insurance is required when receiving services.

At Health Services, the health care needs of students are treated with respect, integrity, and compassion. When students come in for service, we strive to see them as quickly as possible. Care and treatment are confidential. Medical records are kept secure and files will only be released with written authorization. When treatment requires more than we can offer, we provide community-based referrals.

Naval Reserve Officers Training Corps (NROTC)

The NROTC Program was established to develop midshipmen mentally, morally and physically and to imbue them with the highest ideals of duty, and loyalty, and with the core values of honor, courage and commitment in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship and government. We commission both Navy and Marine Corps Officers.

The Unit students from four school training with us (SUNY, Fordham, Columbia and Molloy). There are also a few Active Duty Enlisted service members who are selected for a program that lets them complete an undergraduate degree and commission. These students are called Officer Candidates (OCs) and are part of the Seaman to Admiral 21 (STA-21) Program for the Navy and MECEPS (Marine Enlisted Commissioning Education Program) Program for the Marines.

A Midshipman is an undergraduate college student participating in a Navy or Marine Corp officer ascension program. We have Midshipman [MIDN] who have received a (two-, three-, or four-year) scholarship from the USN/MC. We also have MIDN who participate in our program without financial benefits or commitments from the USN/MC and they are called College Program Basic Midshipman. These students have until their junior year to be selected for either a scholarship or what is called Advanced Standing (which is an agreement that they will receive a commission but without financial benefits). All of the above students are on track to become Active Duty service members.

SUNY Maritime also has the option for License track students to join the Strategic Sealift Midshipman Program. These Midshipman are eligible for Student Incentive Pay from the Maritime Administration. These students commission into the US Navy Reserves.

Academically our students need to be in an approved course of study for the program they are in and need to take 8 additional Naval Science courses (3 for SSMP). Our advising staff (consisting of Lieutenants and a Marine Captain) meet with the MIDN assigned to them for counseling twice a term (this includes both academic and aptitude).

Each semester a Midshipman will: participate in Physical Training Tuesday and Thursday mornings here on campus; take their normal academic course load plus a Naval Science course; participate in any athletics; attend our weekly Leadership Lab; attend a variety of special events throughout the year; and complete additional actions as required.

Regiment of Cadets

A "Regimental System" is a requirement of the Federal Government for all students pursuing a USCG license at both the graduate and undergraduate level. The Regimental System is a vehicle for developing the leadership skills of the Cadets. It supports and enforces the professional training of the Cadets and provides a framework for safely managing a large number of Cadets at sea on the Training Ship. The Regimental Program is also available to non-license Cadets who desire a Regimental lifestyle with the opportunity to develop and hone leadership skills.

The Regimental System is a process which assists in developing the individual's potential through:

1. Discipline.
2. Poise and confidence in one's abilities.
3. Obedience and prompt response to instructions.
4. Pride in oneself and one's profession.
5. Knowledge of one's professional duties.
6. An unyielding sense of duty and moral and ethical responsibility.
7. Military bearing and a pride in one's personal appearance.
8. Physical fitness and mental agility.
9. An ability to work with other people.
10. An understanding of positive leadership skills.
11. An ability to perform well under variable and stressful conditions.

The leadership development program begins with the arrival of the new Cadet and culminates in the Cadet's senior year. The program consists of both practical training and experiences in the Regiment ashore and at sea. It is closely linked to the professional training the Cadet receives. During the first year, the entering Cadet learns how to follow directions and work as a team member; they are formally instructed in social responsibilities, and in leadership. In the subsequent years, the Cadet is given greater leadership responsibility, authority and accountability. The leadership program develops leadership traits in the upper-class Cadets that will enable them to lead other Cadets through positive motivation and to carry these skills into their careers upon graduation. In keeping with this objective, the Regimental system assists in developing:

1. Concern and interest in the development of subordinates.
2. The techniques of a considerate leader.
3. Sound experience in teaching and counseling.
4. Professional knowledge and skill.

During their senior year Cadets serve as Cadet Officers. They are responsible to the Commandant of Cadets for maintenance of internal discipline and administration of the daily routine of the Regiment of Cadets. During the Summer Sea Term, senior Cadets serve as Officers within the shipboard organization. Under supervision of ship's Officers and staff, they take major responsibility for supervision of subordinate Cadets for the ship's maintenance and operation, and for discipline and administration of the daily routine of the Regiment.

Student Affairs

The services, activities and organizations within Student Affairs help complement the learning being done in the classroom. Activities, including student clubs and programs, SGA, the Equal Opportunity Program and the Learning Center should be a positive factor in the morale of students and provide a necessary outlet to the rigorous academic program of SUNY Maritime College. These activities also provide leadership and community service opportunities and add to the cultural life of the campus.

Clubs

There are ample opportunities to become involved in Maritime's student clubs. Students may ask faculty to be their advisor to their organizations. Regardless of why you may become a club advisor, an understanding of the challenges and rewards of advising will help you fulfill your responsibilities more effectively.

Clubs are required to have an advisor and they outline their preferred roles in their constitutions. Club advisors may be asked to clubs to help the organization run more efficiently, advise them, chaperone events, provide feedback, attend meetings and assist with elections and or group issues.

Student Privacy

As per the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, only the student may have access to the student's own record. The college may not issue certain information about a student to any third party including but not limited to other institutions, agencies, organizations, or parents/guardians. At Maritime, any record of a student issuing consent is kept on file in the Office of the Registrar. Further details regarding FERPA can be found on the website Office of the Registrar as well as the Student Handbook.

Student Support Services

Career Center

The Career Services department is dedicated to offering a developmental program, which helps students and alumni make the most of their college education. Through an array of services and resources to assist with all facets of career planning and job search, we try our best to cater to the varying needs of our student body.

Equal Opportunity Program [EOP]

The Educational Opportunity Program (EOP) at Maritime College provides academic support and financial assistance for all select students who show promise for mastering college level work. Determination of eligibility is made when a student is accepted into the college as a freshman.

Transfer students may be considered for admission to the program if they were enrolled in other EOP, HEOP, SEEK, or a similar academic and financial support program at their previous college.

To qualify for EOP, students must be a resident of New York State and be ineligible for admission at the college under its traditional standards. The ability to show the potential to complete a college program, while at the same time demonstrating financial need, are essential to qualification. Students being considered for entry into EOP will be required to meet with admission and program representatives. The number of spots available to freshman students is contingent on program enrollment and state allotments.

Priority is given to applicants from historically disadvantaged academic and financial backgrounds. Specified financial criteria for consideration can be found on the SUNY website. EOP offers limited financial aid; it is intended to supplement, not replace traditional sources of funding. Students should discuss their total financial aid package with Admissions and Financial Aid advisors. Student funding is contingent upon SUNY campus allocations and enrollment.

USCG Licensing

There are many jobs in the maritime industry. Whether working on a cruise ship or yacht, tanker or sea-going tug, research vessel or off-shore platform, the exciting Maritime world can offer adventure and financial rewards.

A newly graduated merchant mariner with a BE degree might become a Third Assistant Engineer, the most junior marine engineer of the ship. S/he is usually responsible for electrical, sewage treatment, lube oil, bilge, and oily water separations systems. Additionally, s/he usually stands a watch overseeing the safe operation of engines and machinery. Engineers work primarily on commercial ships (merchant marine) or Military Sealift ships, in water transportation services (such as tugs, charter boats, and other watercraft), and on vessels which carry passengers (such as cruise ships, sightseeing boats, and ferries).

A graduate from a deck license with a BS degree at Maritime program would become a Third Mate, and assist in the operation of an ocean-going vessel with responsibility in the areas of ship maintenance, navigation, and operational safety. Typical tasks for a Third Mate include supervising the safe navigation of the vessel at sea, loading and discharging of cargo while in port, conducting shipboard and ship-to-shore communications, maintaining the operational readiness of shipboard deck safety equipment, and directing seamen on watch.

The professional education and training department offers a two-year Associate of Applied Science degree program, whose graduates are prepared to enter the commercial shipping industry, work in shore-side operations, or on board ships and other vessels on intercoastal waters, rather than on the open ocean. These students can pursue a third mate limited license through the deck program and learn about navigation, cargo handling and the business of towing. Alternately, they can study for an assistant engineer license through the engine program; this track focuses on operation, maintenance and repair of engines, generators and pumps.

USCG Licensing Requirements

Students pursuing a SUNY Maritime degree leading to a US Coast Guard license (Unlimited) as a Merchant Marine Officer are required to be a member of the Regiment of Cadets. Participation in the Regiment provides Cadets with leadership and management training appropriate to the needs of a Merchant Marine Officer.

Undergraduate/graduate candidates of these programs will sit for an unlimited Third Mate or Third Assistant Engineer license. Unlimited license holders are not restricted by tonnage or horsepower to the type of vessel on which they may sail. License students must satisfy the requirements of three regulatory bodies in order to graduate from SUNY Maritime College. The Cadet must satisfy the academic requirements set forth by the State University of New York, the federal professional requirements set forth by the United States Coast Guard, and the international professional requirements set forth by the International Maritime Organization (IMO).

The two-year Associate for Applied Science license program also requires participation in the college regiment of cadets, and one summer aboard the college training ship, the Empire State VI.

Candidates must also earn a basic safety training certificate, lifeboatman endorsement, advanced firefighting certificate, accrue the necessary sea time on appropriate tonnage/horsepower vessels, and medical care provider certificate. Deck license candidates must additionally earn a RADAR certificate, ARPA certificate, and FCC license.

EMERGENCY PROCEDURES

..... QUICK REFERENCE

PHONE NUMBERS

UNIVERSITY POLICE

Emergencies: 718-409-7311 or 911 from landline

Non-Emergencies: 718-409-7311

FACILITIES: 7323

WEATHER WEBSITE: www.noaa.gov

WEBSITE: www.sunymaritime.edu

WHAT TO DO.....

FIRES

- Activate the nearest fire alarm pull station
- Call University Police at 718-409-7311.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Do not re-enter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION PROCEDURES

- When the fire alarm is activated, evacuation is mandatory.
- Do not use elevators.
- Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
- Close doors as you exit.
- Move all personnel to a safe area, away from the building in danger.

SUSPICIOUS PACKAGES

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call UPD at 718-409-7311.
- Notify your building Residence hall director or RA.

BOMB THREATS

- Remain calm.
- Get as much information as possible from the threatening caller.
- Call UPD at 718-409-7311.
- Follow instructions from emergency personnel.

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call University Police at 718-409-7311.

ACTIVE SHOOTERS

- If possible, exit the building immediately and call University Police at 718-409-7311.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call University Police at 718-409-7311.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see "what is happening".
- Do not attempt to confront or apprehend the shooter, unless as a last resort.
- Do not assume someone else has called police or emergency personnel.

WEATHER EMERGENCIES

- Check the Emergency Weather Hotline www.noaa.gov
- Throughout the event, continue to check the website at www.sunymaritime.edu
- For updates, monitor local television and radio stations for announcements.

IN AN EMERGENCY, DIAL 911