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1. History, Vision, Mission, Values, Goals, and Philosophy

1.1 History of the College

In the early 1950's, citizens of Dutchess County began to view with growing interest the development of locally-sponsored, public, two-year colleges in New York State. By 1954, nine such institutions including two in nearby Orange and Westchester counties were in operation, and several more were in the planning stages. A number of community groups, notable among which was the Taconic District of PTA Associations, assumed leadership in the move to establish a county-sponsored college. In November 1955 the County Board of Supervisors named a special committee which, in cooperation with industrial leaders, civic groups, Vassar College personnel, and the PTA organizations, made a survey affirming the county's need for such an institution.

Acting on these data and other evidence of public support, the Board of Supervisors approved the establishment of a community college on August 13, 1956, and in October the Board of Trustees of the State University of New York endorsed the County proposal. Dutchess Community College was the sixth locally sponsored two-year college in the state. It is one of the 30 such locally-sponsored colleges. Each institution is designed to bring higher educational opportunities to the maximum number of the residents in the college's sponsorship area.

The nine members of the Board of Trustees for the College were announced by the Governor and the Board of Supervisors on July 22, 1957, and Charles H. Woolf, an International Business Machines executive was named the first Chairman of the Board.

In November 1957 the property of the Samuel and Nettie Bowne Hospital was offered by its Board of Directors as a campus site and gratefully accepted by the County and the Board of Trustees as an attractive setting for the permanent location of the College.

In December 1957 the Board of Trustees named Dr. James F. Hall as the College's first president, and he assumed his responsibilities in early February 1958. On September 29, 1958, 252 day students and 401 part-time evening students began their studies and Dutchess Community College was under way.

In the years since its inception, the College has prospered. Full-time students now number approximately 2,850 and part-time students exceed 1,900. At its opening in 1958, the College's staff consisted of sixteen full-time and eight part-time professionals. The College's educational programs have increased and have been continually adapted to meet the changing educational and workforce needs of the community, the state, and the nation.

Guiding the rapid growth of the College during these years has been the Board of Trustees. The legal sponsoring agent for the College is the Dutchess County

Legislature. Administration of the College is under the supervision of the State University of New York (SUNY). Four of the College's trustees are appointed by the Governor of New York, five are appointed by the Dutchess County Legislature, and a student trustee is elected by the student body. A liaison committee comprised of two county legislators works with the Board of Trustees.

Without the generous support of the Dutchess County Legislature, the systematic development of the College's physical plant would have been impossible. Building on the campus has coincided with increases in students and staff. Taconic Hall was ready for use in 1963; the occupancy of Dutchess Hall followed in September of that year. The next phase of campus development was marked by the completion of the new library in the spring of 1966 and of Falcon Hall a few months later. Hudson Hall, the heart of the College's instructional program, was dedicated in the spring of 1975 and a new cafeteria building, Drumlin Hall, was completed in late 1975. In 1986, a new college bookstore was dedicated. The Center for Business and Industry was dedicated in the spring of 1989. The newest academic building on campus, the Allyn J. Washington Center for Science and Art, was dedicated in October 2000. Since that time, Hudson Hall was renovated and now contains the Francis U. and Mary F. Ritz Library, which was dedicated in May 2002. The old library building was converted into a student services center and was named the Jack and Llelanie Orcutt Student Services Center in September 2002. A new day care center, named in memory of Louis Greenspan, was built and dedicated in 2003. Conklin Hall, a residence facility, was opened in the fall of 2012. In 2016, the College started providing classes at the Family Partnership Center in the City of Poughkeepsie. Additional educational sites, located in Fishkill and at the Hudson Valley Regional Airport, were opened in 2021.

The learning environment at the College is as diverse as the students it serves. Independent study, honors courses, audio-tutorial labs and computer-assisted instruction all combine to provide a variety of learning situations for a student body possessing a wide range of ability. The College affirmed student-centered instruction with its opening as an "open door" College in 1958 and reaffirmed it in 1971 when Dutchess was designated a Full Opportunity College by SUNY.

In 1972, Dr. John J. Connolly was appointed President of the College, and under his leadership the College experienced several new developments. Hudson Hall, the College's central academic building, was completed, the administrative staff was reorganized, and the College's accreditation complemented the College's continuing commitment to excellence in facilities, staff, and educational programs.

Dr. Jerry Lee was appointed the third President of the College in 1982 and continued in the tradition established by his predecessors. That tradition

includes a commitment to the continued development of an educational program featuring quality, opportunity, diversity, and social responsibility.

In 1992, Dr. Lee retired after ten years and Dr. D. David Conklin was appointed as the fourth President of the College, effective September 1, 1992. During Dr. Conklin's tenure, the main campus has expanded with the construction of the Allyn J. Washington Center for Science and Art, the renovations to the Francis U. and Mary F. Ritz Library and the Jack and Llelanie Orcutt Student Services Center, and the additions of the Louis Greenspan Day Care Center and the Dr. D. David Conklin Residence Hall, which are operated by the DCC Association. DCC at Fishkill was expanded to include additional classrooms and laboratories. A significant amount of artwork, including outdoor sculptures, photographs, water colors and oil paintings, has been acquired through donations. The College's permanent art collection is now valued over \$2.65 million.

Upon Dr. Conklin's retirement in 2014, Dr. Pamela R. Edington, Ed.D. was appointed as the fifth president of the College. Under Dr. Edington's leadership, several new initiatives were undertaken: the DCC Pantry, DCC Cares, Think Ahead, E-Tech Program, and a service learning program. Additionally, the College started offering classes at the Family Partnership Center.

In 2020, after Dr. Edington's term as President ended, Dr. Ellen Gambino served as Acting President while the search for a new President was conducted. During her tenure, Dr. Gambino was faced with the COVID-19 pandemic and a declared state of emergency in New York State. Under her leadership, the College was able to transition to remote and hybrid learning modalities and remote services. In addition, Dr. Gambino oversaw the opening of two state-of-the-art facilities: DCC@Fishkill and DCC@HVR Airport, as well as the launching of the Airframe Maintenance Technician and Hospitality and Tourism Program.

In August 2021, Dr. Peter Grant Jordan was appointed as the sixth President of Dutchess Community College

1.2 Vision

Dutchess Community College aspires to be an innovative, transformative community of learners that promotes exemplary student success.

(DCC Board of Trustees Resolution #2015-45, April 28, 2015)

1.3 Mission of the College

Dutchess Community College offers educational opportunities that prepare individuals to realize their full potential and contribute to a diverse and global society.

(DCC Board of Trustees Resolution #2015-45, April 28, 2015)

1.4 Values

Dutchess Community College's values are:

- Excellence
- Access
- Diversity
- Collaboration
- Accountability

(DCC Board of Trustees Resolution #2015-45, April 28, 2015)

1.5 Goals

Dutchess Community College's goals include:

- Increase student success
- Promote collaborative campus culture
- Enhance institutional effectiveness through integration of assessment, planning and resource allocation
- Contribution to the vitality of the region through community engagement
- Embrace diversity as an integral part of our institutional identity.

(DCC Board of Trustees Resolution #2015-45, April 28, 2015)

1.6 Philosophy of the College

The purpose and philosophy of Dutchess Community College is as follows:

As a community college, Dutchess belongs to the citizens who support it and are served by it; its philosophy properly reflects a response to their collective and individual needs. Aware of the complexity and variety of challenges facing the members of a highly industrialized and increasingly urbanized democratic society, the trustees, administration, and faculty have committed the College to an educational program featuring quality, opportunity, diversity, and social responsibility.

Realizing that excellence in every human endeavor is an ennobling and inspiring goal, the College strives for high quality in all aspects of its instructional program and in student achievement both in and out of the classroom. With high standards of performance prevailing on the campus, it is hoped that students will carry forth from Dutchess a concept of excellence which will later serve them well in their private lives and as citizens.

The need to provide post-secondary educational opportunities for the many is accepted as far more imperative in the philosophy of Dutchess Community College than the need to restrict such opportunity to a selected few. Thus, the College maintains a liberal admissions policy designed to accord every potentially able student the opportunity to 'become all he is capable of being.' Once given the opportunity, students at Dutchess are expected to apply themselves seriously to the task of self-development and intellectual growth.

If opportunity for the many is to be a meaningful objective for the College, diversity within its total educational program is essential. Therefore, Dutchess offers two-year university-parallel curriculums in liberal arts and sciences, computer science, business and engineering as well as curriculums in technical and business areas preparing graduates for immediate employment; and finally, it serves the adult community through its Office of Community Services and Special Programs by offering students a variety of credit and non-credit courses which may be taken on a part-time basis.

In recognition of the responsibilities which all American citizens must understand and accept as members of society, degree candidates devote a substantial portion of their study to general education in English, literature, social sciences, art, music, mathematics, and science. Student development is further supplemented by a balanced program of co-curricular activities which include social events, lectures, dramatic productions, varsity and intramural sports, music, and numerous clubs in the interest areas of science, politics, religion, business, international relations, and foreign languages. Through their Student Government Association, which directs and supports their

activities program, students are given the opportunity to employ democratic procedures and to assume responsibility.

Enriching each student's growth through the normal classroom and co-curricular activities is the College's advisement program. The advisement function of the College is viewed as one of vital importance in helping students select their curriculums, plan their courses, assess their aptitudes, acquire productive study habits, develop wholesome personality traits, and determine their future vocational and educational goals.

In summary, Dutchess Community College represents a tacit acceptance, by the people of the County and the State, of the obligation of a democratic society to provide its members an ever-widening and upward-spiraling range of opportunities for self-realization. In preparing its graduates as well-informed citizens, as skilled workers, and as sensitive and responsible human beings, Dutchess Community College aims to contribute to the building of a better nation and a better world.

2. Organization

2. Organization

The President of the College is the chief administrative officer and reports to a ten-member Board of Trustees. The College is organized around four major components: Instruction & Learning, Institutional Effectiveness, Finance & Administration and Enrollment & Student Success.

Each year, an organization chart is distributed to the campus community as part of the Academic Year Handbook.

3. Responsibilities, Duties and Functions of the Board of Trustees, Administration and Faculty

3.1 Responsibilities of the Board of Trustees

Under Section 6304 of the Education Law, the Board of Trustees is required to:

... "appoint a president for the college, subject to approval by the state university trustees, and ... appoint or delegate to the president the appointment of other members of the staff ... adopt curricula, subject to the approval of the state university trustees ... prepare a budget for submission to and approval by the local legislative body ... and, subject to the general supervision of the state university trustees, discharge such other duties as may be appropriate or necessary for the effective operation of the college."

Furthermore, under Section 6304, the Board of Trustees may

"... acquire by deed, gift, devise, bequest or lease real or personal property suitable for carrying out the program and purposes of the college, and pursuant to regulations prescribed by the state university trustees apply any income that may be derived therefrom to the maintenance thereof" provided legal authorizations exist.

Also under Section 6304, the Board of Trustees shall

"... have the care, custody, control and management of the lands, grounds, buildings, facilities and equipment used for the purposes of the college and of all other property belonging to" the college; and "... have such other powers and perform such other duties as may be provided by law or prescribed by the state university trustees."

Under Section 6304, the Board of Trustees is also responsible for approving, along with the local sponsor, a full opportunity plan which establishes a policy of "open admissions," provides for its implementation, provides for assurances of sponsor support at a level pursuant to SUNY regulations, and provides for remediation, instruction and counseling to meet the needs of all students to be served by the college, etc.

Under Section 6306, the Trustees may permit, subject to the approval of SUNY and the local sponsor, participation in cooperative educational programs, services, and arrangements with colleges, universities, school districts, BOCES, libraries, and museums and join cooperative associations of such educational institutions formed as a corporation pursuant to law.

Other duties prescribed by the SUNY trustees as responsibilities of local trustees are set forth in the Code of Standards and Procedures for Administration and Operation of Community Colleges and include matters

relating to: policy making, responsibility for its execution, tuition and fees within legal limits, conferring of degrees, appointment of personnel, establishment of personnel policies, behavior and conduct of students, travel for college purposes, admission of students, use of college facilities by outside organizations, reimbursement on fair and equitable basis for use of facilities or equipment, preparation of capital construction budgets, etc.

3.2 Responsibilities of the Administration

A. Office of the President

The President of the College, as the Chief Executive Officer responsible to the Board of Trustees, shall provide general educational leadership and promote the educational effectiveness of the institution in all aspects. The President shall have all of the duties and responsibilities set forth in Education Law of the State of New York and as provided in the code of rules and regulations promulgated by and all directives of the State University of New York. By virtue of the Position of President, he/she shall serve as a voting member of the Dutchess Community College Foundation Board of Directors and as the President of the Dutchess Community College Association Board of Directors.

B. Office of the Vice President for Instruction & Learning

The Vice President of Instruction & Learning provides vigorous leadership to the entire college and assists the College in achieving its vision and mission. Reporting to the President, the Vice President of Instruction & Learning provides leadership, vision, direction, and advocacy for faculty and for all members of the Instruction & Learning staff. The Vice President of Instruction & Learning will help articulate and implement an aspirational vision for the College, and its role in Dutchess County and the state of New York. The Vice President of Instruction & Learning must have an enduring commitment to achieving excellence through diversity of faculty, students, staff, and ideas.

The Office of the Vice President of Instruction & Learning:

1. Assumes a key role in strategic planning and outcomes assessment for program reviews and program development, faculty and staff development, and resource allocation.
2. Promotes academic excellence and integrity and leads innovations in programs and methods of delivery that respond in a timely manner to a rapidly changing environment.
3. Promotes collaborative efforts and ensures highly effective communication and cooperation among all departments.

4. Oversees the operations of the College's academic departments and academic support services including supervision of the hiring, mentoring, reappointment and tenure of faculty as well as instructional and administrative staff.
5. Ensures continued focus on the goals and aspirations articulated in DCC's mission, vision, and strategic plan.
6. Ensures academic excellence and integrity and leads innovation in programs and methods of delivery that respond in a timely manner to a rapidly changing environment.
7. Demonstrates and develops academic vision and leadership across the College through various mechanisms including chairing the Department Instruction & Learning and the Program Chairs Council.
8. Provides leadership and direction in all aspects of curriculum, academic programs, academic standards, assessment, and accreditation.
9. Provides leadership, vision, direction, and advocacy for faculty and for all members of the Instruction & Learning.

C. Office of the Vice President of Enrollment and Student Success

The Vice President for Enrollment and Student Success provides leadership and management for the Student Services division and maintains a culture of teamwork and collaboration with the divisional staff and across the DCC community. This position is responsible for creating and maintaining a safe, healthy, and supportive environment for students at Dutchess Community College. The Vice President for Enrollment and Student Success leads the division in upholding the mission, vision, value, and goals of Dutchess Community College.

The Vice President for Enrollment and Student Success:

1. Holds and promotes the attitude that every student can be successful, that the purpose of the College is to enable students to be so, and to utilize the authority of the position to enable that success.

2. Is responsible for developing and implementing services and programs designed to develop a culture that synthesizes the intellectual, physical, social, and emotional development of all of our students.
3. Leads and engages in strategic planning and promotes creative ideas that enable the student services division and the college to be productive, efficient, and continuously improve services.
4. Leads and supervises the planning, organizing, directing, staffing, coordinating, and oversight for programs and policies of the Student Services division of the College including student development and counseling, student health and wellness, residence life, athletics, student grievance, graduation, and student activities and organizations.
5. Work with the Student Services staff, student groups, and other members of the College community to develop extracurricular programming assuring integration with the academic life of the institution, supporting learning, and development of students outside the classroom and encouraging student personal growth and development.
6. Provide leadership in the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug usage, student conduct, and student residences.

D. Office of the Vice President for Finance and Administration

The Vice President for Finance and Administration is responsible for the fiscal, business, logistical, and facilities operations and services of the College, including campus safety and security functions. This office interfaces with, and submits reports to SUNY, Dutchess County, and other governmental and community entities. It also serves as liaison with the DCC Association, which provides auxiliary services to the College.

E. Office of the Vice President for Institutional Effectiveness

The Vice President for Institutional Effectiveness is responsible for supporting the Office of the President in developing and implementing the College's institutional strategy.

The Vice President for Institutional Effectiveness supports the President in providing oversight and ensuring proper coordination of institutional advancement and effectiveness efforts to serve the College's strategic goals. These functions include: Communications and Marketing, the DCC Foundation (the College's development arm), Grants Development and Compliance, Institutional Research, and Diversity, Equity, and Inclusion.

The Vice President for Institutional Effectiveness is also responsible for supporting the President in strengthening relationships with internal and external stakeholders such as shared governance organizations, elected officials, and accrediting bodies. This position acts as a liaison to the College's Board of Trustees, the DCC Foundation's Board of Directors, and the Board of Directors for the DCC Association.

The Vice President for Institutional Effectiveness:

1. Facilitates the development of a culture of evidence across the College and supports the creation and assessment of college-wide institutional goals, student learning outcomes and administrative/educational support outcomes.
2. Works closely with the President to advance the institution's image and strategic direction and to ensure compliance and effectiveness.
3. Ensures college governance councils and committees receive annual charges from the President, as is appropriate, and that records of meetings and actions are acted upon and maintained.
4. Works collaboratively across college leadership and governance to secure the ownership, alignment and commitment to the College's strategic direction.
5. Promotes a broad understanding and awareness of the College's mission, vision and programs

3.3 Responsibilities of Academic Department Chairs, Part-Time Faculty Supervisors, Program Chairs, and Program Coordinators

Faculty members designated as Academic Department Chairs, part-time faculty supervisors or program chairs retain their status as regular members of the college faculty. Teaching continues to be their primary function. Faculty members serving as part-time faculty supervisors and program chairs receive additional compensation as negotiated.

A. Academic Department Chair

The Academic Department Chair is responsible for maintaining the academic quality of departmental programs and courses designed to serve the needs of the students and the community. Excellence in teaching and learning is their primary focus. Faculty members designated as academic department chairs retain their status as regular members of the college faculty, including their tenure status and rank, during and after their service as department chairs.

The Academic Department Chair is directly responsible to the Office of Instruction & Learning for the academic program of the department.

Faculty Recruitment and Appointment

- Has primary responsibility for recruitment, recommendation, and orientation of full-time faculty.

Faculty Supervision

- Has primary responsibility for evaluation of full-time faculty teaching in the department.
- Has primary responsibility for evaluation of full-time faculty with administrative responsibilities such as program chair, program coordinator and part-time faculty supervisor.
- Has primary responsibility for on-boarding part time faculty. Receives recommendations for the hire of new part time faculty and conducts second interview, including orienting part-time faculty to college policies and ensuring application materials are complete.
- For more details on what faculty supervision entails, see Appendices C, D, E, F, G and H of the 2016-2020 DUE contract.

Staff Supervision

- Supervises and evaluates the work of Civil Service Personnel and other full-time non-teaching staff assigned to departmental responsibilities.

Teaching Assignments

- In consultation with department leaders and faculty, has primary responsibility for recommendations to the Office of Instruction & Learning on full- and part-time faculty teaching assignments in department.

Professional Development

- Encouraging and promoting professional development and engagement with other full-time and part-time faculty and staff in the department

Oversight of Curriculum

- Provides for and promotes sound instructional and curricular planning on a semester, annual, and long-range basis for courses and programs within the department. Makes recommendations to the Office of Instruction & Learning regarding instructional and curricular planning on a semester, annual, and long-range basis for assigned programs and disciplines.
- Responsible for coordinating the initiation, implementation, control, evaluation, and revision of a broad range of courses and programs, including alternative instructional delivery such as online and off-campus.
- Works with the faculty to periodically review programs and curricula and coordinate curriculum development activities.
- Coordinates special project courses.

Scheduling

- Works with the Office of Instruction & Learning, the Office of Scheduling and with other departments to coordinate the scheduling of faculty, courses, and facilities.

Reports and Records

- Is responsible for maintenance of departmental records, minutes of department meetings, and required reports, book orders.

Budget

- Develops budgetary proposals and manages academic budgets throughout the academic year.
- Participates in the review of funding proposals to provide input on priorities for requests from academic departments.

Coordination with other units

- Coordinates operations with other College units, departments, divisions, programs and disciplines.

Public Relations

- Provides information and recommendations to the Office of Marketing and Communications to facilitate their promotion and marketing of instructional programs and courses.
- When applicable, promotes recognition of instructors and students to enhance the image of programs and the college.

Advising/Testing

- Ensures that adequate training and advisement materials for the courses and program in the department are provided to the Advisement Center.
- Provides proficiency tests to the Testing Center in SSC 104, arranges for the appropriate faculty member to assess the test, and files appropriate documentation with the Registrar.

Students

- Assists departmental members in addressing student concerns related to departmental courses.
- Is available to respond to student inquiries and concerns relative to all courses and programs throughout the academic year and limited hours during the summer for compensation as negotiated.

Campus Engagement

- Serves as a member of the Departmental Affairs Council.

Academic Assessment

- Coordinates with departmental faculty to develop and implement assessment plans and ensures appropriate communications with Faculty Assessment Leader and I&L.
- Ensures appropriate documentation of assessment results and action plans and communication with appropriate stakeholders as well as Faculty Assessment Leader and I&L.
- Coordinates with departmental faculty to ensure implementation of Action Plans.
- Provides documentation as requested by accrediting organizations.

Strategic Planning and Institutional Effectiveness Reporting

- Participates in and promotes projects that enhance instruction and help the college to achieve annual goals and objectives that are a part of the strategic plan.
- Using assessment results and other appropriate data, consults with departmental faculty and other appropriate stakeholders to establish objectives, procedures, timelines, and performance criteria for short- and long-range planning.
- Coordinates with departmental faculty to ensure implementation and documentation of departmental plans and outcomes.
- Compiles and submits Department Annual Report to Institutional Research.

Course and Program Review

- Provides oversight of Program Chairs, Program Coordinators and Part-Time Faculty Supervisors to review courses and programs and coordinate curriculum development activities.

B. Part-time Faculty Supervisor

The Part-Time Faculty Supervisor is appointed for the purpose of supporting excellence in teaching and learning among part-time faculty teaching in an academic discipline. Part-Time Faculty Supervisors have demonstrated expertise related to the academic content of the course(s) that the part-time faculty they are supervising are assigned. Excellence in teaching and learning is their primary focus. An individual serving as

Part-Time Faculty Supervisor is appointed by Instruction & Learning based on the recommendation of the Department Chair. Faculty members designated as Part-Time Faculty Supervisor retain their status as regular members of the college faculty, including their tenure status and rank, during and after their service as part-time faculty supervisors.

The Part-Time Faculty Supervisor position is responsible to the Department Chair, and generally is filled by a senior member of the full-time faculty from the department. Department Chairs and Program Chairs may serve as a Part-Time Faculty Supervisor.

Each Part-Time Faculty Supervisor has responsibility for specific part-time faculty as assigned to sections by the Department Chair in consultation with the Office of Instruction & Learning. Responsibilities include:

- Assisting the Department Chair and the Office of Instruction & Learning in assigning part-time faculty to course sections
- Responding to student inquiries and concerns regarding part-time faculty in the sections supervised during the semester.
- Recruiting and interviewing candidates and making recommendations for employment to the Department Chair
- Orienting part-time faculty to departmental policies and practices as needed or requested, including course outlines, textbooks, evaluation systems and audio-visual materials.
- Answering questions and addressing concerns for part-time faculty throughout the semester.
- Evaluating part-time faculty for which the supervisor is being compensated, according to the pre-determined evaluation schedule, and files appropriate forms including classroom observation reports with the Office of Instruction & Learning
- Assisting part-time faculty with Student Survey of Teaching.
- Reviewing Student Survey of Teaching with supervised part-time faculty, adding comments as necessary. (Refer to DUE Part-time Educators Contract)
- Consulting with the Department Chair in cases where difficulties surface that might impact on the continued employment of a part-time faculty.
- Encouraging and promoting professional development and engagement with other full-time and part-time faculty in the discipline

C. Program Chair

The Program Chair is appointed to manage specific degree-granting program(s) for the purpose of ensuring the academic quality and currency

of the program(s) in service of the students and the community. Program Chairs have demonstrated expertise related to the academic content of the program(s). Excellence in teaching and learning is their primary focus. An individual serving as Program Chair is appointed by the Vice-President of Instruction & Learning based on the recommendation of the Department Chair. Faculty members designated as Program Chairs retain their status as regular members of the college faculty, including their tenure status and rank, during and after their service as program chairs.

The Program Chair serves in an advisory capacity to the Department Chair and the Vice President for Instruction & Learning.

Part-time Faculty Supervision

- Has primary responsibility for recruitment, selection and orientation. They may also serve as a part-time faculty supervisor and would be compensated for each part-time faculty member supervised at the same rate as a Part-Time Faculty Supervisor. Since some courses may overlap several programs or disciplines, Department Chairs, Program Chairs and discipline faculty in collaboration with I&L will assign each course to a program or discipline for supervision of part-time faculty.
- Supervision duties are described in the Part-Time Faculty Supervisor job responsibilities.
- In consultation with I&L and the Department Chair, these responsibilities may be delegated to another faculty member in the program or discipline. In this case, the compensation for supervision will be allocated to the delegate.

Staff Supervision

- May supervise and evaluate the work of Civil Service Personnel and other part-time non-teaching staff assigned to program responsibilities

Scheduling and Teaching Assignments

- Makes recommendations to the Department Chair to coordinate the scheduling of courses, faculty, and facilities for the program
- Provides recommendations to the Department Chair on teaching assignments for full- and part-time faculty teaching in program

Professional Development

- In collaboration with Department Chair, encourages and promotes professional development and engagement with other full-time and part-time faculty in the program

Curriculum Development

- For the courses within the program, takes a lead role in curriculum development that is evidence-based and adheres to SUNY guidelines with direction from the Department Chair and the Office of Instruction & Learning
- Provides guidance to program faculty and input to the Department Chair for the initiation, implementation, evaluation, and revision of courses within the program
- Primarily responsible for the review of assigned programs and coordination of curriculum development activities for the program
- Provides guidance to program faculty for all courses including online courses within program
- Coordinates and provides leadership for the activities of the curriculum advisory committee for the program

Field Supervision

- Monitors the development, maintenance, and coordination of site selection and field supervision for the program, as appropriate.

Reports and Records

- Provides input to Department Chairs for required reports as well as book orders for courses within the program.

Budget

- Makes recommendations to the Department Chair regarding budgetary proposals. Makes recommendations to the Department Chair on matters of budget, equipment, and supplies for the program.

Strategic Planning and Institutional Effectiveness Reporting

- Makes recommendations and provides support to Department Chair in coordinating long range planning efforts at the program level.
- Compiles and submits Department Annual Report to Institutional Research.

Coordination with other units

- Coordinates with other College units, departments, divisions, programs and disciplines.

Public Relations

- Provides information and recommendations to the Department Chair regarding the promotion and marketing of assigned programs
- When applicable, provides input to the Department Chair to promote recognition of instructors and students to enhance the image of assigned programs

Admissions

- Assists the Admissions Office with program information relevant to the recruitment of students

Professional Outreach

- Is responsible for obtaining and maintaining appropriate accreditations for assigned occupational programs
- With I&L, facilitates and maintains articulation agreements with transfer institutions

Advising

- Works with the Advisement Center to provide students with program advisement for incoming and continuing students
- Takes a lead role in ensuring that adequate training and advisement materials for the program are provided to the Advisement Center

Students

- Responds to student inquiries and concerns relative to the program during every semester

Campus Engagement

- Serves as a member of the Program Chairs Council

Assessment & Reporting

- Proactively works with IR to assure necessary data is available to support assessment work
- Implements and monitors action plans stemming from PSLO and ISLO assessments
- Works with program faculty in the collection of necessary data for reporting on assessment of PSLOs and ISLOs
- Ensures appropriate documentation of all assessment results and actions plans with appropriate stakeholders as well as Faculty Assessment Leader and I&L.
- Provides program information for Department Annual Report
- Provides documentation as requested by accrediting organizations

Program Level Assessment

- Maintains and updates program assessment plan and associated action plans
- Periodically reviews and revises PSLOs
- Leads and coordinates all program level SLO assessment
- Prepares program assessment summary report (PASR) forms for all PSLOs
- Annually updates Program Assessment Overview (PAO)

Institutional Level Assessment

- Works with PCC and appropriate faculty to plan assessment of ISLOs as required by their program
- Works with PCC and appropriate faculty to review results from ISLO assessments and make recommendations for future assessments
- Periodically considers ISLOs from PCC perspective and make recommendations for revision to PSO

Academic Program Review

- Is responsible for the Academic Program Review process for the program, in consultation with the Department Chair and the Office of Instruction & Learning every five to seven years

Course and Program Review

- Provides leadership in the review of program courses and coordinates curriculum development activities.

- Coordinates the review of EXOs for all program courses and reviews EXO updates

D. Program Coordinator (LAH, LAX, GSP)

The Program Coordinator is appointed to manage an academic transfer program that serves a large student population with the goal of transfer to a wide variety of baccalaureate degree granting programs. The primary purpose of a Program Coordinator is to ensure the academic quality and currency of the program in service of the students and the community. Program Coordinators have demonstrated expertise in at least one of the liberal arts or science areas for transfer. Excellence in teaching and learning is their primary focus. An individual serving as Program Coordinator is appointed by the Vice-President of Instruction & Learning based on the recommendation of their Department Chair. Faculty members designated as Program Coordinators retain their status as regular members of the college faculty, including their tenure status and rank, during and after their service as program coordinators.

The Program Coordinator serves in an advisory capacity to the Department Chair and the Vice President of Instruction & Learning.

Faculty Supervision

- May provide assistance and feedback to appropriate Department Chair or discipline leader as appropriate regarding full or part-time faculty teaching in program.

Part-time Faculty Supervision

- Has primary responsibility for recruitment, selection and orientation. They may also serve as a part-time faculty supervisor and would be compensated for each part-time faculty member supervised at the same rate as a Part-Time Faculty Supervisor. Since some courses may overlap several programs or disciplines, Department Chairs, Program Chairs and discipline faculty in collaboration with I&L will assign each course to a program or discipline for supervision of part-time faculty.
- Supervision duties are described in the Part-Time Faculty Supervisor job responsibilities.
- In consultation with I&L and the Department Chair, these responsibilities may be delegated to another faculty member in the program or discipline. In this case, the compensation for supervision will be allocated to the delegate.

Reports and Records

- Provides input to Department Chairs for required reports as well as book orders for courses within the program.

Strategic Planning

- Makes recommendations and provides support to Department Chair in coordinating long range planning efforts at the program level.

Coordination with other units

- Coordinate operations with other College units, departments, divisions, programs and disciplines.

Public Relations

- Provides information and recommendations to the Department Chair regarding the promotion and marketing of program.
- When applicable, provides input to the Department Chair to promote recognition of instructors and students to enhance the image of program.

Admissions

- Assists the Admissions Office with program information relevant to the recruitment of students.

Advising

- Takes a lead role in ensuring that adequate training and advisement materials for the program are provided to the Advisement Center.

Students

- Responds to Department Chairs and other college offices that forward student concerns relative to the program during every semester.

Campus Engagement

- Serves as a member of the Program Chairs Council.

Assessment & Reporting

- Proactively works with IR to assure necessary data is available to support assessment work.
- Implements and monitors action plans stemming from PSLO and ISLO assessments.
- Works with faculty in the collection of necessary data for reporting on assessment of PSLOs and ISLOs.
- Ensures appropriate documentation of all assessment results and actions plans with appropriate stakeholders as well as Faculty Assessment Leader and I&L.
- Provides program information for Department Annual Report
- Provides documentation as requested by accrediting organizations.

Program Level Assessment

- Maintains and updates program assessment plan and associated action plans
- Periodically reviews and revises PSLOs
- Leads and coordinates all program level SLO assessment
- Prepares program assessment summary report (PASR) forms for all PSLOs
- Annually updates Program Assessment Overview (PAO)

Institutional Level Assessment

- Works with PCC and appropriate faculty to plan assessment of ISLOs as required by their program
- Works with PCC and appropriate faculty to review results from ISLO assessments and make recommendations for future assessments
- Periodically considers ISLOs from PCC perspective and make recommendations for revision to PSO

Academic Program Review

- Is responsible for the Academic Program Review process for the program, in consultation with the Department Chair and the Office of Instruction & Learning every five to seven years

Course and Program Review

- Communicates with Department Chairs concerning the review of courses within the program

- Communicates with Department Chairs in the review and update of EXO's of all courses in the program on a regular schedule and/or when changes are needed

3.4 Responsibilities of the Professional Staff

- A. Professional staff may engage in outside compensated activities provided such activities do not interfere with their teaching effectiveness or College duties and responsibilities. Prior to accepting such commitments and on an annual basis thereafter, the staff member shall specify in writing the exact nature and duration of the commitment and submit the request to his/her supervisor for approval. The approved request will be forwarded to the next level of supervision for subsequent approvals. The President may withhold approval of such activities or request their discontinuance after he/she has stated the reasons for the decision.

B. General Responsibilities and Obligations of Professional Staff

The professional staff is subject to the policies of the Dutchess Community College Board of Trustees; the administrative regulations of Dutchess Community College; the policies, rules and regulations of the State University of New York; and the laws of the State of New York.

The professional responsibilities and obligations of the professional staff shall also include the following, except as provided by (1), (2), (5), (12) and (14) which shall apply to faculty only:

1. Conduct of class in assigned subjects, such conduct to include such activities as: advance class preparation, frequent evaluation of student achievement, the prompt correction of student quizzes, examinations, and other papers and the prompt return of results to students, and review of examinations with students at their request;
2. Maintenance and submission of student grade reports and grade justification, and other student records as required by the Vice President for Instruction & Learning or the President of the College;
3. Participation in the planning and revising of departmental course offerings, services, policies, and procedures;

4. Preparation and submission of course outlines in accordance with the approved College format, with such outlines being regarded as property of the College; and in the case of non-teaching professionals the preparation and submission of annual reports, plans and other statements as requested by their immediate supervisors;
5. Development and implementation of instructional materials including multi-media resources consistent with the considered professional judgment of the members of the departments concerned;
6. Cooperation with the Board of Trustees, administration, and students in a continuing evaluation of the total college, its administrative effectiveness, its educational program, and all professional personnel;
7. Cooperation with and assistance to the administrative officers of the college by observing approved procedures for: budget development; purchasing of equipment, supplies and services; ordering and use of library resources; ordering and use of multi-media resources and equipment; use of computer facilities; responsible and economical use of all supplies, equipment, and property; and development of the College's master schedule for fall, spring, winter and summer terms;
8. Cooperation with and assistance to the Vice President of Enrollment and Student Success and his/her staff in providing job placement services, occupational counseling, and career guidance for students and alumni;
9. Cooperation with and assistance to the Vice President for Enrollment and Student Success and his/her staff in academic advisement including the pre-registration of enrolled students, general counseling, and registration of prospective and enrolled students;
10. Participation at the request of the President in regular college programs including, but not limited to: graduation ceremonies, building dedications, community days, workshops, orientation programs, and student career advisement programs;
11. Observance of all College rules and regulations in such matters as parking, smoking, security, care of equipment

and offices, library use, and safety in laboratories and shops;

12. Performance of college-related professional duties for a substantial part of the College day, either on campus or at extension facilities as scheduled; and in the case of non-teaching professionals, the performance of assigned duties in accordance with their work responsibilities;
13. Beginning classes and laboratory sessions on time, and making changes in scheduled class meetings and beginning and ending times only with Department Chair permission or in extenuating circumstances;
14. Recommendation of designs and plans for the construction of new buildings and major alteration of existing college facilities to Administration and through consultation, provision of advice and guidance to the end that facilities will meet the requirements of effective instruction. The administration will particularly look toward receipt of such information from professional staff who may be expected to use new facilities being planned;
15. To visit classes and/or assigned activities of professional staff, as needed.

C. Direction and Leadership of Student Activities

Each student organization is required to ask at least one professional staff member to act as the group's adviser. As such, the professional staff member is not to direct the organization's activities but is merely to make the group thoroughly aware of all the factors involved in any activity, plan, or situation that might arise.

All faculty advisers for clubs that are scheduling special events are expected to consult with the Director of Scheduling to determine an appropriate time and place. In order to avoid confusion, the Director of Scheduling will then schedule the event on the college calendar. Only the events scheduled on the calendar will be recognized as official college functions.

D. Advising Role

1. Full-Time Students

The faculty and administration at Dutchess recognizes that a student's capacity to cope with and benefit from the college experience will be affected greatly by his/her understanding of the institution, personal problems, needs, and expectations. Therefore, student counseling services occupy a central place in the total educational program of the College.

2. Part-Time Students

Part-time students are advised by the Academic Advising Center. They may walk in for advisement during normal business hours or make an appointment to see an advisor.

Academic advisement for part-time students is also available at the DCC at Fishkill facility by appointment with the Director of Programs and Activities at DCC at Fishkill.

4. Academic Governance

4.1 Professional Staff Organization By-laws

A. Establishment and Purpose

The Board of Trustees, administration, and faculty of Dutchess Community College believe that the institution will realize its declared goals most completely only when the knowledge, experience and creative powers of its professional staff are drawn upon continuously in a cooperative effort to develop its educational program. Therefore, they are agreed that a Professional Staff Organization (PSO) be formally established as an instrument through which the College's responsibility to its students for the design and presentation of a range of rich and patterned learning experiences may be mutually shared and adequately fulfilled.

The Professional Staff Organization became activated upon approval of the President of the College and two-thirds of the full-time professional staff members.

Specifically, the Professional Staff Organization shall:

1. Make recommendations and offer advisory opinions to the President and Board of Trustees on any and all matters affecting the educational program of the College.
2. Establish permanent and temporary subdivisions to implement and further the development of the College's educational program.
3. Recommend and undertake institutional research relating to the objectives and program of the College.

B. Membership

All full-time administrators and faculty members whose responsibilities relate to the instructional program of the College and its administration shall be members and shall have the privilege of voting and participating in proceedings of the Professional Staff Organization.

The President of the College is a non-voting member of the PSO.

C. Officers and Their Duties

1. Officers of the Professional Staff Organization shall be a chairperson, vice-chairperson, secretary, and three members-at-large, and shall be elected for a one-year term each May. A parliamentarian may be appointed by the chairperson.
2. Elections will take place at the March meeting of the spring. At least four weeks prior to the election, the chairperson shall appoint a Nominations Committee which will include at least one faculty member and one NTE. The Nominations Committee will solicit nominations and volunteers in a mailing to all members of the PSO and will verify that each nominee accepts the nomination. Nominations will also be accepted from the floor at the time of the election. The Nominations Committee will supervise the preparation, distribution, and counting of ballots. The candidate for each office receiving a majority of the votes cast shall assume office when faculty return to campus the following fall. In the event that no candidate receives a majority of the votes cast, a run-off election will be held between the two receiving the most votes for that office.
3. Duties of the Chairperson are to:
 - Call and preside over PSO meetings,
 - Set the agenda in consultation with the PSO executive members,
 - Attend the President's Advisory Council, articulate concerns of the PSO to the Council, and report back from the Council to the PSO body,
 - Represent the Professional Staff when he or she deems appropriate, and perform other duties necessary to the effect purposed of the organization,
 - Meet with the President of the College before each PSO meeting to discuss PSO topics and
 - Meet with the President of the Student Government Association at least once a semester to discuss areas of concern between the Student Government branch of shared governance at DCC and the Professional Staff Organization branch of shared governance.

Additionally, the Chairperson or Member at Large shall attend every meeting of the Board of Trustees. The purpose is to report on PSO activities when appropriate and respond

to questions any board member may have regarding Professional Staff Organization functions. The Chairperson or Member at Large shall report to the PSO regarding Trustees deliberations and actions.

4. The vice-chairperson oversees the work of the standing committees. This includes facilitating the annual leadership training sessions, tracking and maintaining the terms for both academic department and ASC representation, and presiding over the meetings of the chairs of the standing committees. The vice-chairperson will also maintain and update the annual PSO Handbook.

The vice-chairperson shall assume the responsibilities of the chairperson whenever he/she is unable to perform the duties of chairperson, assume the office of chairperson if a vacancy should occur, and be available to assist the chairperson when appropriate.

If the chairperson resigns or is removed from office, the vice-chairperson will automatically become the chairperson through the end of the elected term. The new chairperson will then appoint a vice-chairperson from the three members-at-large.

5. The secretary shall record faithfully the minutes of the meetings of the Professional Staff Organization; duplicate and distribute copies of the minutes of the meetings to all Professional Staff Organization members, the Office of Institutional Research, and the Library; and keep a permanent record of such minutes.
6. Officers of the Professional Staff Organization shall include three members-at-large. One member-at-large shall be chosen from the non-teaching educators, and two from the faculty. Duties of members-at-large shall include attendance of at least two members at Board of Trustees meetings as representatives of the Professional Staff Organization, acceptance of PSO-related concerns and ideas from other PSO members to be shared with the PSO Executive and/or the PSO body, if appropriate and with the permission of the individual expressing the concern or idea, and other duties assigned by the chairperson. If individual expressing concern agrees for his/her idea to be shared, he/she may choose to remain anonymous.

7. Upon the termination or resignation of the secretary and/or vice-chairperson, for reasons other than assuming the position of chairperson as outlined in section 4.1 C. 4. paragraph 3, a special election will be held at the next meeting.

D. Executive Committee

1. Membership on the Executive Committee shall be as follows: PSO Officers (Chairperson, Vice-Chairperson, Secretary, and the members-at-large), Chairpersons of Instructional Staff Council (ISC) and Administrative Staff Council (ASC), SUNY Faculty Council of Community Colleges delegate (non-voting member) and Parliamentarian (non-voting member).
2. Election of the SUNY Faculty Council of Community Colleges (FCCC) delegate and alternate will take place consistent with election procedures outlined in section 4.1.C.2 (Officers and Their Duties) with the exception that the term for each position shall be three years. A delegate and/or alternate may serve for more than one term. If the FCCC delegate cannot fulfill the responsibilities of the position or is elected as President of the FCCC, the alternate shall succeed as campus delegate to the FCCC for the unexpired term. A special election will be held at a future meeting to fill the unexpired term of the alternate.
3. Duties of the Executive Committee: The Executive Committee shall meet prior to each PSO meeting. The PSO Chairperson, in consultation with the Executive Committee, shall set the agenda for the PSO meeting and discuss any issues relevant to the PSO.

E. Meetings

Meetings for the Professional Staff Organization shall be scheduled for once a month during the regular academic year. If no business is necessary to be transacted, the chairperson may cancel the meeting. In addition, meetings may be called during the regular academic year at the discretion of the chairperson of the Professional Staff Organization or at the request of any of the Councils of the Professional Staff Organization or by petition of ten (10) members of the Professional Staff Organization to the chairperson of the Professional Staff Organization.

The agenda of each PSO meeting will be presented to the president of the college for informational purposes only.

The time, date, and location of all meetings shall be announced by e-mail, on the intranet, through other electronic means or memorandum to all members at least five working days in advance.

All meetings of the Professional Staff Organization, including its Committees and Councils, shall be open for observation by any member of the college community. Executive sessions for voting and other meetings may be closed only when the matter concerns budget and/or personnel, in accordance with state law.

Meetings of the Professional Staff Organization shall not be interpreted as restricting the power of the President or Vice President for Instruction & Learning to call general staff meetings as may be required for the efficient operation of the institution.

F. Order of Business

1. Items for the prepared agenda may be submitted only by:
 - a. The chairpersons of the two councils of the Professional Staff Organization acting on instructions from their respective groups,
 - b. The officers of the Professional Staff Organization, or
 - c. The chairpersons of the standing committees of the Professional Staff Organization, or
 - d. Petition of ten or more individual Professional Staff Organization members.
2. Items for a Professional Staff Organization meeting agenda, as well as all related materials, shall be submitted in writing to the chairperson at least four working days prior to the meeting. Copies of the agenda, standing, council and ad hoc committee reports, as well presentation materials (if available, shall be distributed by the secretary to members of the PSO at least two working days before the meeting.
3. The order of business for Professional Staff Organization meetings shall be as follows:

- a. Call to order
 - b. Approval of minutes
 - c. Chair's remarks
 - d. Council and committee reports and recommendations
 - e. Board of Trustees meeting report
 - f. Old business
 - g. New business
 - h. Open forum
 - i. Announcements
 - j. Adjournment
4. Standard Code of Parliamentary Procedure, McMillan, Alice Sturgis, 4th Ed., shall be used as a reference in conducting all meetings.

G. Amendments

The structure and operation of the Professional Staff Organization may be amended by a two-thirds vote at a regular Professional Staff Organization meeting.

H. Quorum

A quorum for meetings of the Professional Staff Organization shall be 30% of the total membership. The Chairperson shall assume the presence of a quorum unless a quorum count is called from the floor. A quorum for all subdivisions, with exception of the Administrative Staff Council, shall be 60% of the committee members. For the Administrative Staff Council quorum, please see section 4.1.J.1.e.

I. Proceedings and Recommendations

1. Reports, recommendations and decisions from PSO Councils and Standing or ad hoc Committees must be approved by a majority vote of the PSO prior to being recommended to the President.
2. Any action taken by the Professional Staff Organization will not become permanent until one week after it receives a majority vote. During that week a petition for reconsideration signed by 20 members of the PSO and presented to the chairperson of the PSO will prevent the action in question from becoming permanent until it can be reconsidered at another meeting. Upon receipt of a petition

to reconsider, the chairperson of the PSO shall call another meeting to reconsider the issue. The meeting shall be held not later than ten days after receipt of said petition to reconsider. If a quorum is not achieved at the meeting called to reconsider the issue in question, the original action of the PSO will be considered permanent.

3. The PSO Executive Committee requests that, after receiving a recommendation from the PSO, the President of the College communicate to the chairperson of the PSO the status of said recommendation prior to the next PSO meeting. The President of the College is further requested to respond, in writing, to the chairperson of the PSO regarding his or her final disposition of the recommendation, including a brief justification when a recommendation is rejected, once that disposition has been reached.
4. All motions approved by the PSO shall be numbered and indexed by the Secretary of the PSO. A complete list of recommendations for which presidential disposition is pending, shall be appended to the minutes of each meeting of the PSO.
5. Any request for action by a PSO standing or ad-hoc committee or council that is not part of the charge of the committee shall be directed through the officers of the PSO. The committee will not begin work on anything outside of its charge until a new charge has been approved by a 2/3 vote of the PSO members present at the meeting.
6. The chairperson or secretary of each council or standing committee will submit a copy of the minutes for each committee meeting to the e-mail group Committee Minutes. This group will include the Director of the Library, all academic and administrative Department Chairs (for circulation to department members), all officers of the PSO and its councils and committees, and anyone else who requests to be included in the group.
7. Copies of official records of the PSO and its councils and committees shall be stored in the library archives.
8. The vice-chairperson of the PSO shall be responsible for ensuring that the current PSO By-laws are posted on the intranet. The information posted will include the PSO By-

laws, a listing of the current officers, and a list of motions passed by the PSO during the previous year.

9. No one shall make an audio or video recording of a PSO meeting or a meeting of a PSO council, standing committee, or ad hoc committee without notifying the Chair prior to the meeting. The Chair will notify the body at the beginning of said meeting that someone is making a recording.

J. Councils of the Professional Staff Organization

1. Administrative Staff Council

a. Purpose

The Administrative Staff Council (ASC) shall be responsible for articulating the concerns of administrators, consistent with the College's mission, by serving as advisory to the PSO and its constituent councils, committees, the President, and other principal administrative officers of the College. The ASC shall make recommendations on implementing effective administrative policies and procedures, for planning the orderly advancement of the College, and for enhancing communication between the administrators of the College and among the general college community.

b. Structure

All full-time non-teaching professional staff shall be voting members of the ASC. The ASC shall have three officers on the ASC Executive Board, namely, a chairperson, a vice-chairperson, and a secretary.

The chairperson, the vice-chairperson and ASC members wishing to serve on standing committees shall be nominated by the ASC at its next to last meeting held during the spring semester. Elections shall be conducted prior to or at the last meeting of the year. A written or electronic ballot is required when there is a contest on the ballot.

The secretary shall be appointed by the chairperson.

Terms of office for the ASC Executive Board shall be for a total of two years, beginning and ending with the start of the academic year.

c. Duties of the Officers

The chairperson shall call and preside over at least two regular meetings per semester. Additional meetings may be called at the discretion of the chairperson or at the request of five (5) or more members of the Council.

He/she shall appoint ad hoc committees and task forces, and appoint members to fill ad hoc committee vacancies occurring during the school year.

The vice-chairperson shall assist the chairperson, assume his/her duties in his/her absence, and undertake other responsibilities as requested by the chairperson.

The secretary shall be responsible for preparing and circulating the minutes of all meetings and offering other appropriate support to the chairperson.

d. Functions of the ASC

The ASC, as a whole or through ad hoc committees shall address specific matters and shall make recommendations to the PSO and its constituent councils, committees, the President, and other administrative officers, with the understanding that such recommendations shall receive full consideration and a suitable response.

In addition to initiating recommendations, the ASC shall act on requests for information or for advisory opinions. The ASC shall, at the request of the President, recommend for consideration names of its members to represent the College at ceremonies or events, and to serve on committees as the President may request.

e. Meetings

An annual schedule for regular meetings of the ASC shall be coordinated with the Scheduling Office and published prior to the start of the academic year.

An agenda for each ASC meeting will be set by the ASC Executive Board. Items to be considered for the agenda should be submitted at least seven (7) days prior to the scheduled meeting. The submission of agenda items should be in written form and with sufficient detail to allow review by the ASC Executive Board.

The agenda and summary statements will be made available to the membership two work days in advance of a scheduled meeting.

Each ASC meeting shall include a period for announcements and new business that will allow for spontaneous discussion of items of relevance to the membership of the ASC.

A quorum for meetings of the Administrative Staff Council shall be 30% percent of the total membership.

2. Instructional Staff Council

a. Purpose

As a representative body of the faculty and academic departments on campus, the Instructional Staff Council (ISC) shall be responsible for articulating the concerns of the faculty, consistent with the College's educational mission, and taking appropriate action through the various available channels at the College.

b. Representation

Representation on the Instructional Staff Council shall be on the basis of one representative elected from each academic department. Departments shall elect their ISC representative in the same year they elect their Standing Committee representatives. The names of newly-elected representatives shall be reported to the incumbent Instructional Staff Council

by the first Monday in May. Members of the Instructional Staff Council shall serve for a period of two years. All Instructional Staff Council meetings are open to the professional staff. The DCC delegate to the FCCC is a non-voting, advisory member of the Instructional Staff Council.

c. Officers

The officers of the Council shall be: chairperson and a vice-chairperson who will also serve as secretary.

The new Instructional Staff Council will meet in May and must select its officers for the next academic year. The officers shall be considered elected on the basis of a plurality of votes cast. Officers shall serve for one-year terms to coincide with the academic year and shall be eligible for reelection. The results of the ISC election must immediately be reported to the PSO Vice-Chairperson for announcement at the next PSO meeting (often the following day).

d. Duties

The chairperson shall call and preside over meetings, set the agenda, establish permanent and ad hoc committees of the Council, represent the Council, when appropriate, at various meetings, ceremonies, or events, and, with a majority vote of the Council, call and preside over meetings of the instructional staff.

The vice-chairperson/secretary shall assume the responsibilities of the chairperson whenever a vacancy occurs in that office until an election can be called at an appropriate time, and record and distribute minutes of the meetings to all members of the professional staff.

e. Functions

The Instructional Staff Council shall accept persons, designated by their academic departments, to fill instructional staff vacancies on all standing college

committees, may appoint persons, at the request of the President or the Professional Staff Organization, to ad hoc or permanent committees, and, as stated in the Council's purpose, articulate faculty concerns on all college issues which are non-contractual in nature.

Consequently, the ISC shall be empowered to call meetings, to solicit and prepare petitions, to issue reports, and to make recommendations to appropriate committees, organizations, and individuals. (Fall 1977)

K. Standing Committees of the Professional Staff Organization

1. Membership on standing committees shall be as follows:

- a. Standing committees shall be composed of one member of each academic department where so desired by the department, administrators, and one student representative, subject to limitations as set forth below.
 - i. Faculty members shall be elected by their departments. A department too small to elect a representative may elect a member of the PSO from outside the department to be its representative.
 - ii. With the exception of ex-officio members, administrators shall be elected by the Administrative Staff Council. A maximum of five (5) administrators, including ex-officio members, shall serve as voting members on each standing committee. This number should reflect the proportion of full-time faculty to full-time administrators.
 - iii. Each student member will be appointed by the Student Government Association to serve in an advisory (non-voting) capacity. Each April, the Chairperson of the PSO will supply the Director of Student Activities with a list of available standing committee positions for the following academic year.

- b. Members of the professional staff shall serve two-year terms with one-half of the membership elected each year. Student members shall serve one-year (renewable) terms. In case of a resignation, the replacing member will fill out the original term. The May meeting of the Standing Committees are required only for returning and new members.

The following five Academic Departments will elect standing committee members to two year terms in the Spring of even numbered years: Allied Health and Biological Sciences (AHBS), Behavioral Sciences (BHS), Engineering, Architecture, and Computer Technologies (ENACT), English and Humanities (ENG), and Physical Sciences (PHS). In the Spring of odd numbered years, the following five Academic Departments will elect their standing committee representatives to two-year terms: Business (BUS), History Government, and Economics (HGE), Mathematics & Computer Science (MCS), Nursing (NUR), and Performing, Visual Arts and Communication (PVAC).

- c. Chairpersons (and, where applicable, vice chairpersons and secretaries) shall be elected by each committee at the organizational meeting held the week of graduation in May. The results of officer elections must immediately be reported to the PSO Vice-Chair for announcement at the next PSO Meeting (often the following day). It is recommended that professional staff members with fewer than three years of continuous full-time service to the college not be elected as chairperson. Advisory members shall not be elected as chairperson.
- d. Members of committees and councils who cannot attend a meeting shall designate a substitute as appropriate. The substitute may participate in the same capacity as the absent member.

2. Committee Membership Limitations:

- a. Participation shall be limited to membership in any combination of three (3) of the following:

- i. Standing committees of the PSO.
Each PSO members may hold membership in only one (1) standing committee.
- ii. Ad hoc committees
- iii. The Instructional Staff Council

3. Voting Privileges

- a. Each elected faculty member and each administrator elected by the ASC shall have a vote.
- b. Administrators who serve on committees by virtue of their job descriptions shall be designated as ex-officio members and shall have a vote.
- c. Administrators who are responsible for providing advisory support to the Curriculum Committee shall be designated as advisory members and shall be non-voting members of the committee.

4. Standing Committees - Duties and Descriptions

Additional standing committees to those set forth below may be established by majority vote of a quorum of the PSO.

- a. Committee on Student Learning & Assessment (CSLA)

The Committee on Student Learning and Assessment reviews and makes recommendations regarding academic standards and policies with the goal of promoting the academic success of all students, with a particular focus on academically disadvantaged students. The Committee works to identify areas of difficulty and where appropriate, advocates for disadvantaged students with college offices and academic departments. The Committee solicits suggestions from the academic community to aid in assessment, academic remediation, personal development, career counseling, and innovative methods and ideas that contribute to the success of all students.

The Committee shall also be responsible for reviewing the policies, procedures, and aggregate results relating to all campus-wide student-learning assessment. The Committee offers recommendations about how best to improve the student learning assessment process.

Committee members participate in student grade appeals as requested by the Office of Instruction & Learning.

b. Curriculum

The Curriculum Committee makes recommendations to the PSO regarding curriculum policy, core curriculum, and development, establishment, evaluation and revision of new and existing courses and programs. To assist the academic departments, the Office of Instruction & Learning, and the Curriculum Committee in the discharge of their responsibilities, the committee maintains a Curriculum Committee Handbook that contains the DCC Academic Objectives and details the Committee's policies, procedures, and deadlines.

c. Educational Environment Committee

The Educational Environment Committee reviews issues affecting the quality of the educational environment on campus, in areas including educational resources, technology, facilities, and academic support. The committee also seeks to support the use of technology on campus. Finally, the Committee acts in an advisory capacity for Technology Services, the Francis U. and Mary F. Ritz Library, and the Dr. Mary Louise Van Winkle Professional Staff Teaching Learning Center in matters of educational technology and environment.

d. Professional Staff Development (PSDC)

The Professional Staff Development Committee is responsible for assessing the professional development needs of the instructional and administrative staff and recommending policies and programs which will contribute to their continuing

growth and career advancement. The Committee plays an active role in the planning of lectures and workshops for the campus community, and may provide input for professional staff orientation programs.

The PSDC will also be responsible for reviewing faculty sabbatical applications and making recommendations to the Vice President of Instruction & Learning and the President of the College.

L. Ad-hoc Committees

Ad-hoc committees may be established by a majority vote of a quorum of the PSO. Ad-hoc committees will be discharged upon acceptance of their final report to the PSO. Otherwise, ad-hoc committees will expire one year from creation unless a different time of expiration is specified by the PSO.

M. Sub-Committees

PSO standing committees may appoint subcommittees. Subcommittees and their members are appointed by the chair of the standing committee with the approval of the committee members. Subcommittees may include a minority of non-committee members. The subcommittee's powers, rights, duties, and timeline shall be provided in the motion that creates it or in written instructions given to it by the standing committee chair. Subcommittees shall report to the standing committee as requested by the standing committee chair. Subcommittees shall report only to the committee that created them. Subcommittees will be discharged upon acceptance of their final report to the standing committee. Otherwise, subcommittees will expire one year from creation unless a different time of expiration is specified by the standing committee.

4.2 College Councils and Committees

A. President's Advisory Council

The President's Advisory Council provides input to the President of the College on matters of policy, current and future concerns, and challenges facing the College. The membership of the Council includes representatives from all campus constituencies

Meetings are scheduled by the President.

B. Diversity Council

The Diversity Council advises the President on matters that advance our institutional goal, and value, of diversity. The Council is charged with ensuring that the College is an inclusive environment that welcomes all individuals.

Meetings are scheduled by the Chief Diversity Officer.

C. Institutional Review Board (IRB)

RESEARCH USING DCC STUDENTS AND EMPLOYEES:
The Institutional Review Board (IRB) at Dutchess Community College (DCC) is responsible for protecting the rights and welfare of human research subjects. The IRB has oversight over all research activities at DCC involving students and employees, EXCEPT in cases of typical educational activities, pedagogical inquiries, and assessment efforts needed for internal purposes. IRB approval must be secured before beginning any research activities. For information, please visit:
<https://www.sunydutchess.edu/aboutdcc/institutionalresearch/irb.html>.

D. Departmental Affairs Council

1. The Council on Departmental Affairs shall consist of Department Chairs and administrative officers responsible for the academic program of the College. The Vice President for Instruction & Learning of the College shall call and preside at all meetings of the Council. The latter

shall be responsible for the agenda and minutes of all meetings.

2. The Council shall consider matters relating to the organization, administration and development of the academic departments of the College. It shall be primarily concerned with the coordination of departmental affairs and the identification and solution of common problems.

D. Program Chairs Council

1. The Program Chairs Council (PCC) shall consist of program chairs/coordinator and faculty leads when appropriate, as well as administrative officers responsible for the academic program of the College. The Vice President for Instruction & Learning of the College shall call and preside at all meetings of the Council. The latter shall be responsible for the agenda and minutes of all meetings.
2. The Program Chairs Council reviews and makes recommendations concerning general policies and procedures related to the supervision of the academic programs and data from institutional research to inform program reviews. PCC leads the planning of academic assessment of student learning outcomes by recommending the schedule for assessments of ISLOs and PSLOs for consideration by departmental faculty, discussing impact of results on academic programs, and making recommendations for improvement of student learning and of the assessment process itself. PCC also provides a forum for program chairs to share best practices. The PCC is an academic dean's committee.

4.3 Nominating Committees for the SUNY Chancellor's Awards for Excellence

A. Excellence in Teaching and Excellence in Adjunct Teaching

1. Representation

One full-time faculty member elected from each academic department;
One full-time member elected from the ASC;
One student member appointed by the SGA;
One ex officio member appointed by the President;
One full time member elected by CSEA support staff;
Two part-time faculty members from different departments elected by part-time faculty;
The chair (or chair's designee) of the campus faculty governance organization

Each member will have an equal vote in all deliberations.
Previous recipients of this award are strongly encouraged to serve on this committee.

2. Term of Office

Members will be elected or appointed by their constituencies for two-year terms, with 50% elected each year to ensure continuity. Members from academic departments or PSO councils will be elected at the same time and in the same manner as elections for PSO Standing Committees. Online elections will be held for representatives of the CSEA support staff and the faculty. No member shall serve consecutive terms.

3. Organizational Structure

A chairperson will be elected from amongst the faculty members of the committee at the first meeting of each academic year, which will be held during the ad hoc meeting slot in September. The President's appointee will be responsible for calling the first meeting; the chairperson will be responsible for calling all subsequent meetings.

4. Secretarial Support

The Office of Instruction & Learning will provide clerical support as needed.

5. Duties and Responsibilities

The committee is responsible for soliciting nominations for the Chancellor's Award for Excellence in Teaching, and for Excellence in Adjunct Teaching, for providing guidelines to nominees for assembling their portfolios, and for making a recommendation to the President of the college, within the guidelines laid out by the Office of the SUNY Vice President of Instruction & Learning at: <http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>

The committee shall adjust the nomination timetable as necessary so as to make its choice in accordance with the SUNY deadline for the nomination.

B. Excellence in Professional Service and Excellence in Classified Service

1. Representation

Six members elected by the ASC;
Four members elected by ISC;
One student member appointed by the SGA;
One ex officio member appointed by the President;
Three full time members elected from the CSEA support staff;
Two part-time faculty members from different departments elected by part-time faculty;
The chair (or chair's designee) of the campus faculty governance organization (SUNY requirement);

Each member will have an equal vote in all deliberations.

Previous recipients of this award are strongly encouraged to serve on this committee.

2. Term of Office

Members will be elected or appointed by their constituencies for two-year terms, with 50% elected each year to ensure continuity. Members from academic departments or PSO councils will be elected at the same time and in the same manner as elections for PSO Standing Committees. Online elections will be held for representatives of the CSEA support staff and the part-time faculty. No member shall serve consecutive terms.

3. Organizational Structure

The chairperson will be elected from amongst the administrative or support staff members of the committee at the first meeting of each academic year, which will be held during the ad hoc meeting slot in September. The President's appointee will be responsible for calling the first meeting; the chairperson will be responsible for calling all subsequent meetings.

4. Secretarial Support

The Office of Instruction & Learning will provide clerical support as needed.

5. Duties and Responsibilities

The committee is responsible for soliciting nominations for the Chancellor's Award for Excellence in Professional Service and for Excellence in Classified Service, for providing guidelines to nominees for assembling their portfolios, and for making a recommendation to the President of the college, within the guidelines laid out by the Office of the SUNY Vice President of Instruction & Learning at: <http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>

The committee shall adjust the nomination timetable as necessary so as to make its choice in accordance with the SUNY deadline for the nomination.

4.4 The Faculty Council of the Community Colleges of the State of New York

In February 1967, the Board of Trustees of the State University of New York approved an enabling article which created the Faculty Council of the Community Colleges which operate with the program of SUNY.

A. Purpose of the Faculty Council of Community Colleges

The Faculty Council of Community Colleges shall be the official agency through which the SUNY community college faculty engages in the governance of the University. The Faculty Council shall focus on matters relating to community college faculty and system-wide educational policies and other professional matters of the State University of New York, and in those areas the Faculty Council will:

1. Study, advise, and make recommendations regarding academic concerns, issues, policies, and programs.
2. Provide opportunity and structure for the faculties of community colleges to formulate positions on policy matters of common interest to the community colleges for transmittal to community college presidents, trustees, and sponsors.
3. Provide an opportunity for the faculties of the community colleges to act in an advisory, consultative, and planning capacity to the Chancellor of the University.
4. Provide a forum for the consideration of matters of common interest to the faculties of the community colleges.
5. Provide means for the interchange of ideas among the faculties of the community colleges and between the faculties and the administration of the University.
6. Provide an additional channel of communication between the University administration and local governing boards of the community colleges.

The college's delegate to the Council, elected by the Professional Staff Organization, serve three-year terms.

B. Responsibility and Role of Faculty Council Delegates

Faculty Council delegates serve the dual role of representing their campus faculty to the Faculty Council and reporting to their campus leaders on the deliberations and actions taken by the Faculty Council

The following is an outline of a delegate's responsibilities:

1. Attend and actively participate in the fall and spring meetings of the Faculty Council, representing the faculty of his/her campus.
 - a. Report to the Faculty Council of Community Colleges on the views of his/her campus faculty regarding issues and agenda items of the Faculty Council.
 - b. Bring to the attention of the Faculty Council of Community Colleges those issues from his/her campus which have relevance to SUNY community colleges in general.
 - c. Report back to the campus faculty on the deliberations, actions, and activities of the Faculty Council of Community Colleges following each fall and spring meeting.
 - d. Maintain a liaison role between the campus faculty governing body, especially the Chairperson, and the Faculty Council of s issues Community College.
 - e. Maintain communication and meet with the campus President and other appropriate administrative leaders regarding Faculty Council of Community Colleges issues.
2. Actively participate in the work of standing committees of the Faculty Council by serving on a committee and assuming leadership responsibility for specific committee initiatives.
3. In other ways, actively contribute to the ongoing program of the Faculty Council (e.g. leadership roles, hosting a Faculty Council of Community Colleges meeting, ad hoc activities of the Faculty Council).
4. Maintain communication with the campus alternate representative on matters of discussion and action of the Faculty Council of Community Colleges.

The DCC delegate to the FCCC is a non-voting, advisory member of the Instructional Staff Council.

5. Appointment of Faculty

5.1 Appointment of Substitute Faculty

Substitute faculty may be hired by the President in case of extended faculty illness or other circumstances. Payment shall be at an hourly rate according to an approved schedule.

5.2 Minimum Qualifications for Academic Rank

The College employs the following classifications for full-time instructional personnel: instructor, assistant professor, associate professor, and professor. Part-time instructional staff are designated as part-time faculty. Degrees from American colleges must be from those colleges with recognized regional accreditation.

Normally¹, academic rank is determined by formal education, degrees, and graduate study at regionally-accredited institutions. Skilled technical or artisan qualifications, however, may be substituted for degree requirements where appropriate. Experience other than full-time teaching at the post-secondary level will be evaluated at the time of hiring. New faculty with an earned doctorate will normally be appointed at the rank of assistant professor.

Faculty are expected to meet the minimum qualifications of a given rank, and those specified for lower ranks, to be eligible for promotion. This policy describes only the minimum qualifications for consideration for promotion and tenure and is not intended to be a formula for determining who should be promoted or as guaranteeing promotion. This judgment will be made in the appropriate fashion and will involve review and recommendation by the department, Department Chair, Promotion and Tenure Committee, the Vice President of Instruction & Learning, and the President with the President ultimately making a recommendation to the Board of Trustees for their action.

An application for promotion should not be made before an application for tenure.

¹The term "normally" indicates that these guidelines are not rigid and that judgment will be used in following the policy. It is assumed the master's degree is in an appropriate discipline or one related to the faculty member's teaching field.

5.2.1 Instructor

The minimum qualifications for the rank of instructor at Dutchess Community College normally include:

- A. Master's degree or equivalent knowledge and experience.
- B. Teaching Effectiveness (based on classroom observations, student feedback, and other available information)
- C. Student Engagement (based on, but not limited to, advisement, orientation activities, supplementary instruction/tutoring, mentoring students in discipline, serving as club advisor, organizing or participating in extracurricular activities/programs for students)
- D. Service to Department/College/Community (based on contributions in curriculum review; peer appraisals; committee activity; participation in college organizations and activities; participation in community organizations, particularly in curriculums where relationships with industry, business, and community agencies are important; voluntary service such as speaking; participation in community activity)
- E. Professional Development and Scholarship (based on courses of study, independent study, creative work, publications, participation in professional workshops and conferences, conference presentations, and membership and participation in professional organizations)

5.2.2 Assistant Professor

The qualifications for eligibility for the rank of assistant professor at Dutchess Community College normally include:

- A. Master's degree plus 15 additional appropriate graduate credits², or by attaining the equivalent level of professional development through other forms of education, experience or professional achievement beyond that obtained as an instructor.
- B. Proven excellence as a college teacher in a given subject matter area, or professional and technical experience in industry or business indicating excellence in a specialized area and the potential for excellence as a college teacher.
- C. Capacity for independent work in his/her discipline or professional area.
- D. Five years of full-time teaching at the post-secondary level³. Part-time teaching and graduate teaching assistantships do not apply.
- E. Participation in community activities, as appropriate.
- F. Experience with the total demands of the professional role beyond that expected of an instructor.
- G. An understanding of the mission and goals of the College and demonstrated capacity to contribute to their attainment.

²The College recognizes that some master's degrees may require as many as 60 credits. For purposes of promotion, any credits in excess of 30 will count toward the stated requirement of additional graduate credits beyond the master's degree.

³Significant professional non-teaching experience or a doctoral degree in one's field may be substituted for up to three years of teaching experience. This determination should be made at the time of hiring or upon completion of the doctorate. The substitution should be applied at the earliest time possible.

5.2.3 Associate Professor

The qualifications for eligibility for the rank of associate professor at Dutchess Community College normally include:

- A. Master's degree plus 30 additional appropriate graduate credits⁴, or an earned doctorate, or by attaining the equivalent level of professional development through other forms of education, experience or professional achievement beyond that obtained as an assistant professor.
- B. A continuing record of consistently superior performance as a college teacher.
- C. Evidence of continuing professional development related to his/her discipline.
- D. Ten years of full-time teaching at the post-secondary level⁵ or five years at the rank of assistant professor. Part-time teaching and graduate teaching assistantships do not apply.
- E. Participation in community activities, as appropriate.
- F. Experience with the total demands of the professional role beyond that expected of an assistant professor.
- G. A record of substantial contributions to the department, to the College, and evidence of leadership among the faculty⁶.

⁴The College recognizes that some master's degrees may require as many as 60 credits. For purposes of promotion, any credits in excess of 30 will count toward the stated requirement of additional graduate credits beyond the master's degree.

⁵Significant professional non-teaching experience or a doctoral degree in one's field may be substituted for up to three years of teaching experience. This determination should be made at the time of hiring or upon completion of the doctorate. The substitution should be applied at the earliest time possible.

⁶Leadership is not limited to chairing college-wide committees. Other examples may include active involvement on committees and active participation in the governance process.

5.2.4 Professor

The qualifications for eligibility for the rank of professor at Dutchess Community College normally include:

- A. Master's degree plus 45 additional appropriate graduate credits¹, or an earned doctorate, or by attaining the equivalent level of professional development through other forms of education, experience or professional achievement beyond that obtained as an associate professor. A minimum of 30 traditional graduate credits is expected at the rank of full professor.
- B. A continuing record of consistently superior performance as a college teacher.
- C. A record of successful professional achievement related to his/her discipline.
- D. Fifteen years of full-time teaching at the post-secondary level² or five years at the rank of associate professor. Part-time teaching and graduate teaching assistantships do not apply.
- E. Participation in community activities, as appropriate.
- F. Experience with the total demands of the professional role beyond that expected of an associate professor.
- G. A continuing record of substantial contributions to the department, to the College, and evidence of leadership among the faculty³.

¹The College recognizes that some master's degrees may require as many as 60 credits. For purposes of promotion, any credits in excess of 30 will count toward the stated requirement of additional graduate credits beyond the master's degree.

²Significant professional non-teaching experience or a doctoral degree in one's field may be substituted for up to three years of teaching experience. This determination should be made at the time of hiring or upon completion of the doctorate. The substitution should be applied at the earliest time possible.

³Leadership is not limited to chairing college-wide committees. Other examples may include active involvement on committees and active participation in the governance process.

5.3 Eligibility and Requirements for Continuing Appointments

A faculty member will typically¹ apply for a continuing appointment during his/her fifth year of full-time teaching in a tenure-track position at Dutchess Community College. However, as outlined below, with credit for previous college teaching experience it is possible that the application could be made as early as during the second year.

For new faculty who have had three years of previous full-time college teaching experience² in a tenure-track or equivalent position, the College shall apply one year toward the five years required for the continuing appointment decision. For new faculty who have had more than three years of previous full-time college teaching experience in a tenure-track or equivalent position, the College shall apply at least two years, but not more than three years, toward the five years required for the continuing appointment decision. At the time of initial hire, new faculty may decline one or more of the years' credit for prior experience the College applies toward the five years required for the continuing appointment decision. For faculty who have served two or three years in a temporary full-time teaching appointment at Dutchess Community College, the College shall apply one year toward the five years required for the continuing appointment decision. At the time of the initial term appointment, the College shall state in writing the exact number of years which will apply and the year in which the faculty member shall apply for continuing appointment.

In all cases, an application for a continuing appointment should be made no later than during the fifth year, minus possible credit as outlined above. If a continuing appointment is not granted at this time, the contract for the following year will be considered terminal. An application for a continuing appointment can be made only once.

A continuing appointment is not automatic; rather it is a recognition by the College that a faculty member has demonstrated above-average teaching ability, has been a productive member of the college community, and has given promise of continued professional growth. A faculty member applying for a continuing appointment should present evidence for each of the following categories:

- A. Teaching Effectiveness
- B. Student Engagement

¹"Typically" here refers to a faculty member with no credit for prior college teaching experience.

²Part-time teaching and graduate assistantships do not apply.

- C. Service to Department/College/Community
- D. Professional Development and Scholarship

5.4 Limitations on Extra-Service Teaching

Full-time Administrators Including Those Designated Management or Confidential

As of the academic year 1971-1972, full-time administrators have been permitted to assume limited teaching assignments during the semester and summer session. All extra service teaching assignments are on a limited basis, subject to approval of the administrator's supervisor and appropriate Dean following evaluation of the administrator's academic training and competency in teaching, as well as availability at the particular time the course is offered, and provided that such assignments do not interfere with the administrator's regular full-time work at the college.

A. General Principles

An administrator wishing to be involved at DCC in teaching, assisting in teaching, or lending support to credit bearing or credit free instruction or equivalent responsibilities must:

1. Receive the approval of his/her immediate supervisor or Department Chair and complete the appropriate forms;
2. Have appropriate academic credentials or acceptable expertise in the area of such involvement;
3. Have the approval, as an instructor or assistant to an instructor, of the Department Chair or dean under which such instruction or equivalent involvement will take place;
4. Make every precaution for the coverage of his/her routine duties while assuming such responsibilities.

B. Compensation

1. An administrator who accepts responsibilities which are not related to his/her normal job description, which demand his/her time during the normal working day and for which he/she is receiving compensation by a supplementary college contract may make up such time in one of the following ways:
 - a. Subtract the time from either personal leave or vacation days, or,

- b. Equate the time to leave without pay, or,
 - c. Make up the time outside the normal working day, with the approval of his/her immediate supervisor.
- 2. An administrator who accepts responsibilities which are related to his/her normal job description, which demand his/her time during the normal working day and for which he/she is receiving compensation by a supplementary college contract may make up such time in one of the following ways:
 - a. Subtract the time from either personal leave or vacation days, or,
 - b. Equate the time to leave without pay, or,
 - c. Make up the time outside the normal working day, with the approval of his/her immediate supervisor.
- 3. An administrator who accepts responsibilities which are not related to his/her normal job description, which demand his/her time during the normal working day and for which he/she is not compensated by a supplementary college contract may make up the time in one of the following ways:
 - a. Subtract the time from either personal leave or vacation days, or,
 - b. Equate the time to leave without pay, or,
 - c. Make up the time outside the normal working day, with the approval of his/her immediate supervisor.
- 4. An administrator who accepts additional responsibilities which are related to his/her normal job description, which demand his/her time during the normal working day and for which he/she is not receiving compensation by a supplementary college contract will not be required to make up the time devoted to such responsibilities.
- 5. The responsibility for deciding which of the four categories defined above fits a given administrator assuming

additional assignments will be that of the immediate supervisor.

C. Limitations on the Extent of Supplementary Contracts

The compensation for supplementary Dutchess Community College contracts for administrators shall be limited to a teaching assignment with a total salary not to exceed six semester lecture hours. Payment for non-credit courses and evening supervision is to be included in the total.

D. Intent

The intent of these guidelines is to clarify responsibilities, to assure that administrators pursue their normally prescribed duties and not to prohibit non-teaching professionals from pursuing instructional experience.

5.5 Academic Freedom

The Board of Trustees, administration, and faculty of Dutchess Community College recognize the importance of academic freedom to the fulfillment of its educational purposes and therefore endorse the 1940 Statement of the American Association of University Professors on Academic Freedom (updated in 1990 to remove gender-specific references). The text of the statement follows:

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution

6. Appointment/Termination of Administrative Professional Staff

6.1 Temporary Appointments

Temporary appointments to administrative staff positions may be made for specific periods of time, not exceeding one year, and may be terminated at any time. Such temporary positions shall include appointments under state and federal grants and contracts, and replacements for leaves of various kinds.

6.2 Termination of Management/Confidential Employees

Managerial and/or confidential employees may be dismissed by the President during any contract period. (Due to the sensitive nature of the position involved in the managerial and/or confidential categories, the provision is necessarily different from that applying to other administrators. A President must not be bound by time or circumstances from selecting those he/she needs for the top administrative officers of the institution.)

6.3 Guidelines for Screening Committees

In support of Dutchess Community College's policy on equal employment and consistent with the College's continuing commitment towards affirmative action, the following guidelines are provided to recruit, promote and employ individuals to full-time permanent positions on the faculty or administrative staff.

Qualified candidates will be recruited according to the College's recruitment guidelines and affirmative action policy.

Vacancies which exist on the faculty or administrative staff will be filled with the assistance of a Screening Committee, which is appointed by the President. Membership on a committee will reflect a divergence of the institution's views, and should include, wherever possible, representation from a variety of academic departments and administrative offices, and, where possible minorities. The Screening Committees are advisory to the individual responsible for making a recommendation for a particular appointment, whether that person be the President, Vice President or Dean. Such committees are authorized to screen applicants based on established qualifications and to interview candidates.

Prior to the review of an applicant's credentials and the conducting of interviews, committee members will receive and be briefed on pertinent affirmative action concerns, including Dutchess Community College's goals and timetables. Information will also be provided on the provisions of the Americans with Disabilities Act (ADA). An interview guide will be supplied to the chairperson of each committee to help them through the process of interviewing candidates. The work of the committee should be expedited within a realistic time frame.

In narrowing down a wide field of applicants to a few who are selected for interviews, a number of procedures may be used. For example, the committee as a whole may divide applications into groups of applicants such as:

- A. Highly qualified; definitely should be interviewed.
- B. Qualified; may be interviewed.
- C. Unqualified; should not be interviewed.
- D. Qualified on-campus and local candidates should be given the courtesy of an interview.

The President or the Affirmative Action Officer may request the committee interview a candidate who may have been previously eliminated for a number of reasons.

Normally, all information about candidates, including completed application forms must be on campus before interviews are held.

A committee recommendation of final candidates should be sought and presented to the appropriate Dean, Vice President, President, and the Affirmative Action Officer. The recommendation should be in the form of a detailed written analysis of each person's strengths and weaknesses. Upon receipt of the Screening Committee's report, the Supervising Dean will discuss the candidates with the Chair or full committee, as appropriate. Committee members will be notified of the selection of a particular individual. If the analysis produces a candidate who accepts the position, the search is closed. If not, the search will be reopened.

Normally, all files of the search committee shall be considered closed. After the search is completed, they shall be filed in the College's Office of Human Resources Management.

7. Promotion and Evaluation of Professional Staff

7.1 Evaluation Policy and Procedures for Personnel Evaluation

A. General Procedures

1. Administrators:

Evaluation of administrators at Dutchess Community College shall consist of the annual preparation of the Professional Development Report for Administrators. This report is prepared by the immediate supervisor in accordance with the recommended report format and guidelines. An interview should precede and follow the preparation of the report, which should be completed by the end of June of each academic year. In cases where the evaluation interview does not result in both individuals signing the Professional Development Report, a third party should be included in one or more subsequent evaluation interviews. For Administrators, this individual should be the College President. Additional documentation may be attached to the report as necessary. All completed Professional Development Reports for Administrators and Faculty should become a part of the individual's open file at Dutchess Community College.

The guidelines are as follows:

- a. The head of each administrative department must file a formal, written evaluation on an annual basis for each administrator he/she supervises. This set of guidelines should be followed in writing the report, and it should be submitted by the end of June of each academic year. The evaluation should be viewed as an opportunity to enhance the professional development of the supervisor and supervisee, and both parties should approach the appraisal in a positive and objective manner. As such, the evaluation report should emphasize both strong and weak characteristics of the supervisee.
- b. Before writing the final report, the supervisor should discuss the appraisal with the supervisee, giving the supervisee a chance to present his/her views of his/her own performance. The supervisor may wish to prepare a rough draft of the evaluation for the initial interview. Once the report is

completed, it should be discussed again with the supervisee. Each party may wish to attach additional information. The report is filed in the open file of the supervisee, and a copy should be given to him/her for his/her own files.

- c. The supervisor may use any relevant information which he/she has about the supervisee in making his/her report, including information collected in the Staff Evaluation forms during the annual evaluation week. Personal and interpersonal characteristics and behavior patterns should be included when they affect the professional performance of the supervisee. It should also be shown how professional qualities or characteristics affect the performance of the supervisee.
- d. Primary importance should be given to performance effectiveness based on the job description; departmental, college, professional, and community activities should also be considered.
- e. The supervisor should consider the following criteria in making his/her report, but this list should not constrain him/her from using additional evaluation criteria which appear to be relevant.
 - i. Performance effectiveness: This is the most important aspect of the evaluation. The supervisor should evaluate the way in which the supervisee performs the specific tasks included within the job description for his/her position. Willingness to assume added responsibilities should be noted, but the supervisee should not be evaluated on work which is not normally a part of his/her job description. Salient professional, personal and interpersonal characteristics should be considered.
 - ii. Contributions to the Department and College: Evaluations should be based on committee work, departmental activities, participation in college organizations and activities, willingness to help other members of the department, to suggest new

procedures and to improve existing departmental procedures.

- iii. Community contributions: These should be included if it is felt that the job of the supervisee requires him/her to work closely with members of the community. For other administrators, community contributions might be noted, but a lack of them need not be indicated.
- iv. Professional development: Based on courses of study, independent study, participation in professional workshops and conferences and membership and participation in professional organizations.
- v. Recommendations for continued growth and improvement, if applicable.
- vi. Summary: A brief statement succinctly summarizing the evaluation, giving overall quality of the supervisee's present performance and his/her potential for the future.

It is suggested that the evaluation report be brief but inclusive. It need not be limited to one page but should be headed and closed with the information on the accompanying sheet, requiring the signature of both supervisor and supervisee.

2. Faculty:

a. Purpose

The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to recognize and encourage outstanding professional performance by providing a process that includes supervisory, peer, and self-review. Through this process, faculty are able to identify areas of excellent performance and areas for improvement, and peers and supervisors are able to provide useful feedback for consideration. Support of a professional working environment and professional development are key elements of an outstanding professional performance; therefore, the evaluation process also addresses possible actions as a result of the evaluation process. An evaluation of faculty shall be based on total professional performance. The evaluation of a full-time faculty member is conducted by the faculty member's department chair. An exception is for a full-time faculty member serving as department chair. In that case, the faculty member's evaluation is conducted by the Office of Instruction & Learning.

b. Evaluation Process

The primary component of the evaluation process is the Professional Development Report which provides detailed information concerning the three aspects of faculty: teaching, service, student engagement and scholarship. Classroom observations and student surveys of teaching are a part of the process to supply first-hand information about the faculty member's teaching practice. The process also includes review of procedural responsibilities of faculty.

B. Visitations

1. Administrators:

The head of each administrative department should have a consultation with each of his/her supervisees at least once

per semester. (Fall Semester, after Thanksgiving; Spring Semester, prior to April 1.) The consultation may center around the overall administrative position or a specific task of current importance. The supervisor should prepare notes or a brief narrative report of the visit which he/she should keep on file for later use in preparing the annual evaluation. The notes or consultation report should not become part of the supervisee's permanent record.

2. Faculty:

Faculty are to be observed by their Department Chair on the following schedule:

- a. Three times per year in the first two years as full-time non-tenured faculty where (1) the first visitation should take place during the second half of the faculty's first semester leading to a verbal discussion with no written report filed, (2) the second visitation must provide an opportunity for the faculty member to consult with the Department Chair before and after a written report is prepared, (3) the third visitation should be conducted by a senior member of the faculty, preferably from the department and selected as mutually acceptable to the Department Chair and the individual being evaluated. Note: When there are three visitations, the one with an interview only and no written report should come first. At least two (2) of the three (3) visitations should be done in the first semester, and should a problem occur, the third (3) visitation should also be completed during the first (1) semester. The three (3) visitations should be completed no later than April 1.
- b. One time per year for full-time non-tenured faculty for each year following the first two years as full-time faculty. The faculty member may request that an additional observation be conducted by a senior member of the faculty, preferably from the department, and selected as mutually acceptable to the Department Chair and the individual being evaluated.
- c. Two times within each PDR cycle for tenured faculty at the ranks of Instructor, Assistant Professor, and

Associate Professor. The faculty member may request that an additional observation be conducted by a senior member of the faculty and selected as mutually acceptable to the Department Chair and the individual being evaluated.

- d. One time within each PDR cycle for faculty at the rank of Full Professor. The faculty member may request that an additional observation be conducted by a senior member of the faculty and selected as mutually acceptable to the Department Chair and the individual being evaluated.

Written reports resulting from classroom observation must include consultation between Department Chair and the individual evaluated before and after writing the report. The report is filed in the individual's open file and a copy given to him/her. The individual evaluated may attach his/her comments.

In the case of any faculty member being considered for promotion or tenure, all up-to-date visitation reports should be on file prior to January 1 of the current academic year.

The classroom observation procedures will also apply to Academic Department Chairs. One visitation will be by the Office of Instruction & Learning.

The Department Chair and the Office of Instruction & Learning may determine that an additional observation(s) of a faculty member is warranted. The Department Chair will notify the faculty member, and the request will be accompanied with an explanation for the additional observation based on unbiased evidence.

Observations shall be scheduled within the first two-thirds of the semester or term at a time mutually agreed upon by the designated observer and the faculty member to be evaluated with at least two weeks' advance notice.

The following visitation schedule is recommended for non-tenured faculty:

First Visitation - Verbal discussion only between the Department Chair and the individual evaluated. The first visitation should take place during the first semester between October 15 and the last day of classes.

Second Visitation - Consultation between Department Chair and the individual evaluated before and after writing the report. The report should be filed in the individual's open file and a copy given to him/her. The individual evaluated may attach his/her comments. The second visitation may consist of more than one visit in order to provide for more continuity in writing the report.

Third Visitation - By a senior member of the faculty, preferably from the department. The senior member chosen must be mutually acceptable to the individual and the Department Chair. The same procedures are to be followed as for the second visitation above, except that if a senior member is evaluating, consultation will be between him/her and the individual evaluated.

NOTES: When there are three visitations, the one with an interview only and no written report should come first. At least two (2) of the three (3) visitations should be done in the first semester; and, should a problem occur, the third (3) visitation should also be completed during the first (1) semester. The three (3) visitations should be completed no later than April 1.

In certain cases, a Department Chair may limit visitations to two of the above; when this is done, both should have a written report.

In order to help the senior members of the faculty who will be evaluating faculty, the Department Chairs should discuss among themselves some of the important areas they feel these faculty members should look for when evaluating and present this information to the senior members.

The following visitation schedule is recommended for tenured faculty:

One visitation per academic year by the Department Chair. The same procedures for a report as for the Second Visitation above should be followed. A tenured faculty member may request another visitation by a senior member

of the Department (above the Assistant Professor level) if he/she desires. The senior member chosen must be mutually acceptable to the individual and the Department Chair.

The visitation should be completed no later than April 1.

The procedures listed above will also apply to Academic Department Chairs. One visitation will be by the Vice President for Instruction & Learning or the Associate Vice President for Instruction & Learning. The Dean's report should consist equally of two parts: administrative effectiveness and teaching effectiveness. If the Dean elects, the teaching effectiveness portion of the visitation and subsequent report may be conducted by a senior faculty member, mutually agreed to by the three individuals involved.

In the case of any faculty member being considered for promotion or tenure, all up-to-date visitation reports should be on file prior to January 1 of the current academic year.

C. Student Survey of Teaching Process

The Student Survey of Teaching process provides a mechanism to bring the student voice in to the faculty evaluation process. As is the case throughout the evaluation process, the intent and purpose is to use this information to assist the faculty member in his/her growth and development as an educator.

The Department Chair/Supervisor and the Office of Instruction & Learning will hold confidential and will not share, in any form, any personally identifiable quantitative data resulting from the surveys including in the Promotion and Tenure process. All consideration of these data shall be undertaken with the understanding that student feedback is an important but limited vehicle for understanding the effectiveness of an individual's teaching. All faculty and administrative supervisors' evaluation of student survey results will be informed by a clear understanding of the research that demonstrates that student survey responses may reflect biases based on gender, race, sexual orientation, appearance, academic rigor, subject matter of the course, and students' desire to take the course, work habits, and confidence about and prior knowledge of the subject matter. Therefore, data can be used to guide future professional development and shall not be used to initiate disciplinary procedures.

1. The Student Survey of Teaching form and process shall be annually reviewed by an all-faculty committee. This DUE committee will consist of faculty members from a range of academic disciplines, including at least two part-time faculty members, and including two faculty who specifically represent DUE. Hereafter, the committee is referred to as the Evaluation Committee.
2. Any revision to any portion of the form or process that is recommended by the Evaluation Committee and approved by the Office of Instruction & Learning shall be formally negotiated between DUE and the College prior to implementation.
3. The Student Survey of teaching will be administered during the weeks 12 – 14 each semester in:
 - a) All sections taught by a non-tenured faculty
 - b) At least half of the sections taught by a tenured instructor, assistant professor, or associate professor in an academic year distributed as evenly as possible each semester
 - c) At least one section taught per semester by a tenured full professor
4. Selection of sections in which surveys will be administered is made by faculty in consultation with the Department Chair and reported to the Office of Instruction & Learning by the tenth week of each semester. Sections selected over a PDR cycle should represent a full range of courses taught by the faculty member.
5. Each semester, the department's office assistant shall obtain a sufficient number of Student Survey of Teaching envelopes and current survey forms from the mail room and make them available to the departmental faculty. All survey forms are to be returned to the respective departmental office, with the exception of department chairs' surveys, which are delivered to I&L.
6. The Student Survey of Teaching form shall include two required sections (Parts A and B) and one optional section

(Part C). Part A gathers information to be considered at the institutional level with results tabulated and provided to I&L, Part B gathers information to be considered at the department level, and Part C (optional) gathers information at the course/discipline level.

7. Part A of the Student Survey of Teaching must consist of statements that the union and management have agreed are more likely to lead to reliable student response. The responses provided in Part A will be given on machine-readable forms so that responses can be tabulated and submitted to I&L. The quantitative data collected from Part A will be provided to the faculty member's supervisor and to the faculty member after review by the supervisor.
8. Part B focuses on the collection of potentially useful information to the faculty regarding their teaching practice. Part B information will be provided to the faculty member's supervisor and returned to the faculty member after review by the supervisor.
9. Part C may be required by a department and/or discipline and will be specific to the department and designed and voted upon by the faculty in that department and approved by the Evaluation Committee.
10. Student responses to Parts B and C of the Student Survey form remain at the department level, for use by the faculty member and his or her departmental and/or program supervisor.
11. All parts of the Student Survey of Teaching form and machine readable forms completed by students shall be returned to the respective faculty member. Each faculty member is required to retain the forms for three years.
12. Part A survey forms will be scanned for data every semester in the academic department and reviewed by the academic department chair for all departmental courses. The data from Part A will be forwarded to I&L within 45 days of the end of each spring and fall semester. These data can only be used by I&L to initiate a conversation with the

department chair to discuss institutional and departmental trends.

13. The department chair will forward the data collected for departmental courses taught by part-time faculty to the respective supervisor.
14. The quantitative data collected from Part A of the Student Survey of Teaching shall not be included in any PDR, tenure application, or promotion application.

D. Instructions for Students Completing Appraisal Forms

The student is protected by the procedures. A student from each class is to carry the appraisals to the Department Chair or college mailroom, except for off-campus courses. The atmosphere in which the appraisals are conducted is to be neutral.

1. The instructor should explain to the students that:
 - a. The purpose of the form is to aid in the improvement of instruction.
 - b. The form is to be filled out anonymously.
 - c. The statements should be read carefully and answered as candidly as possible.
 - d. Additional comments will be most helpful.
 - e. Forms will be returned to faculty only after grades are submitted.
 - f. Forms should be filled out in ball-point or felt-tip pen.
 - g. Checkboxes should be marked with an X.
2. The instructor should:
 - a. Distribute the forms to the students and allow 15 minutes of class time for completion of the form.
 - b. Leave the room while the forms are being completed.
3. A student will collect the completed forms, place them in the envelope provided, seal it, and:
 - a. For evening courses on campus, a student from the class will carry the sealed envelope to the main campus mailboxes located on the third floor of Hudson Hall and

insert it into the wall slot on the same evening the appraisals are completed.

- b. For day courses on campus, a student from the class will carry the sealed envelope to the academic department chair or departmental secretary immediately following the class period in which the appraisals are completed.
 - c. For DCC at Fishkill courses, a student from the class will carry the sealed envelope directly to the coordinator in the DCC at Fishkill main office as soon as possible after the conclusion of the class in which the appraisals are completed. The coordinator will forward the appraisals to the appropriate office on the main campus.
 - d. For other off-campus courses, the instructor will mail the appraisals in the sealed envelope directly to the department chair or department supervisor as soon as possible after the conclusion of the class in which the appraisals are completed.
4. For all classes, the department chair or department supervisor will share the results of the appraisals with the instructor within a reasonable period of time, after grades have been submitted, as part of the evaluation process.

7.2 Procedures on Granting Increments

Members of the professional staff are eligible to receive merit increments. An eligible administrator who is employed full time for five successive months during any part of an academic year shall be eligible to receive a merit salary increment if he/she returns as a full-time employee in the same position or rank in the succeeding year or at the end of an approved leave of absence.

Administrators who are employed full time at the College for less than this specified time shall not be eligible to receive a merit salary increment in the next academic year. The basis for determining these increments shall be the performance of the individual in his/her professional role during the prior year.

To determine increments for faculty, each spring the Vice President for Instruction & Learning shall contact Department Chairs and, based on written evaluations, discuss with them the performance of each individual within their department. Based upon their mutual assessment, the Vice President for Instruction & Learning shall recommend to the President those faculty members who should receive increments and those who should not. After discussing this recommendation with the Vice President for Instruction & Learning and the Department Chair, other Deans, or other members of the professional staff, as appropriate, the President shall forward his/her recommendations to the Board of Trustees.

In the case of administrators, Deans shall consult with the supervisors of people within their area of responsibility, as appropriate, and shall forward to the President a recommendation for or against an increment for members of their staffs. The President shall discuss these recommendations with the Vice President for Instruction & Learning and other members of the professional staff, as appropriate, and shall forward his/her recommendation to the Board of Trustees.

In this process, Vice President for Instruction and Learning plans to make a negative recommendation to the President, that recommendation will be discussed with the individual concerned. In addition, if the President intends to make a negative recommendation on an increment to the Board of Trustees, the individual will be given an opportunity to discuss that recommendation with the President before it goes to the Trustees.

7.3 Promotional Procedures for Faculty

7.3.1 Department Chairs

The Board of Trustees acknowledges the unique responsibilities of academic department chairs which include, but are not limited to, the development and coordination of the department's curriculum, the supervision of faculty members and the management of departmental budgets. The Board recognizes the significance of, and is committed to, the promotion of academic department chairs based on the established criteria set forth in Section 5.2 of this Handbook. To this end, the Board of Trustees will provide for the promotion of academic department chairs as necessary. The promotion of academic department chairs is not intended to affect the promotion of qualified educators to available positions as determined by budgetary criteria.

The promotion of academic department chairs is not automatic, but is based on established promotional criteria. In exceptional circumstances, eligible academic department chairs may be considered for promotion by the Vice President for Instruction & Learning. The Vice President for Instruction and Learning will meet with, and solicit information from faculty members within the academic department as he/she considers appropriate. He/She will also consider input from other members of the administrative staff and will consult with the Committee on Promotion and Tenure. The Vice President for Instruction & Learning will submit his/her recommendations directly to the President of the College.

7.3.2 Evaluation of Faculty

The qualities to be considered in evaluating members of the faculty for promotion are described in detail in Section 5.2 of this Handbook and include criteria in the categories below.

A. Teaching Effectiveness (Based on classroom observations, student appraisals and other available information.)

1. The instructor's mastery of subject matter.
2. Soundness of the selection of course content.
3. The degree of organization reflected in the presentation of course materials, assignments, tests, grading procedures, etc.
4. The instructor's capacity to stimulate interest and motivation among his/her students.
5. The degree to which the students achieve the goals of the course.
6. The degree to which the instructor manifests an awareness of course goals and the relation of a given course to the total education of the student.
7. The instructor's mastery of basic teaching skills (voice, vocabulary, poise, emotional stability, and ability to explain).
8. The instructor's ability to establish a classroom atmosphere in which students feel free to ask questions and offer opinions.
9. The degree to which the instructor exemplifies the qualities of promptness, dependability, neatness, accuracy, and thoroughness which he/she expects of his/her students.

B. Student Engagement (Based on but not limited to advisement, orientation activities, supplementary instruction/tutoring, mentoring students in discipline, serving as club advisor, organizing or participating in extracurricular activities/programs for students)

1. The clarity and soundness of the instructor's concept of his/her role as an advisor including both its extent and its limitations.

2. The instructor's capacity to identify, understand and analyze student problems.
 3. The instructor's knowledge of advising techniques.
 4. The instructor's knowledge of his/her advisees and the pertinent information about them.
 5. Evidence of student progress as a result of advisement.
 6. The instructor's capacity to establish a positive advisor-student relationship.
 7. The instructor's provisions for office hours, student interviews and the related mechanics of student advising.
 8. The instructor's familiarity with the following: academic programs and procedures at DCC, other colleges and their offerings, the occupations for which students are preparing, and college and community resources related to advisement.
 9. Evidence of an instructor's effectiveness in informal as well as formal advising situations.
- C. Service to Department/College/Community (Based on contributions in curriculum review, peer appraisals, committee activity, participation in college organizations and activities, participation in community organizations—particularly in curriculums where relationships with industry, business, and community agencies are important, voluntary service such as speaking, participation in community activity)
1. The instructor's contribution to the effectiveness of his/her department as evidenced by his/her role in curriculum development, textbook selection, development of departmental projects such as introduction of new course materials and methods, and ordering of library books.
 2. The instructor's contribution to the success of college-wide activities such as registration, orientation, sponsorship of student activities, and work on faculty committees.
 3. Contribution of professional services to community groups, business and industry.

4. Participation and leadership in community affairs and projects.
 5. Talks presented to community groups.
- D. Professional Development and Scholarship
(Based on courses of study, independent study, creative work, publications, participation in professional workshops and conferences, conference presentations, and membership and participation in professional organizations)
1. Graduate study.
 2. Publications and papers delivered at professional meetings.
 3. Participation in and contributions to professional and learned societies.
 4. Offices held in professional organizations.
 5. Attendance at professional meetings and conferences.
- E. Overall Evaluation (Includes evaluative information from classroom observations, student feedback, and procedural responsibilities of faculty);
- F. Results of Evaluation Interview and Recommendations for Continued Growth (Comments by both department chair and faculty member as appropriate, supporting information attached as needed)

7.3.3 Procedures

- A. A Committee on Promotion and Tenure shall be established to advise the President and Board of Trustees on all matters having to do with promotion of teaching educators, granting of continuing appointments and non-reappointment of continuing appointments.
- B. Faculty members who are eligible to serve on the Committee of Promotion and Tenure will be determined. The Office of the Vice President for Instruction & Learning will prepare and distribute ballots to the one half of the academic departments who are electing committee members. Ballots will be counted and the results announced within one week. In the event that an individual is unable to complete the second year of a two-year term, a departmental election for a one-year term will be conducted.
- C. Within each department of the College, all faculty members meeting minimum requirements for promotion and/or tenure shall be considered for promotion by a committee composed of the department chair and all tenured faculty members of that department.

Formal procedures for departmental recommendations on promotion and continuing appointment shall be made in accordance with the procedures promulgated by the Board of Trustees.

Where formal education, degrees, and graduate study are not adequate to determine eligibility, equivalents must be established.

The equivalency of knowledge and experience in lieu of a formal degree will be requested by the candidate, reviewed by the department of the candidate, and his/her department chair. The department chair will forward his/her recommendation, complete documentation of the case to the Vice President for Instruction & Learning, who will evaluate the materials and forward a recommendation to the Committee on Promotion and Tenure and to the President of the College, who will, in turn, make a recommendation to the Board of Trustees. This process shall be conducted as a part of the promotion process. These recommended equivalencies must be very specific and detailed.

Further, certain professional certifications, such as Certified Public Accountant, Registered Professional Engineer or Registered Architect, might be considered the equivalent of a master's degree.

For an individual enrolled in a recognized doctoral program, substantial work in the dissertation sequence may be equivalent to up to 15 graduate credits.

The College recognizes that formal graduate work may not be the only acceptable form of academic training. Certain instructional workshops and seminars on the graduate level may be considered as equivalent to graduate work.

7.3.4 Procedures for the Development of Departmental Recommendations for Faculty Promotion and Tenure

Concerned that the advancement and recognition of the faculty at Dutchess Community College be distinguished by careful deliberation, adequate information, and a deep commitment to equity and justice, the Board of Trustees established the general procedures to be followed by academic departments in the development of their recommendations for faculty promotion and tenure.

A. Procedure for Development of Recommendations for Promotions and Tenure

1. The Vice President for Instruction & Learning shall announce the deadline for submission of applications by candidates to the department chair. That date is approximately September 30th of each academic year.
2. Each department chair shall announce in writing that his/her faculty who believe that they meet the minimum qualifications for promotion and/or tenure should advise the chair and submit an application. The application should be based on the minimum criteria as outlined in the appropriate sections of the Professional Staff Handbook and other relevant documents governing this matter. The request must be made at least ten working days prior to the deadline established for the receipt of such statements. The application will be provided by the Office of Instruction & Learning and is posted on MyDCC.
3. Each department chair shall call a meeting of departmental tenured faculty for the purpose of considering the qualifications of members for promotion and/or tenure. The announcements shall be in writing and must be issued at least seven working days in advance of the meeting. Accompanying the notice of the meeting will be a list of department members who have reported to the department chair that they have met minimum qualifications for promotion and/or tenure.

A quorum for the meeting shall consist of a minimum of 60% of the tenured members of a department.

4. At the meeting, each candidate may present oral information to clarify or supplement that which appears on the request form. In so doing, he/she shall present evidence relating to the four principal factors in his/her professional relationship to the

College; namely, (1) teaching effectiveness, (2) student engagement, (3) service to department/college/community, and (4) professional development and scholarship.

A tenured faculty member who may be under consideration for promotion will be requested to withdraw from the meeting for a period of time to permit colleagues to discuss his or her qualifications.

Tenured department members applying for promotion should not participate in departmental voting on their own promotion or on the promotion of other department members applying for the same rank.

5. When all candidates have been discussed, each departmental committee shall vote. Department members eligible to vote shall rate all those applying for promotion on a scale of one through five. The one point represents that the candidate has just barely fulfilled the minimum criteria for the promotional category. The five-point rating indicates that the candidate has fulfilled the criteria as well as they can be fulfilled. The three-point rating represents a position half way between one and five. Voting on rating must be in whole numbers from one to five. Department members may vote a tie in cases where they perceive one in the qualifications of the candidates.
6. On a separate ballot, departmental candidates being considered for tenure shall be rated by each tenured department member present and voting. The rating schedule shall be as follows: "highly recommend," "recommend, and "oppose."
7. Once all voting is completed, a departmental subcommittee of at least two members shall sum and average the ratings for promotion in order to produce a rank order of candidates. Both the average and the actual pattern of this vote shall be forwarded to the Committee on Promotion and Tenure. In the case of tenure voting, the departmental subcommittee shall only total the ratings received by each candidate within the three separate categories and forward those as well to the Committee on Promotion and Tenure. Within four days, the Department Chair will inform each candidate of the results of the departmental voting. Any candidate may then withdraw his/her application from further consideration, if desired. All applicants who have not withdrawn their names in writing within four days of notification of the results of departmental

voting must be presented to the Committee on Promotion and Tenure.

B. Reporting Recommendations

The department chair will complete his/her section of the Promotion and Tenure application form which is then to be signed by both the department chair and the faculty member. The completed application should be sent to the Vice President for Instruction & Learning.

A copy will be placed in the open personnel file. The completed application form should be submitted without attachment unless additional space is needed to furnish a complete explanation on a point. A candidate may create a packet of materials to be held by the Promotion and Tenure Committee chairperson, if desired.

C. Meeting of the Committee on Promotion and Tenure

The Committee Chairperson shall determine the time and place for meetings and shall advise by written memorandum the members and all department chairs of the schedule. Meetings to consider departmental recommendations on promotion and tenure will normally be held in December, January and/or February.

Factual information for all candidates will be prepared by the Associate Vice President for Instruction & Learning. This information will include dates of last promotion, date of award of tenure, etc., and will be made available to the Committee. The Associate Dean will also verify degrees, as well as academic and equivalent graduate credit claimed by candidates.

In addition to routine information such as date of initial appointment, last promotion, etc., the Vice President for Instruction & Learning Office shall make available in oral form information from individual open personnel files pertaining to candidates for promotion and tenure which the Committee deems necessary. There will, however, be no circulation of personnel files to the Committee. Department Chairs who wish to recommend promotions, continuing appointments, or non-appointment of persons holding continuing appointments will be invited along with the candidate to appear before the Committee to support their recommendations. The Department Chair and candidate may, if he/she so chooses, be accompanied by another department member in making his/her presentation. Department Chairs may be asked later to supply additional information in writing on candidates.

Having heard and evaluated the presentations of the various candidates, the Committee shall then rate each candidate for promotion using a scale of one through five (a score of one indicates that the candidate has just barely fulfilled the minimum criteria for the promotional category, and a score of five indicates that the candidate has fulfilled the criteria as well as they can be fulfilled). Committee members may use decimal numbers to the nearest tenth (for example-4.0 or 3.7); all scores must be between 1.0 and 5.0, inclusive. The Committee shall then prepare for the Vice President for Instruction & Learning, the President of the College and the Board of Trustees separate rankings of all faculty recommended for promotion within each promotional category in the order of their qualifications with the best qualified placed first, the next best qualified second, and so on. The ranking of candidates will be determined by computing the mean rating for each candidate within that promotional category.

The chairperson of the Committee shall notify each Department Chair and Committee members of the ranking of the top 50 percent of the candidates, and list the last 50 percent alphabetically. If there are fewer than eight candidates, all will be listed in order of priority rank.

The Committee shall also assess the qualifications of faculty recommended for tenure using the ratings "Recommend" and "Oppose".

The Department Chair shall notify departmental candidates of the Committee's recommendations within five working days after receiving them.

The Committee on Promotion and Tenure shall forward in writing its recommendations to the Vice President for Instruction & Learning. The Vice President for Instruction & Learning shall carefully consider the recommendations of the Committee and shall thereafter forward his/her recommendations, together with the Committee's recommendations, to the President. The President shall carefully consider the recommendations of the Committee and shall thereafter forward his/her recommendations, together with the Committee's recommendations, to the Board of Trustees. Notice of promotion and tenure shall be publicly announced within a reasonable time after the individuals concerned are notified. Any candidate may request a review or explanation of Committee recommendations from either the Vice President for Instruction & Learning or the President, or both.

8. Sabbatical Leave

8.1 Sabbatical Leaves

Sabbatical leaves for professional development may be made available to members of the professional staff who meet the established requirements. The objective of such leave is to increase each staff member's value to the College and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.

A. Purpose

Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing, or other experience of professional value.

B. Procedure

Applications for sabbatical leaves shall be submitted to the Vice President for Instruction & Learning for review by the Professional Staff Development Committee (PSDC). The Vice President for Instruction & Learning shall forward the recommendations of the PSDC to the President. Administrators' applications shall be submitted to the President for review by the President's Advisory Council. The President shall make recommendations to the Board of Trustees. Applications shall be submitted as far in advance as possible of the requested effective date of the leave, but in no event later than six months in advance unless such requirement is waived by the Vice President for Instruction & Learning and the President. Deadline for submission and application procedures shall be recommended by the PSDC. This shall include: an outline of the program to be followed while on leave; an indication of prospective supplementary income; a statement that the applicant intends to continue for a minimum of one year as a member of the College's professional staff upon his/her return and, unless waived by the President, will reimburse the College for all salary paid for the term of the sabbatical leave if he/she does not return; and that he/she will submit a report to the Office of Instruction & Learning and a copy to the President of the College with the outcome from sabbatical program by the first week of October in the academic year following the leave.

9. Retirement

9.1 Retirement

The provisions of the College's policy on retirement for professional personnel are outlined below:

A. Membership in Retirement Systems

Full-time members of the professional staff are required to participate in the New York State Employees Retirement System (ERS) or the New York State Teachers Retirement System (TRS), or the Optional Retirement Program of TIAA and CREF.

Part-time employees have the option of joining either ERS or TRS.

B. Normal Retirement

Normal retirement shall be considered to be retirement at age 65 or older.

C. Early Retirement

Early retirement provisions are outlined in the current Agreement between the College and Dutchess United Educators, the union representing the members of the professional staff.

D. Retirement for Physical or Mental Incapacity

1. Policy - Members of the professional staff may be retired and their services terminated by the Board of Trustees, after receipt of the recommendation of the President and upon medical advice, for mental or physical incapacity which prevents such persons from adequately performing their duties. The professional staff member may request an opinion by two independent medical authorities. This may be done by his/her own initiation.
2. Insurance - A group insurance plan applying to total disabilities has been established by the College, subject to the terms and conditions of the Group Insurance Policy issued by Teachers Insurance and Annuity Association (TIAA).

Total disability under this program is the "inability of the employee, by reason of sickness or bodily injury, to engage in any occupation for which the employee is reasonably

fitted by education, training or experience." Monthly benefits begin on the first of the month following six consecutive months of total disability and continue during such disability until age 65 or death. Detailed information regarding these benefits can be obtained from the Office of Human Resources.

10. Grievances and Appeals

10.1 Discrimination Grievance Procedure

Summary

Dutchess Community College (College) as part of The State University of New York, in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment is one form of unlawful discrimination on the basis of the above protected categories. The College will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. Any person who believes themselves to have been discriminated against must immediately report any incident to the College's designated Affirmative Action Officer (AAO). Conduct that may constitute harassment is described in the Definitions section. Sex discrimination includes sexual harassment and sexual violence. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary action.

Process

Applicability

This procedure may be used by any student or employee of the College, as well as third-parties who are participating in a College sponsored program or affiliated activity. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance panels, and any other procedures defined by contract will continue to operate as before. Furthermore, this procedure does not in any way deprive a complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education, and the Office of Federal Contract Compliance of the United States Department of Labor. However, after filing with one of these outside enforcement agencies, or upon the initiation of litigation, the complaint will be referred to the campus Affirmative Action Officer, or in the case of sex discrimination, the Title IX Coordinator (hereinafter "AAO" will refer to both the Affirmative Action Officer and Title IX Coordinator), for investigation. Contact information and more detailed information may be obtained from the campus AAO.

The AAO who receives any complaint of alleged discrimination, shall inform the complainant about the complaint process and other options to resolve the issue, assist the complainant in the use of the complaint form and understanding the nature of the incident, and provide the complainant with information about various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.

Upon receipt of a sex discrimination complaint or report, the College will provide to the complainant a written notice describing the available options, including pursuing a criminal complaint with a law enforcement agency, pursuing the College's investigation and disciplinary process, or pursuing both options at the same time; and the potential consequences of pursuing both options (i.e., possible temporary delay of the fact-finding aspect of the College's investigation while the law enforcement agency is in the process of gathering evidence).

Additionally, the Title IX Coordinator will ensure that complainants in sex discrimination cases are made aware of their Title IX rights, available remedies and resources on and off-campus (such as counseling, local rape crisis center), and interim measures of protection. Assistance will be available whether or not a formal complaint is contemplated, or even possible.

All distributed and published versions of this procedure must contain the name or title, office address, email address, and telephone number of the individual with whom to file a complaint.

Procedure

The following Discrimination Complaint Procedure applies to both the informal and formal processes. This procedure provides a mechanism through which the College may identify, respond to, and prevent incidents of illegal discrimination. The College recognizes and accepts its responsibility in this regard, and believes that the establishment of this internal grievance process will benefit students, faculty, staff, and administration, permitting investigation and resolution of problems.

Dutchess Community College through the office of the Title IX Coordinator, reserves the right to promptly investigate all incidents of sex discrimination of which the College has notice. Based on information received, the Title IX Coordinator will make reasonable efforts to investigate and address instances of sex discrimination when it knows or should have known about such instances, regardless of complainant cooperation and involvement, consistent with the College's Policy on Sexual Harassment and Sexual Violence including the options for confidentially disclosing sexual violence.

Dutchess Community College will comply with law enforcement requests for cooperation, and such cooperation may require the College to temporarily delay the fact-finding aspect of an investigation while the law enforcement agency is in the process of gathering evidence. The Colleges will resume its investigation as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process. The College will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the victim(s) and the campus community, as described below.

The complainant is not required to pursue the College's internal procedures before filing a complaint with a state or federal agency. In addition, if the complainant chooses to pursue the College's internal procedure, the complainant is free to file a complaint with the appropriate state or federal agency at any point during the process.

During any portion of the procedures detailed hereafter, the parties shall not employ audio or video taping devices. Complaints and investigations will be kept confidential to the extent possible.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Participants who experience retaliation should contact the campus AAO, and may file a complaint pursuant to these procedures.

Complaint Consultation and Review

Any student or employee, or any third party may consult with the AAO regarding potential discrimination or harassment. This initial contact may occur by telephone, email, or in person.

It is the responsibility of the AAO to respond to all such inquiries, reports, and requests as promptly as possible, and in a manner appropriate to the particular circumstances. This response may include interim measures to protect the parties during the investigation process. Interim measures will not disproportionately impact the complainant. Interim measures for students may include, but are not limited to, information about how to obtain counseling and academic assistance in the event of sexual assault, and steps to take if the accused individual lives on campus and/or attends class with the complainant. Interim measures involving employees in collective bargaining units should be determined in consultation with the College's Office of Human Resources.

Complaints or concerns that are reported to an administrator, manager or supervisor, concerning an act of discrimination or harassment, or acts of discrimination or harassment that administrators, managers, or supervisors observe or become aware of, shall be immediately referred to the AAO. Employees with Title IX compliance responsibilities and/or employees who have the authority to take action to redress the harassment, must report any complaints to the Title IX Coordinator. Employees who observe or become aware of sex discrimination, including sexual harassment and sexual violence, should report this information to the campus Title IX Coordinator. Complaints may also be made directly to the AAO by anyone who experiences, observes, or becomes aware of discrimination or harassment.

Filing Complaints and Time Limits

Although in limited circumstances, verbal complaints may be acted upon, the procedures set forth here rest upon the submission of a written complaint that will enable there to be a full and fair investigation of the facts. The College prefers written complaints. It is the complainant's responsibility to be certain that any complaint is filed within the applicable time limit.

If the complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the AAO may terminate any further processing of the complaint, refer the complaint to General Counsel, or direct the complainant to an alternative

forum or external agency (Appendix A). Complaints of sex discrimination brought forth beyond the 180-day period will be tracked and investigated to the extent possible, consistent with the College's Title IX obligations, including the Title IX Coordinator's duties to spot patterns and address systemic issues.

All complaints must be submitted on the forms provided by the College. The Charge of Discrimination form will be used for both the initiation of complaints under the informal procedure, and the conversion of the complaint to the formal procedure. The AAO is available to assist in preparing the complaint.

Within 3 business days of the date of filing the complaint, unless extenuating circumstances dictate a delay, the AAO will mail a notice of the complaint to the filer, and a copy of the complaint to the Respondent(s).

Employees: Employees must file a written complaint with the AAO within 180 calendar days following the alleged discriminatory act, or the date on which the complainant first knew or reasonably should have known of such act.

Students: Students must file a complaint within 180 calendar days following the alleged discriminatory act, or 90 calendar days after a final grade is received, for the semester during which the discriminatory acts occurred, if that date is later.

Complaint Contents

The complaint shall contain:

1. The name, local and permanent address(es), telephone number(s), and status (faculty, staff, student, third party) of the complainant.
2. A statement of facts explaining what happened and what the complainant believes constituted the unlawful discriminatory acts in sufficient detail to give each Respondent reasonable notice of what is claimed against him/her. The statement should include the date, approximate time and place where the alleged acts of unlawful discrimination or harassment occurred. If the acts occurred on more than one date, the statement should also include the last date on which the acts occurred as well as detailed information about the prior acts. The names of any potential witnesses should be provided.
3. The name(s), address(es) and telephone number(s) of the respondent(s), i.e., the person(s) claimed to have committed the act(s) of unlawful discrimination.
4. Identification of the status of the persons charged whether faculty, staff, or student.
5. A statement indicating whether or not the complainant has filed or reported information concerning the incidents referred to in the complaint with a non-College official or agency, under any other complaint, or complaint procedure. If an external complaint has been filed,

the statement should indicate the name of the department or agency with which the information was filed and its address.

6. A description of any corrective or remedial action that the complainant would like to see taken.
7. Such other or supplemental information as may be requested.
8. Signature of complainant and the date complaint signed.

Informal Resolution

If a complainant elects to have the matter dealt with in an informal manner, the AAO will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.

In seeking an informal resolution, the AAO shall attempt to review all relevant information, interview pertinent witnesses indicated by the accuser and / or the accused, and bring together the complainant and the respondent, if desirable. Complaints of sexual violence will not be resolved by using mediation, but instead must be referred immediately to the campus Title IX Coordinator. The complainant will not be required to resolve the problem directly with the respondent in cases of sex discrimination.

If a resolution satisfactory to both the complainant and the respondent is reached within 24 calendar days from the filing of the complaint, through the efforts of the AAO, the officer shall close the case, sending a written notice to that effect to the complainant and respondent. The written notice, a copy of which shall be attached to the original complaint form in the officer's file, shall contain the terms of any agreement reached by complainant and respondent, and shall be signed and dated by the complainant, the respondent and the AAO. (See Forms for the Memorandum: Status - Resolved form)

If the AAO is unable to resolve the complaint to the mutual satisfaction of the complainant and respondent within 24 calendar days from the filing of the complaint, the AAO shall so notify the complainant and respondent. The AAO shall again advise the complainant of his or her right to proceed to the next step internally, and/or the right to separately file with appropriate external enforcement agencies.

The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the AAO. Such extension shall be confirmed in writing by the complainant and respondent. The AAO will also have the discretion to reasonably extend the deadlines if an investigation is deemed complex.

The complainant may elect to end the informal resolution process, and proceed to the formal resolution procedure, at any time after the Charge of Discrimination form is filed.

Formal Resolution

The formal complaint proceeding is commenced by the filing of a complaint form as described above. The 180-day time limit also applies to the filing of a formal complaint. If the complainant first pursued the informal process, and subsequently wishes to pursue a formal complaint, he/she may do so by checking the appropriate box, and signing and dating the complaint form.

The complaint, together with a statement from the AAO indicating that informal resolution was not possible, if applicable, shall be forwarded to the chairperson of the campus affirmative action committee within 7 calendar days from the filing of the formal complaint. If an informal resolution was not pursued, the AAO shall forward the complaint to the chairperson of the campus affirmative action committee within 7 calendar days from the filing of the complaint.

Notice to Parties: Upon receipt of a complaint, the AAO will provide an initialed, signed, date-stamped copy of the complaint to the Complainant. Within 3 business days after the date of filing of the complaint, unless extenuating circumstances dictate a delay, the AAO will mail a notice of complaint and a copy of the complaint to the Respondent(s). Alternatively, such notice with a copy of the complaint may be given by personal delivery, provided such delivery is made by the AAO (or designee) and, that proper proof of such delivery, including the date, time and place where such delivery occurred, is entered in the records maintained by or for the AAO.

Tripartite Panel Selection: Within 7 calendar days of receipt of the complaint, the chairperson of the campus affirmative action committee shall send notification to the Complainant, the Respondent and the College President that a review of the matter shall take place by a tripartite panel to be selected by the Complainant and the Respondent from a pre-selected pool of eligible participants.

The tripartite panel shall consist of one member of the pre-selected pool chosen by the complainant, one member chosen by the respondent, and a third chosen by the other two designees. The panel members shall choose a chair among themselves. Selection must be completed, and written notification of designees submitted, to the chairperson of the College affirmative action committee no later than 7 calendar days after the complainant, the respondent and the College President received notice. If the President is the Respondent, then the third member of the panel shall be selected by the Chairman of the Dutchess Community College Board of Trustees.

In the event that the procedural requirements governing the selection of the tripartite panel are not completed within 7 calendar days after notification, the chairperson of the campus affirmative action committee shall complete the selection process.

Panel Review: The tripartite panel shall review all relevant information, interview pertinent witnesses, and, at their discretion, hear testimony from the complainant and the respondent, if desirable. Both the complainant and the respondent(s) shall be entitled to submit written statements and/or other relevant material evidence and witnesses, and to provide rebuttal to the written record compiled by the tripartite panel. The complainant and respondent have the right to request alternative arrangements if the complainant does not want to be in the same room as the other party. These alternative arrangements must be consistent with the rights of the accused, and must enable both parties and the panel to hear each other during any hearing.

Findings and Recommendations: Within 15 calendar days from the completion of selection of the panel, the chairperson of the tripartite panel shall submit a summary of its findings, and the panel's recommendation(s) for further action, on a form to be provided by the AAO, to the President. The burden of proof in cases of discrimination is preponderance of the evidence. If the President is the respondent, the findings and recommendation shall be submitted to the Board of Trustees. When the panel transmits the summary of its Findings and the panel's recommendations to the President, the panel will also send, concurrently, copies of both the summary of its findings and recommendation(s) to the Complainant, Respondent, and the AAO.

Within 10 calendar days of receipt of the written summary, the President or designee shall issue a written statement to the complainant and respondent, indicating what action the President proposes to take. The President or designee will use the preponderance of the evidence standard. The action proposed by the President or designee, may consist of:

- a. A determination that the complaint was not substantiated; or
- b. A determination that the complaint was substantiated.
 - i. For employees (including student employees) not in a collective bargaining unit: The President may take such administrative action as he/she deems appropriate under his/her authority as the chief administrative officer of the college, including but not limited to, termination, demotion, reassignment, suspension, reprimand, or training.
 - ii. For students: The president may determine that sufficient information exists to refer the matter to the student conduct judiciary, or other appropriate disciplinary review, and appropriate action under the appropriate student conduct code. For examples of sanctions, please see the relevant section of the applicable student code of conduct.
 - iii. For employees in collective bargaining units: The President may determine that sufficient information exists to refer the matter to his/her designee for investigation and disciplinary action, or other action as may be appropriate under the applicable collective bargaining agreement or civil service law. The disciplinary process and potential outcomes are described in the applicable collective bargaining agreements or the Dutchess County Civil Service Rules and Regulations.

The action of the President shall be final. If the President is the respondent, the Board of Trustees and or their designee shall issue a written statement indicating what action the Board proposes to take. The Board of Trustees' decision shall be final for purposes of this discrimination procedure.

Notice of outcome: No later than 7 calendar days following issuance of the statement by the President or the Board, as the case may be, the AAO shall issue a letter to the complainant and to the respondent(s) advising them that the matter, for purposes of this discrimination procedure, is closed. In cases of sex discrimination, notice of outcome will include the sanctions, as appropriate.

Time limitations: The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the panel. The panel will also have the discretion to reasonably extend the deadlines by up to 3 weeks if an investigation is deemed complex. Such extension shall be confirmed in writing to the parties.

External Agencies: If the complainant is dissatisfied with the President's or Board of Trustees' decision, the complainant may elect to file a complaint with one or more state and federal agencies. The AAO will provide general information on state and federal guidelines and laws, as well as names and addresses of various enforcement agencies.

Definitions

Complainant – One that brings a complaint of discrimination to the attention of the College. This may be an employee, student, Trustee, vendor, guest, or other member of the campus community.

Respondent – One or an entity that is accused of discrimination. This may be an employee, student, trustee, vendor, guest, or other member of the College community.

Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender – harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe and/or serious, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities.

Sex Discrimination – behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. This includes but is not limited to sexual harassment, sexual assault, sexual violence by employees, students, or third parties. Employees should report sex discrimination, including but not limited to, sexual harassment and assault that they observe or become aware of, to the Title IX coordinator.

Sexual Assault is defined as a physical sexual act or acts committed against a person's will and consent or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment.* Sexual assault includes what is commonly known as "rape," whether forcible or non-forcible, "date rape" and "acquaintance rape." Nothing contained in this definition shall be construed to limit or, conflict with the sex offenses enumerated in Article 130 of the New York State Penal Law, which shall be the guiding reference in determining if alleged conduct is consistent with the definition of sexual assault.

Sexual Harassment in the Educational Setting – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the educational institution’s program.

Sexual Harassment in the Employment Setting – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual’s continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
- Such conduct is intended to interfere, or results in interference, with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual Violence - physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent.

Preponderance of the Evidence – the standard of proof in sexual harassment and sexual assault cases, which asks whether it is “more likely than not” that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

The Charge of Discrimination Form (next 2 pages) should be submitted to the Office of Human Resources Management.

**DUTCHESS COMMUNITY COLLEGE
CHARGE OF DISCRIMINATION**

This form can be used by students, employees, and third parties to file a complaint of discrimination based on race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

(PLEASE PRINT OR TYPE)

RECEIVED BY _____ DATE _____

Name _____ Phone _____

Email Address _____ Status: _____
(Faculty, Staff, Student, 3rd party, Vendor)

Home Address _____

City _____ State _____ Zip Code _____

1. ALLEGED DISCRIMINATION IS BASED ON (please list all that apply):

Alleged Discrimination took place on or about: Month _____ Day _____
Year _____

Location of alleged discrimination: _____

Check if alleged discrimination is continuing ☐ Yes ☐ No

2. Respondent(s) Name(s) _____ Title (if known) _____

Address: _____ Status: _____
(Faculty, Staff, 3rd party, Vendor)

Telephone: _____

3. Witness(es) Names and contact information (attach additional pages if needed):

4. Please check the appropriate box(es):

☐ I have filed an informal complaint on _____(Date).

☐ I have previously reported information concerning this matter to _____ on _____(Date).

☐ I elect to utilize the informal complaint process as described in the Discrimination Complaint Procedure.

☐ I elect to proceed immediately to file a formal complaint as described in the Formal Resolution section of the internal Discrimination Complaint Procedure.

5. Have you filed this charge with a federal, state or local government agency?

☐ Yes ☐ No

If yes, with which agency? _____
When? _____

6. Have you instituted a suit or court action on this charge?

☐ Yes ☐ No

If yes, with which court? _____
When? _____

Court address

Contact person _____

7. Describe briefly the act which occurred and your reason for concluding that it was discriminatory (attach extra pages if necessary).

Describe any corrective or remedial action you would like to see taken (attach extra pages if necessary).

I agree to provide such other or supplemental information that may be requested.

I swear or affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Signature:_____ Date_____

Authority

New York State Human Rights Law, available on the [New York State Division of Human Rights website](#), or in [PDF format](#) from the same site.

[Title IX of the Education Amendments of 1972](#), Federal Law

Related guidance available with the United States Department of Education [Office for Civil Rights Publications page](#)

[All of the laws that are available on the [U.S. Equal Employment Opportunity Commission website](#), the federal agency with oversight of the laws]

- [Title VII of the Civil Rights Act of 1964](#)
- [The Age Discrimination in Employment Act of 1967](#)
- [Titles I and V of the Americans with Disabilities Act of 1990 \(ADA\)](#)
- [The Equal Pay Act of 1963](#)
- [The Pregnancy Discrimination Act](#)

[Appendix A](#) - External Enforcement Agencies¹

State Headquarters

New York State Division of Human Rights
Tel: (718) 741-8400
Fax: (718) 741-3214
One Fordham Plaza
4th Floor
Bronx, New York 10458

Albany

New York State Division of Human Rights
Tel: (518) 474-2705
Fax: (518) 473-3422
Empire State Plaza
Corning Tower, 28th Floor
Albany, New York 12220

Binghamton

New York State Division of Human Rights
Tel: (607) 721-8467
Fax: (607) 721-8470
44 Hawley Street
Room 603
Binghamton, New York 13901

Brooklyn

New York State Division of Human Rights
Tel: (718) 722-2856
Fax: (718) 722-2869
55 Hanson Place
Room 304
Brooklyn, New York 11217

Buffalo

New York State Division of Human Rights
Tel: (716) 847-7632
Fax: (716) 847-7625
The Walter J. Mahoney State Office Building
65 Court Street
Suite 506
Buffalo, New York 14202

Manhattan

New York State Division of Human Rights

¹ Each agency has its own deadlines and parties should contact agencies to learn more information.

Tel: (212) 480-2522
Fax: (212) 480-0143
20 Exchange Place
2nd Floor
New York, New York 10005

New York State Division of Human Rights
Tel: (212) 961-8650
Fax: (212) 961-4425
Adam Clayton Powell State Office Building
163 West 124th Street
4th Floor
New York, New York 10027

Long Island

New York State Division of Human Rights
Tel: (516) 538-1360
Fax: (516) 483-6589
175 Fulton Avenue, Suite 404
Hempstead, New York 11550

New York State Division of Human Rights
Tel: (631) 952-6434
Fax: (631) 952-4920
State Office Building
250 Veterans Memorial Highway, Room 2B49
Hauppauge, New York 11788

Rochester

New York State Division of Human Rights
Tel: (585) 238-8250
Fax: (585) 238-8259
One Monroe Square
259 Monroe Avenue
3rd Floor
Rochester, New York 14607

Syracuse

New York State Division of Human Rights
Tel: (315) 428-4633
Fax: (315) 428-4638
333 E. Washington Street
Room 443
Syracuse, New York 13202

Peekskill

New York State Division of Human Rights
Tel: (914) 788-8050
Fax: (914) 788-8059
8 John Walsh Boulevard
Suite 204
Peekskill, New York 10566

Office of Sexual Harassment

New York State Division of Human Rights
Tel: (718) 722-2060 or 1-800-427-2773
Fax: (718) 722-4525
Office of Sexual Harassment
55 Hanson Place, Suite 347
Brooklyn, New York 11217

Office of AIDS Discrimination

New York State Division of Human Rights
Tel: (212) 480-2522
Fax: (212) 480-0143
Office of AIDS Discrimination
20 Exchange Place, 2nd Floor
New York, New York 10005

Office of Federal Contract Compliance Programs

Tel: (212) 337-2006
Fax: (212) 620-7705
201 Varick Street, Room 750
New York, New York 10014

Buffalo District Office

Tel: (716) 551-5065
Fax: (716) 551-4035
6 Fountain Plaza
Suite 300
Buffalo, New York 14202-2199

New York District Office

Tel: (212) 264-7742
Fax: (212) 264-8166
26 Federal Plaza, Room 36-116
New York, New York 10278

New York State Department of Labor

State Campus
Tel: (518) 457-2746
Fax: (518) 457-6908

Building 12, Room 500
Albany, New York 12240

EEOC National Headquarters

Tel: (202) 663-4900
Fax: (202) 663-4912
1801 L. Street, N. W.
Washington, D. C. 20507

EEOC Field Office

Tel: (716) 551-4441
Fax: (716) 551-4387
6 Fountain Plaza
Suite 350
Buffalo, New York 14202

OCR National Headquarters

Tel: (800) 421-3481
Fax: (202) 205-9862
U. S. Department of Education
Office of Civil Rights
Customer Service Team
Mary E. Switzer Building
330 C. Street, S. W.
Washington, D. C. 20202

Office for Civil Rights

Tel: (646) 428-3800;
New York Office
32 Old Slip, 26th Floor
New York, NY 10005-2500
OCR.NewYork@ed.gov

11. Campus Policies on Information Resources, Internet Use, Web Pages, Information Security and Information Protection

11.1 Professional Staff Web Page Policy

11.1.1 General Policies

- a. The purpose of this document is to establish a Dutchess Community College policy regarding professional staff web pages in an effort to encourage the sharing of intellectual and creative expression to further the mission of the college.
- b. The World Wide Web (the Web) offers the SUNY Dutchess Community College (SUNY Dutchess) community a wealth of teaching and research resources. In keeping with the principles of academic and intellectual freedom, SUNY Dutchess provides professional staff the opportunity to create and maintain individual web pages searchable and accessible through the World Wide Web.
- c. The primary purpose of these pages is to serve as a resource for information related to the College's mission including but not limited to educational pursuits, intellectual and creative expression, and the free exchange of ideas.
- d. The quality and accuracy of information published on the SUNY Dutchess official Website directly affects its reputation and image; therefore, it is essential that professional staff web pages follow this policy, as well as all federal and state laws.
- e. The College's disk space and communication capacity are the property of the College and shall be allocated and protected according to the best interests of meeting the College's mission. Access may be denied or limited when threats to the integrity of the network are detected.

11.1.2 Acceptable Use of Professional Staff Web Pages

- a. Responsibility and authority for the content and appearance of an individual's web page(s) reside with that professional staff member.
- b. Professional staff web page authors shall not accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything (such as advertising) on their web pages.

- c. Copyrighted material on professional staff web pages shall be used only by permission of the copyright owner or as governed by Fair Use practices. Web page authors are responsible for knowledge of and adherence to both copyright and Fair Use guidelines.
- d. Photographs of people involved in SUNY Dutchess activities, especially minor children, shall not be used without express written permission from the subject or a parent or guardian.
- e. The College will provide support and training for the software used to create and maintain the main college website. This software will permit web page edits from on and off campus. Professional staff members who choose to use an editing tool other than the one supported by the College must be aware that they may not be able to connect to the relevant server from home. Any future proposed changes to the College's choice of web-editing software will be presented to the ISSC for consideration by the academic departments.
- f. The College will provide written procedures for initial posting of individual professional staff web pages.
- g. Each top-level page, the professional staff member's home page, must:
 - Link to the SUNY Dutchess home page
 - Link to the professional staff member's department page
 - Link to the SUNY Dutchess professional staff web page legal disclaimer
 - Include contact information/email link for the owner of the page
 - Include the last date the page was updated

All secondary pages should be linked back to the professional staff member's home page, so that all pages remain navigable.

- h. Professional staff members who choose to create their own web pages assume responsibility to maintain and update their pages, including the removal of outdated material and dead links. Web page authors must notify the Office of Marketing,

and Communications if they no longer intend to maintain their web pages.

11.1.3 Resolution of Policy Complaints

Complaints and concerns about professional staff web pages will be directed to the Office of Marketing and Communications (OMC).

Such issues should be handled jointly by the professional staff member and OMC. The OMC will contact the professional staff member to discuss a resolution. If a professional staff member does not respond within five business days, OMC may back up the page and then remove the part of the page in question until the professional staff member can be reached. In the most egregious violations, the offending portion of a web page may be removed immediately.

OMC will refer concerns that cannot be resolved in this manner to the professional staff member's supervising dean. OMC shall be notified by that dean when a resolution is reached.

11.2 Social Media Guidelines

When a request is made to create a College-related Social Media account/site for an academic department or administrative office, it should first be discussed with and approved by the respective Division Vice President, Department Chair or Designee. (A Designee should be a responsible individual within the organization with decision-making authority such as a Department Chair or Administrative Director.) If a student or student group desires to create a College-related Social Media account/site, he or she must first discuss with and obtain approval to proceed from the Vice President of Instruction & Learning or designee, and then the Office of Marketing and Communications.

If the account/site request is approved an Account Administrator will be designated and the request, containing the appropriate purpose and plan for account/site management, will be forwarded to the Office of Marketing and Communications for final approval.

The Account Administrator shall then register his/her username and password with the Office of Marketing and Communications. The Office of Marketing and Communications shall be included as an Administrator on any site representing Dutchess Community College.

Social Media accounts/sites existing prior to the implementation of this policy have 60 days after the effective date to comply and register the appropriate information with the Office of Marketing and Communications.

Each authorized Account Administrator should confer with the Office of Marketing and Communications each calendar year to determine the continued use of their respective Social Media site. Social Media sites that have remained inactive for six months or more will be deactivated by the Office of Marketing and Communications, and the Account Administrator must contact the Office of Marketing and Communications to be reactivated.

User Guidelines for College-related Social Media Site

The College is open and eager to others voicing their opinion and contributing relevant discussion through Social Media. Users must adhere to the College's applicable policies and any applicable hosting web sites' terms of use agreements, rules and rights.

Users:

- May be honest in their posts, complain or disagree with others' posts; however, the nature of all content must always remain respectful.
- May not post any inappropriate, defamatory, offensive, or misleading language. Such items will not be tolerated, and will be removed.
- Must ensure that all Social Media content remains relevant to the College and the community. Spam and other promotional content will be removed.
- May not claim ownership or authorship for content which is not owned by them. Give appropriate crediting, trademark, copyright or any other rights to the appropriate owner.
- Must acknowledge that all content generated on the College's Social Media' sites is **public**, therefore users must consider their own privacy at all times before posting or commenting. Those with concerns or complaints with respect to the College's Social Media sites should contact the Office of Marketing and Communications.
- Must agree that material posted, commented on, or linked to multimedia on the College's Social Media pages may be reproduced, distributed, edited, and published in any form by the College.
- Must obtain permission from the Office of Marketing and Communications to use "Dutchess Community College", or "DCC" within the name of the Social Media site and may not use the College logo or seal.

Administration of Authorized College-related Social Media Site

Unless a College-related Social Media site has been specifically authorized and approved by the Office of Marketing and Communications, no employee, individual, student or campus group is permitted to create or maintain a Social Media site that appears to represent the College.

College departments and student approved clubs and organizations may use Authorized Social Media sites to present information and content to the public and receive feedback from the public and the College community. Content and information released on Social Media is equivalent to content and information released to the press and the public in any other format, including press releases, newsletter letters and other correspondence. Care must be taken that content and information released to the public over Social Media is accurate and does not violate applicable laws (including, but not limited to, copyright, trademark and defamation law) or College policy.

For each College-related Facebook or other Social Media site, the following should clearly be included in the “About Us” section:

Dutchess Community College encourages the use of its Facebook page (or other designated Social Media site) by current and prospective students, faculty, staff, alumni, friends and neighbors to discuss events, information and activities related to the College. In doing so, the College’s Facebook Team asks that all who post be respectful in the content and comments you provide. The College reserves the right to review all content and remove any that we, in our sole discretion, deem to be inappropriate, unconstructive criticism, harassment, offensive, or violate any law or Facebook’s (or other designated Social Media site) Terms of Service.

In general, the College invites discussion of ideas and issues through Social Media; however, the College’s Office of Marketing and Communications reserves the right to remove posts or comments that are obscene, discriminatory, harassing, contain threats of violence, abusive, spam or advertising, or unrelated to the content or information. The Office of Marketing and Communications also reserves the right to remove posts or comments that violate applicable laws including, but not limited to, copyright and trademark, violate College policy including, but not limited to, the College’s equal opportunity policies or those that violate the use policies promulgated by the applicable Social Media provider.

Branding of College-related Social Media Site

When naming Social Media sites, selecting profile pictures or icons, selecting content to post, authorized sites should be conscientious of avoiding the appearance of representing the entire College. Names, profile images, and posts should all be clearly linked and branded to the particular sponsor program, department or organization. They may not contain the College logo or seal.

Violation

Violation of this policy by an employee will result in disciplinary action consistent with applicable laws and/or collective bargaining agreements.

11.3 Information Protection Plan

The College has a specific set of guidelines governing the general use of information resources. These are detailed in a manual prepared by the IT Department under the direction of the Director of Information Systems. The General Use of Information Resources Manual is available on MyDCC.

12. General Administrative Regulations and Procedures

12.1 Procedures Pertaining to Public Access of Records

A. Time and Place

Records produced, filed, or first promulgated after September 1, 1974, may be inspected in the Records Access Officer's office (Associate Vice President of Human Resources) during regular working days, 9:00 a.m. to 5:00 p.m.

B. Fees

A fee of 25¢ per page is hereby established for the copying of records.

C. Request for Access to Public Records

Applications to inspect records listed on the records list shall be made in writing on the form entitled "Application for Public Access to Records."

Requests for inspection should contain information regarding the date, title, file designation or other information which will help to identify the records needed. The Records Access Officer shall assist applicants in identifying the records sought, as necessary. The Records Access Officer shall approve or deny access to the records. All denials shall be in writing explaining the reasons thereof. The Officer, upon locating the record authorized for inspection shall review it, deleting any information which would constitute an unwarranted invasion of personal privacy. Thereafter, the Officer shall promptly make the record available for inspection. If more than five days is needed to produce the records requested, the request must be acknowledged, the delay explained and an appointment for inspection scheduled.

D. Denial of Access

If access is denied by the Records Access Officer, the applicant may appeal within thirty (30) days to the President of the College by completing the second half of the form "Application for Public Access to Records" and delivering it to the President's Office in Bowne Hall. If access to records has neither been granted nor denied within ten (10) business days of the date of acknowledgement of receipt of a record, an appeal may also be made to the President. The President shall respond to the appeal in writing within seven days of its receipt.

E. Public Notice

The name, title, office address and office phone number of the Records Access Officer shall be posted at the College.

12.2 Procedure for Approval for DCC Publications

This procedure applies to any student, club or organization, or professional staff member desiring to initiate a publication. A publication is defined as any letterhead, logo, flier, brochure, advertisement or other print item that is prepared for off-campus distribution or mailing and carries the name of Dutchess Community College.

Student organizations or other activities funded through the Student Government Association shall submit rough copy to the Office of Student Activities for review and budget allocation. Student publications planned for off-campus distribution will be referred to the Office of Marketing and Communications for final approval.

Faculty and administrators wishing to initiate any such publications shall submit objectives and a rough outline of content to the Office of Marketing and Communications for approval. The Office of Marketing and Communications also will work with areas including Student Services, Enrollment, Financial Aid and Student Accounts to provide communications oversight, writing and graphic design services and consultation regarding budget allocations.

12.3 Procedures for Printing

For purposes of this procedure, printing is defined as digital or offset publications, requiring design and/or artwork, which are non-instructional in content. This type of printing is reflected in two distinct categories -- 1) promotion and recruitment; 2) administrative.

A. Promotion and Recruitment Publications.

All publications related to promotion and/or recruitment are those provided for distribution primarily to persons off-campus.

1. Brochures, fliers and announcements are usually printed on-campus. A draft will be provided to the initiator of the job for review prior to final printing.
2. The Office of Enrollment and Student Success and/or the Office of Instruction & Learning, together with the Office of Marketing and Communications, are responsible for scheduling college publications, including the recruitment materials, admissions application and basic curriculum brochures. This is a representative listing only. All major printing jobs off-campus require bids. The preparation of those bids is the responsibility of the Office of Marketing and Communications.
3. Any faculty or administrative staff person wishing to initiate a promotion or recruitment publication may contact the Office of Marketing and Communications to determine purpose, layout, schedule, and availability of budgeted monies to complete the project.

B. Administrative Printing

Administrative printing is defined as items that are not related to promotional or recruitment activities. Examples are forms required by various offices, NCR forms, and internal announcements. Offices should budget the printing of administrative items in yearly budget submissions.

1. Administrative printing that requires off-campus printing -- i.e., carbon sets of forms, parking decals and tickets, materials requiring consecutive numbering -- may require awarding of bids to vendors. The administrative office

requesting printing that must be bid should contact the Purchasing Office for procedures to be followed.

2. Administrative printing that may be done on campus, and that does not require layout, may be submitted directly to the copy center.
3. Administrative printing that may be done on campus, and which does require layout, must be sent to the Office of Marketing and Communications.

12.4 Information Security General Statement

Each member of the campus community is responsible for the security and protection of electronic information resources over which he or she has control. Resources to be protected include networks, computers, software, and data. The physical and logical integrity of these resources must be protected against threats such as unauthorized intrusions, malicious misuse, or inadvertent compromise.

Additionally, the guidelines stress that faculty and staff members should have no expectation of privacy regarding the information stored on college computer systems. Users of college provided laptops should also be aware that laptop data is automatically copied to college servers for purposes of backup and protection.

12.5 Deposition of Minutes and Reports

In order to create a complete archive for Dutchess Community College and to effect a smooth transition from one committee constituency to another, the following must occur:

- A. During the year, minutes and special reports of all committees (both standing and ad hoc), councils, and of the Professional Staff Organization are to be posted on MyDCC.
- B. At the end of each academic year, the chairperson of all departments, committees and councils and the President of the Professional Staff Organization will review working materials, background reports and other information collected in the course of committee deliberations and assignments. That which he/she deems worthy and necessary of retention, will be sent to the Library for deposition in its archives.
- C. Approved Board of Trustees minutes will be posted on the College website.

12.6 Statement on the Personal Use of College Secretarial and Support Services by Professional Staff

- A. College secretarial and support services may be used by professional staff in appropriate instances.
- B. If professional staff are working on approved community projects, articles for publication, speeches for professional meetings, they may have the work done by College secretarial and support services - but only on a low priority basis. A lower priority still will be given to the preparation of materials for civic clubs to which professional staff belong, within the limits of existing resources and personnel.
- C. Professional staff who are collecting a fee for their work, may not use College services unless the work is done in off-hours and the College personnel are paid by the staff member for such services.
- D. College secretarial and support services shall not be used for typing and mailing of personal materials, e.g., theses, term papers, etc.

12.7 Procedure for Scheduling College Facilities

A facilities request form must be completed for ALL events requiring space. The room is not reserved until the requestor receives a confirmation notice.

There are two separate forms which can be downloaded under **Scheduling Links** in the **Quick Links** section of **MyDCC**:

- The Event Scheduling Request is for scheduling atypical credit class meetings or credit free classes on the Main Campus or on the Dutchess Fishkill location. It is also used for scheduling indoor or outside spaces for college sponsored or co-sponsored events on the Main Campus or on the Dutchess Fishkill location. This form is to be used for any event requiring a special set-up and/or food services. The completed form should be emailed to: AMiller@sunydutchess.edu.
- The **Facilities Use Form** should be used by outside groups, not affiliated with a campus department or organization, seeking to rent space for a special event (such as Civil Service Exams, Science Fair). The Facilities Use Form is available from the Scheduling Office at 845-431-8687 or by emailing AMiller@sunydutchess.edu.

Anyone requesting space **MUST** complete the proper form. Please note that if you oversee an event that appears on the Super Calendar, it is your responsibility to complete a scheduling request form. Do not assume that the Scheduling Office has reserved space or other resources on your behalf.

If you are holding multiple but similar events (such as monthly meetings), you may consider completing one request form and on the Day and Date line indicate “see attached.”

12.8 Use of College Facilities by Staff and Students in Off-hours

Staff members wishing to enter buildings at times when the College is normally closed should call the Security Office (x8070) immediately after entering a closed building to notify Security of his/her presence.

Security should also be notified by the staff member when he/she leaves.

No unauthorized person(s) are permitted to enter the facility or use someone else's ID card to gain access.

If a staff member does not have his/her keys/access card, it will be necessary, under all circumstances, for the staff member to present his/her Identification Card to Security before the guard will admit the staff member into the building or office.

A special form, "Temporary Building Pass" has been provided to permit students to use College facilities when the College is officially closed. Faculty may obtain a supply of these forms by contacting the Office of Scheduling. This form must be used in conjunction with student's ID cards and will not be valid unless signed by the Scheduling Office.

12.9 Campus Facilities Services

The campus building and grounds are maintained by Campus Facilities Management, which consists of the following departments: Housekeeping, Building Maintenance, HVAC & Electrical, Grounds and Equipment Maintenance, and Shipping and Receiving.

Requests for maintenance, additional custodial services, and deliveries or moves are to be made utilizing the online work order system, the link to which can be found on MyDCC. If the request is approved, the work will be scheduled by the department supervisor. Emergency situations should be reported to the Campus Facilities Office (x8650). After hour and weekend emergencies should be reported to the Campus Security Office (x8070).

Requests for set-ups for special events are to be made through the Scheduling Office. Additional housekeeping and/or security may be provided depending on the event and must be requested at the time the application to hold the event is made. For events that require food service, the request must indicate that table(s) will be needed for food and/or beverages.

12.10 Procedure for Disposal of Capital Equipment

- A. The College maintains an Asset Inventory for all of its capital equipment. These pieces of equipment are tagged and numbered. To dispose of any of this equipment, the following information must be provided to the Physical Plant Department:
 - 1. Staff member's name and phone number
 - 2. Asset tag number
 - 3. Description of the item
 - 4. Condition of the item (e.g. working, repairable, obsolete, etc.)
 - 5. Location of the item
- B. The Physical Plant Department will move the item to a designated storage area.
- C. The Board of Trustees will be asked to declare those items valued over \$1,000 as surplus equipment.
- D. All items considered surplus to the needs of the College will be disposed of in a manner consistent with law and/or regulations.

12.11 Cell Phone Use

The College recognizes that the use of cell phones is a cost-effective and efficient way to conduct business. Therefore, cell phones may be issued to those individuals, who will be identified by the Vice President for Finance and Administration and the President of the College, needing them to conduct College business in an efficient and effective manner.

13. Instructional Program Regulations, Practices and Procedures

13.1 Student and Faculty Absences and Tardiness

A. Student Absence and Tardiness

Each instructor may set his/her own policy regarding absences and lateness. Students must complete all assignments, instructions, and other requirements of all of their courses. Absence does not constitute exemption from other obligations, and it is the student's responsibility to take the initiative in making up any work missed.

B. Faculty Absence and Tardiness

Each faculty member is expected to meet and dismiss all his/her assigned classes on time.

Whenever an unavoidable circumstance makes it impossible to meet a particular class, the faculty member must notify his/her Department Chair as soon as possible.

Faculty are required to input their time off into the College's timekeeping system. Guidelines for this procedure can be obtained from the Office of Human Resources. All absences because of other professional responsibilities must be authorized by the Vice President for Instruction & Learning.

C. Absences Due to Religious Beliefs

Any student at the College who is unable because of his or her religious beliefs to attend classes on a particular day or days will be excused from any examination or any student or work requirements. College faculty will provide an equivalent opportunity for the student to make up any work which he or she may have missed because of such absence.

(Section 224, New York State Education Law)

13.2 Guidelines for the Development of the Master Schedule

Guidelines followed in the development of the master schedule for the College's day program include the following:

- A. Courses should be scheduled in accordance with the period patterns established by the Director of Scheduling in order that students may have a reasonable number of options in determining their class programs.
- B. Faculty, whenever practicable, shall not be scheduled for more than two consecutive lecture hours, nor more than one lecture hour immediately followed by a laboratory period, nor more than two consecutive laboratory periods without his/her consent.
- C. Normally the Director of Scheduling will consult only with Department Chairs in developing or revising the master schedule. Faculty suggestions and requests must be channeled through and approved by Department Chairs.
- D. Full-time faculty will normally be given preference in teaching an evening or summer class in his/her area of competence.
- E. The scheduled activities hours which are Tuesday at 12:30 - 1:45 p.m., Thursday at 12:30 - 1:45 p.m. and Friday at 12:00 – 12:50 p.m., have been set aside in order to provide students with an opportunity to schedule club meetings, other co-curricular activities, and all-college programs. Faculty and administration participation in these activities is highly desirable and often essential.

13.3 Classroom Policies and Procedures

A. Classroom Policy

It is the policy of the administration to accord each faculty member the freedom of operation required for effective teaching, especially in regard to class discipline. Each instructor, however, has an obligation to present his/her course in accordance with the catalog description and the approved course outline. He/she also has a responsibility to share actively in his/her department's development of each new course outline.

B. Canceling Classes by Faculty

1. Class Cancellation Because of Illness:

Faculty who are unable to meet their classes because of illness must follow the procedure of informing Instructional Media as described in Section 14.2.1.

2. Class Cancellation for Professional Activities:

No class is to be cancelled unless specifically approved by administrative notice. If, however, it becomes impossible for an individual instructor to meet a particular class because of professional activities, etc., this circumstance should be reported to the Department Chair. Only if there appears to be no feasible method of covering a particular class will administrative approval be given for canceling it.

C. Speakers

If a faculty member wishes to invite someone other than a member of the College faculty to speak to one of his/her classes, he/she must inform his/her Department Chair before the event takes place.

D. Children in Classrooms, Laboratories and on Campus

Inasmuch as the presence of children in classrooms, laboratories, college buildings or on the campus could result in injury to the children and/or problems for the College leading to increased liability and litigation, the College hereby states as policy that neither the children of students nor of employees are permitted in classrooms or laboratories at any time, and they are not permitted in

College buildings or on the campus unless accompanied by a parent or another responsible adult.

13.4 Emergency Closure Procedures

Campus Closure

When inclement weather or some other emergency condition requires closure of the campus, all on-campus classes and activities are canceled, and employees will not report to work. This excludes those required to report for work during inclement weather or the emergency condition. Remote classes will proceed without interruption. Employees scheduled to work from home that day, as well as those who were scheduled to be on campus but who also have been working remotely, will be expected to work remotely or use benefit time.

Should faculty teaching a class impacted by the campus closure prefer to conduct the entire class remotely during the scheduled class meeting time, rather than reschedule instruction for a make-up day, they may do so.

Delayed Opening/Early Closure

When inclement weather or some other emergency condition necessitates a delayed opening or early closure that action will apply only to on-campus activities. **Remote classes, and employees scheduled to work remotely, will proceed without interruption.**

As always, on-campus classes should meet in person if there is a **minimum of 30 minutes of instructional time available** after the opening of classes. For example, when a delayed opening is announced for 11:00 a.m., classes that meet from 10:00 a.m. to 11:50 a.m., should meet at 11:00 a.m. since 50 minutes still would be available for instruction. Labs scheduled across the delayed opening that cannot be completed in the remaining time should meet with the remaining instructional time used for an alternative learning activity.

Should faculty teaching an in-person class impacted by the delayed opening prefer to conduct the entire class remotely during the scheduled class meeting time, rather than reschedule or conduct an abbreviated session, they may do so.

Nursing students in clinicals should follow the instructions of the clinical instructor.

Student Responsibilities

Campus delays and closures apply to on-campus classes only. Classes delivered remotely will proceed as scheduled. In the event of a campus delay or closure, some faculty teaching on-campus classes may choose to deliver instruction remotely at the regularly scheduled meeting time. Faculty will communicate

such plans to students in advance of such an occurrence, and students will be expected to attend these remote sessions.

On days when the campus remains open during inclement weather or emergency condition, students enrolled in on-campus classes should make their own determination whether to attempt to travel to class based on the safety of road conditions in their own locale. Students will not be penalized for missing class under this circumstance, although students are responsible for the work missed and are expected to make it up in a reasonable time, as determined by the instructor.

Delay and Closure announcements will be announced on the College website and social media by 5:30 a.m., and on cancellations.com, poughkeepsiejournal.com.

- The College is closed.
- The College will open at _____.
- The College will close at _____.

13.5 Guidelines for Rosters, Admission to Class, Withdrawals, Student Absence, Grade Reporting, and the College Transcript

A. Rosters

Class lists will be made available to faculty in advance of the start of the semester.

B. Admission to Class

Any student whose name does not appear on the class roster or official course list via Self-Service Banner should not be allowed to remain in class. In order to remain in class, they would need to show a schedule with the current date on it.

If a student is not on the class list or cannot show the required proof of registration, they should be sent to the Registrar's Office. Auditing students must also follow these procedures.

The class list in Self-Service Banner has the most up-to-date course enrollment information.)

C. Withdrawals

Students who withdraw from either the College or a particular course must initiate such action in the Office of the Registrar. Failure to attend class or provide informal notification to instructors will not be considered official notice of withdrawal. For students who withdraw prior to the census date of the term, there will be no reflection of such on their transcript.

Withdrawals initiated during the first three weeks of the semester (or its equivalent for shorter parts of term) result in deletion of the course(s) from the record. A student who officially withdraws from a course(s) between the 4th week and the end of the 11th week of the semester (or its equivalent for shorter parts of term) will receive a grade of "W". If the student has not withdrawn by the end of the 11th week or its equivalent, the student will receive the grade that they earned in the course. Please refer to the Academic and/or the Credit Class Student Calendar for withdrawal deadlines.

College Policy regarding refunds of tuition and fees are found in section 15.4 of the PSH.

Students receiving financial aid should check with the Office of Financial Aid to find out how withdrawal may impact their aid.

Students receiving Title IV Federal Aid funds shall be subject to U.S. Department of Education and college policy regarding refunds and the requirement of calculating financial aid eligibility based on the date of withdrawal. Students may be subject to returning federal funds, if unearned at the time of withdrawal, officially or unofficially.

The Registrar will send notification of student withdrawal to faculty.

D. Student Absence

The College expects all students to attend class regularly. Excessive absences or tardiness may affect the quality of a student's academic performance. Students must be notified of the instructor's attendance policy on the syllabus at the beginning of the semester.

Each instructor may determine his or her policy regarding student absence and tardiness.

E. Grade Reporting

Formal reports showing the grades earned by a student in each subject, will be issued to all students at the mid-point of the Fall and Spring Semesters, and at the close of each semester.

Faculty will enter grade information into the College Student Information System by the deadlines established by the Office of Instruction & Learning and the Registrar's Office. In addition, at the end of each semester, all instructors must provide to the College a final grade report describing the instructor's grading policies and a record of how each student's final grade was determined. The Office of Instruction & Learning will publish specific directions for grade submission.

Posting Grades:

Posting of student grades is illegal under the Family Education Rights and Privacy Act (FERPA). Grades will be available to students through the College's Student Information System promptly at the end of the semester. However, faculty may tell any individual student what grade the student received if he/she chooses to do so. The grades may not, under any conditions, be posted in any format.

Change of Grade:

A grade of Incomplete (I) must be made up within the next four weeks in which the College is in regular session. Otherwise, the Incomplete (I) automatically becomes an F.

A faculty member may change a student grade (including a grade of I) up until one year after the grade was initially submitted. He/she needs to complete a change of grade form in the Registrar's Office.

F. The College Transcript

Student grades and unofficial transcripts are available to students electronically through the College's Student Information System. Official Dutchess Community College transcripts bearing the College seal can be ordered by students online via our transcript service provider; Credential Solutions.

Determining Cumulative Quality Point Average:

Quality points are assigned to letter grades as follows:

A - 4 points
A- - 3.67 points
B+ - 3.33 points
B - 3 points
B- - 2.67 points
C+ - 2.33 points
C - 2 points
D - 1 point
F - 0 points
ZF - 0 points

A cumulative quality point average is calculated in the following manner: (1) total the number of semester or credit hours attempted, including the hours for any course in which a grade of F was earned; (2) total the quality points; (3) divide the total points by the total hours of work attempted. The result is the cumulative point average.

For a repeated course, count the semester or credit hours once in the total hours attempted, and include only the highest grade in the total quality points.

Advanced Standing:

Official granting of Credit for Life Experience, Credit by Examination, or transfer credit may be applied for after a student has been accepted and matriculated.

13.6 Guidelines for Evaluation of Student Learning

A. Early and Frequent Evaluation

Early and frequent evaluation of student learning has been found to contribute to student success. Early evaluation encourages the habit of study and assists students to adjust to the standards and expectations for performance in each course. It also assists instructors in identifying students in need of additional academic support services as well as providing them with timely feedback on the effectiveness of their teaching. Several significant assignments and quizzes, or other evaluation activities, should be scheduled within the first few weeks of the semester to provide this early evaluation.

Frequent evaluation of student learning reinforces the habit of serious study and provides students with periodic feedback on their progress. Three or four short evaluation activities such as 10-15 minute quizzes plus two or three longer activities such as 30-40 minute examinations scheduled during the semester would constitute reasonably frequent evaluation.

Faculty should inform students in the first week of classes as part of the written course outlines of:

1. The dates of major tests or other evaluation activities.
2. The weight the grades of these tests or other activities will have in the final course grade.
3. The weight the grades of all other factors, such as class attendance or class participation, will have in the final course grade.
4. The instructor's policy about making up missed tests or other evaluation activities.

B. Make-up Tests or Evaluations

Instructors of day or evening courses may refer students needing make-up tests or evaluations to the Testing Center in SSC 104. Students schedule appointments for in-person or remotely-proctored make-up tests by visiting www.sunydutchess.edu/testing. To submit a test to the Testing Center, instructors fill out a Test Submission Form, located on MyDCC, and email the completed form and an electronic copy of the test to TestingCenter@sunydutchess.edu. Hard copies of the form and test can also be delivered to the Testing Center in Student

Services Center room 104. Completed tests or evaluations will be returned to instructors by email.

C. Guidelines for Final Evaluation of Student Learning

An evaluation activity at the end of each course is designed to: 1) encourage students to review, integrate and apply the knowledge and skills learned in the course, and 2) serve as a measure of the degree of student learning. The final evaluation may be an oral or written examination, oral report, a project, research paper, portfolio review, or any other process deemed appropriate by the instructor and the department.

1. Final Examination Period

A final examination period is scheduled at the end of the fall and spring semesters. A session of 2-1/2 hours is set aside for the evaluation activity for each course. Evaluation activities for courses of three or more credit hours should normally require the full session for completion. Activities for one and two credit hour courses may require less than the full session.

Instructors are responsible for informing students in advance of the evaluation activity of:

- a. The nature of the activity.
- b. How much of the course it will cover.
- c. The approximate time to be allotted to each part of the activity.
- d. Whether there will be optional parts or choices.
- e. The weight the grade for the evaluation will have in the final course grade.

Instructors using an evaluation process other than a final examination are responsible for the preparation and administration of the process. The process should be administered in a manner to ensure that each student is evaluated on the quality of his/her own work or contribution to a joint project.

Instructors who do not schedule an evaluation activity during the final examination period must meet at the scheduled time provided in the final exam schedule.

2. Final Examinations

In addition to providing the information to students outlined above, faculty giving final examinations are responsible for the preparation and duplication of the examination.

13.7 Field Trips and Speakers

A. Field Trips Scheduled by Classroom Instructors

Faculty members may schedule field trips at their own discretion. Each faculty member is, however, responsible for making all of the arrangements necessary to make the trip a worthwhile educational experience.

The Request for Approval of Field Trips and College Vehicle Use form must be submitted to the Office of Instruction & Learning for approval at least two weeks prior to the date of the trip (4 weeks for overnight trips). Copies of the approved field trip requests will be forwarded to the Scheduling Office so that the necessary notice concerning students being excused from classes can be included on MyDCC under Quick Links. Instructors are required to supply a list of students going on the trip to Security along with the approved Field trip form. In order to minimize class conflicts, faculty members should not generally plan more than one field trip per semester, outside of normal class meeting times, for a given class. Field trips are not to be scheduled during the first week of classes, mid-terms, the week before final exams or during final exams, and cannot be a course requirement unless scheduled prior to grades being submitted.

B. Field Trips Scheduled by Student Organizations

Field trips planned or sponsored by student clubs or organizations must be submitted in advance to the Office of Student Services for approval using the Request for Approval of Field Trips and College Vehicle Use form. These trips must not conflict with students' educational programs and consequently should not generally be scheduled during regular school hours.

Field trips that would cause students to miss one or more classes must be sponsored by an academic department or the College, and the expenses of such trips must be borne by the students themselves.

Student organizations wishing to send small groups or delegations to regional or national conferences will be permitted to do so on the condition that the students involved obtain permission from their instructors to be absent from any classes that they might miss.

Any questions about these policies should be referred to the Vice President for Instruction & Learning or the Director of Student Activities.

C. Use of College Vehicles

Any trips requiring the use of a college vehicle must be approved by the President and Vice President for Finance and Administration.

D. Insurance and Accident Reporting

If a college vehicle is involved in an accident, the local or state police department(s) is to be notified and an accident report completed. In the event of an accident in the college parking lot, do not call the local police. Notify college security immediately. In the event of injuries resulting from an accident, employees are covered by workers' compensation insurance. Non-employees are not covered by the workers' compensation plan.

No individual shall abuse a college vehicle. Personnel are responsible for the safe, careful operation of a college vehicle, and for observing all laws and directives. College vehicles can only be used for the purpose for which they are intended.

Any exceptions to these procedures must first be approved by the Vice President for Finance and Administration.

E. Visiting Lecturers

All publicity concerning visiting speakers must be handled through the Office of Marketing and Communications.

13.8 Textbooks and Manuals

A. Textbooks

Textbook and other supplementary materials used for instructional purposes can be purchased by the students at the College Bookstore. The classroom instructor is responsible for selecting the materials to be used and for submitting a requisition to the Department Chair for approval, or, where appropriate, to the program chair.

Faculty are asked to assume full responsibility for obtaining desk copies of books used in the courses which they teach. The bookstore manager will make available to department chairs and faculty publisher contact information.

B. Procedures for Developing and Producing Instructional Manuals

The following is a list of basic procedures for the development and production of all instructional manuals that are intended to be sold to students through the College Bookstore:

1. The faculty member will confer with his/her Department Chair to determine the appropriateness of course content and the cost to the department of the manual(s) to be produced.
2. Written permission for the use of copyright materials must be obtained by the faculty member and submitted with the materials to be produced and must comply with the terms of the permission obtained per copyright law.
3. All writing, copy-editing, and proofreading are the responsibility of the department.
4. To be printed and sold to students in the bookstore, a handout written by an instructor must qualify as follows:
 - a. It must be required in the course or program, AND
 - b. It must be approved for adoption by the academic Department Chair or, in the case of interdisciplinary courses or programs, the appropriate academic Department Chairs, or, in the case of required material supplied by non-academic departments, the Vice President for Instruction & Learning, AND

c. It will usually be used in all sections of a course, by all instructors of that course, AND

d. It will usually be 15 pages or longer.

Handouts not meeting the above conditions will normally be reproduced at the expense of the department according to each department's policy, and distributed free to students by the instructor.

5. The instructor is responsible for complying with the normal requirements of the bookstore on deadlines and permissions.

13.9 End-of-Academic-Year Responsibilities of Faculty

In fulfilling their professional obligations for an academic year, the members of each department under the direction of the Department Chair are requested to assume responsibility for the following at the conclusion of the spring semester:

- A. The completion of all textbook order forms for all courses to be offered in the fall semester.
- B. Submission to the department all class rosters in all courses taught during the academic year. These rosters should clearly identify the sections and courses taught; the names of the students in each; their grades in all assignments, quizzes, and exams; final examination grades; and the final course grades with an indication of the components and their relative weighing in the calculation.
- C. Contribution to the preparation of the annual report of the department which, among other things, should include the following items of information:

Description of curriculum and course revisions, program changes and comments on distinctive innovations, experiments, achievements, and problems relating to the department.

13.10 Probation and Dismissal Policy

Students whose academic performance falls below the standards normally required by the College may either be placed on probation or recommended for dismissal by the Registrar's Office.

Full-time students on academic probation will generally be limited to 14 credits. Any student may appeal to the Vice President of Enrollment and Student Success who may extend special consideration to those students whose circumstances or academic records indicate that such consideration is warranted. Probation is a status assigned to students showing reasonable promise of improving their performance. Dismissal will reduce a student's academic course load to part time status.

The following guidelines are used to determine the status of matriculated students:

<u>Credits Attempted</u>	<u>Probation** CPA</u>	<u>Dismissal*** CPA</u>
0-18*	Lower than 1.50	
19-36	Lower than 1.75	Lower than 1.40
37-54	Lower than 1.90	Lower than 1.70
More than 54	Lower than 2.00	Lower than 1.90
* Applied to part-time students after 12 credits have been attempted.		
** Full-time students on probation will generally be limited to 14 credits.		
*** Dismissal causes loss of matriculation -- students must complete 6 credits with "C" or better to be re-matriculated.		

13.11 Procedures Regarding Transfer of Previously Earned Credit, Departmental Proficiency Examination Credit, and Credit for Learning Through Life Experience

A. Transfer of Previously Earned Credit

1. Sources - Dutchess Community College will grant credit for academic work satisfactorily completed:

- a. At regionally accredited colleges (including extension and correspondence courses).

In the case of colleges and universities outside of the United States, credit is awarded from course by course evaluations by World Education Services (WES). International students must pay the cost of the WES evaluation.

- b. Through the CEEB Advanced Placement Program. (AP)
- c. Through the CEEB College Level Examination Program (CLEP).
- d. Through Educational Experience in the Armed Services.
- e. Through Military Service Credit Waiver.
- f. Through Life Experience.
- g. Through Departmental Proficiency Examination.

2. Applicability - Previously earned credit accepted through transfer must be applicable to the student's DCC curriculum.

3. Acceptable Performance Level

- a. A minimum course grade of C is required for the transfer of credits previously earned at other institutions.

- b. A minimum grade of 3 is required for the acceptance of credit earned through the CEEB Advanced Placement Program.
- c. In the CEEB College Level Examination Program credit will be granted for:
 - i. appropriate subject examinations if the results are at the 25th percentile sophomore norming level or higher;
 - ii. the general examination if the results are at the 25th percentile sophomore norming level or higher.
- d. A minimum grade of C or its numerical equivalent is required for the acceptance of credit through the New York State Excelsior College Examination Program.
- e. The level of achievement required for courses completed in Military Service Schools will be established by reference to A GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED FORCES, published by the American Council on Education.

4. Time Limitation

There is no specific time limitation on the transferability of previously earned credits. The continuing validity of such credits will be determined by one or more of the following:

- a. The content of the course or credits.
- b. The degree of change in the field of knowledge in which the credits were earned.
- c. The course, courses or curriculum to which the transfer credits are to be applied.
- d. The interim experiences of the student relevant to the credits previously earned.

5. Procedure

- a. It is the responsibility of the student to have all necessary materials, documentation, transcripts and other supporting information forwarded to the Office of the Registrar for evaluation and judgment regarding acceptable credits.
- b. It is the responsibility of the Registrar to evaluate all documentation submitted by a student for transfer credit and notify the student of the credits accepted.

6. Recording

- a. Transfer credits are recorded on the student's DCC transcript, and on separate documentation in the student's folder.
- b. Neither grades nor quality points are recorded for such credits; therefore, they do not affect a DCC student's semester average or cumulative grade point average.
- c. Although such credits are recorded on the DCC transcript, they do not guarantee acceptance as transfer credit at other institutions.

7. Costs - All costs related to the transfer of credit to Dutchess from other institutions or other sources must be assumed by the student.

B. Credit for Learning Through Life Experience (CLTLE)

A student may request credit for a given course or courses based on his/her learning through life experience even if there is an available proficiency test for that course or those courses.

1. Sources

A student requesting CLTLE must submit a portfolio of documents and/or evidence supporting his/her learning. The portfolio should include validating materials such as but not limited to the following.

- a. Job descriptions of positions previously held.
- b. Samples of projects completed.

- c. Significant publications.
 - d. A list of previous activities, significant involvements and/or responsibilities with specific descriptions and the inclusive dates for each.
 - e. Letters of recommendation from creditable supervisors, employers, colleagues, etc. with whom the applicant has previously been associated and who qualify to make statements regarding learning that has occurred.
 - f. Copies of certificates, awards, letters of commendation and recognition and/or similar supporting evidence.
 - g. Proficiency test results.
 - h. Documents of any kind or nature that further help define the learning acquired from the experience.
2. Applicability - CLTLE must be related to a given DCC course, a given series of DCC courses, or a specific DCC curriculum.
3. Acceptable Performance Level - To receive CLTLE credit, a student must earn at least a grade of C.
4. Time Limitation
- There is no specific time limitation on the acceptability of learning through life experience. The continuing validity of that learning will be determined by:
- a. The content of the learning experience.
 - b. The degree of change in the field of knowledge in which the learning experience occurred.
 - c. The course, courses or curriculum to which the CLTLE is to be applied.
5. Restrictions

- a. CLTLE will not be granted on the basis of the high school transcript or high school learning only.
- b. CLTLE may be evaluated but will not be granted until a student has finished one full-time semester at Dutchess Community College or has completed 12 credit hours through part-time study and has matriculated.

6. Procedure

- a. The student will first consult with the Registrar, who will refer the student to the appropriate Department Chair.
- b. The Department Chair will further consult with the student and either by himself/herself or in cooperation with the appropriate program chairperson will:
 - i. Determine whether the learning experience is appropriate for credit in his/her department or a specific program or course;
 - ii. If the learning is relevant, specify for the student the documentation necessary to support and define it;
 - iii. Complete a contract with the student regarding the arrangement made and file a copy of the contract with the Registrar;
 - iv. Prepare and maintain a file of all documentation submitted by the student in support of the learning;
 - v. When all documentation is at hand and requirements met, complete a proficiency credit form and submit it to the Vice President for Instruction & Learning with a recommendation that the credit or credits be granted for learning through life experience.
 - vi. If the credit is to be granted for an independent study course, complete an

Independent Study Project Description form
and proceed as in number 5.

7. Recording

Credit for CLTLE will be entered on the student's transcript as:

- a. Proficiency credit if granted for a specific course, showing:
 - i. The number and title of the course;
 - ii. A grade of J (indicating proficiency);
 - iii. The credit hours earned;
 - iv. No letter grade or quality points.
- b. Independent study (271, 272, 273, etc.) if not for a specific course.

8. Appeal

A student denied CLTLE may appeal the denial in the following order:

- a. To the Program Chairperson.
- b. To the Department Chair.
- c. To the Academic Standing Committee.
- d. To the Vice President for Instruction & Learning.

9. Costs - Appropriate costs for processing requests for CLTLE will be established by the College and charged to the student.

10. Review - The policy and procedures are to be reviewed annually by the Academic Standing Committee prior to final PSO meeting in order that any recommended changes may be acted upon by the PSO in preparation for the following school year.

C. Credit by Departmental Proficiency Examination

1. Sources

All DCC academic departments have developed proficiency examinations in all required courses. These examinations may include such items as:

- a. Written or oral examinations on the course content including the prescribed text, syllabus, and the extended course description.
- b. Written or oral examinations on or demonstrations regarding the employment, educational or personal experiences of the student with the understanding that they be closely related to the formal course content.
- c. Any additional significant measurement.
- d. A combination of all three.

2. Applicability - Credits earned through Departmental Proficiency Examinations are to be applied to the appropriate DCC course or courses.

3. Acceptable Performance Level - To receive credit through a Departmental Proficiency Examination, a student must earn at least a grade of C.

4. Procedure

- a. The student will present a request for credit by Departmental Proficiency Examination to the appropriate Department Chair.
- b. The Department Chair, in consultation with the student, will determine the examination to be given.
- c. The Department Chair will complete a contract with the student regarding the proficiency examination to be used and file a copy of the contract with the Registrar.

5. Recording

Credit earned through the examination will be entered on the student transcript showing:

- a. The number and title of the course.
- b. A grade of J (indicating proficiency).
- c. The credit hours earned.
- d. No letter grade or quality points.

6. Limitation – Departmental Proficiency Examination credit may not be granted for PED.

7. Costs - A fee based on the credits attempted will be charged of each student taking a Departmental Proficiency Examination.

8. Frequency - Departmental Proficiency Examinations will be administered at announced intervals throughout a given semester and summer sessions.

D. Maximum Credits That May Be Earned Through Transfer, CLTLE and/or Departmental Proficiency Examination

- 1. The maximum number of credits that may be earned through transfer, CLTLE, Departmental Proficiency Examination or other examinations, or any combination, is 40 for a degree program.
- 2. The maximum number of credits that may be earned through transfer, CLTLE, Departmental Proficiency Examination or other examinations, or any combination, is 20 for a certificate program.

13.12 Grade Appeal Process

13.12.1 Informal Appeal Process

If a student wishes to discuss a grade that he/she has received for a test or an assignment or the final grade in a course, this step is for the student to meet with the instructor to resolve the concern in an informal manner.

13.12.2 Formal Appeal Process

Introduction: It is the responsibility of Dutchess Community College faculty members to establish clear grading policies and standards for academic performance in their courses. These policies must be stated in writing. Individual approaches to grading are valid, and as long as faculty members evaluate student work fairly and consistently, there should be no need for students to challenge their grading.

The formal appeal of a grade for a test or assignment must begin within thirty calendar days of the receipt of the grade. If the appeal is related to the grade for a course, the process is similar to that for an assignment or test grade, except that the student has until the end of the second week of the following semester to begin the process.

Grounds for Formal Appeal: Students may appeal grades in DCC courses on the following grounds, provided that they have evidence, or believe that evidence exists, to support their claims:

- A. Failure by the instructor to explain clearly the method by which grades in the course would be determined.
- B. Assignment of a course grade by substantial departure from the announced method.
- C. Capricious or prejudiced grading.

Step 1

To initiate a formal appeal, the student must obtain a Grade Appeal Form from the academic department secretary or the Office of Instruction & Learning. Complete the first portion of the Grade Appeal Form and submit it to the instructor and request a meeting. This meeting should normally take place within fourteen days of the instructor's receipt of the Grade Appeal Form. If the student goes first to the Academic Department Chair or Departmental Supervisor, that person should refer the student to the instructor as the first step in this process. Under extraordinary circumstances, the Department Chair may choose to waive the first step and proceed to set up a meeting with the student and the instructor as outlined in Step Two.

Step 2

If the meeting with the instructor does not result in a solution satisfactory to the student, the student has fourteen calendar days to appeal to the Department Chair.

The Department Chair will review the Grade Appeal Form and attached materials, and meet with the student and the instructor to discuss the matter. The Department Chair will report his/her decision and rationale in writing to both the student and the instructor within fourteen calendar days of meeting with the student and the instructor.

Step 3

If the decision of the Department Chair does not result in a satisfactory resolution, the student or instructor may submit, within fourteen days of receiving the decision of the Department Chair, the Grade Appeal Form to the Office of Instruction & Learning, as an appeal to an Academic Review Committee. The Committee, consisting of three members, will be chaired by an Associate Dean for Instruction & Learning, appointed by the Vice President for Instruction & Learning. The Associate Dean will choose the two additional members of the committee from the faculty on the Committee OF Student Learning and Assessment. The faculty selected for the committee will be from outside the academic department with which the appeal is concerned.

The Academic Review Committee will meet and consider all the documentation provided by the Department Chair, the student and the instructor. Both the student and the instructor will be given an opportunity to appear before the Academic Review Committee. The Committee will report its decision and rationale in writing to the student, the Department Chair and the instructor normally within fourteen days of the Committee meeting. A copy of the Academic Review Committee's decision and rationale will also be sent to the Vice President for Instruction & Learning.

Step 4

If the student or instructor does not accept the decision of the Committee, that decision may be appealed to the Vice President for Instruction & Learning within fourteen days for final review. The Vice President for Instruction & Learning, with full access to all documentation from previous levels of appeal, and any additional conferences with involved parties, will be the final College arbiter of the appeal. The decision will normally be made within fourteen calendar days of the date on which the appeal was received from the student or instructor.

The Vice President for Instruction & Learning will report his/her decision and rationale in writing to the student, the Department Chair, the instructor, and the members of the Academic Review Committee.

NOTE: The timetable noted above assumes no interruptions in the regular college calendar, such as semester or spring breaks, which would alter the timetable. For an appeal of a grade for a spring semester course, the “following semester” is defined as the following fall semester.

13.13 Graduation Requirements

All candidates for degrees, certificates, and micro-credentials from Dutchess Community College are required to:

1. Fulfill all the requirements of the approved and registered program for which the student is matriculated.
2. Successfully complete the minimum number of credits required in the program.
3. Complete, at Dutchess, at least 24 hours of the course work offered for credits toward a degree.
4. Complete, at Dutchess, at least 50% of the program coursework offered for credits towards a certificate.
5. Complete, at Dutchess, at least 50% of the program coursework offered for credits towards a micro-credential (certain courses may be required to be taken at DCC).
6. Have a Cumulative Grade Point Average of 2.0 or better.
7. Be certified for graduation by the Registrar or his/her designee.
8. Apply for graduation by meeting with an Academic Coach and then submitting the graduation application to the Registrar's Office.
9. Have paid or satisfactorily adjusted all College fees and met all other obligations.
10. Have submitted official proof of high school graduation or GED.

14. Academic Support Program Regulations, Practices, and Procedures

14.1 Library Procedures

A. Circulation Policy

Staff members are expected to use their SUNYCard for identification purposes. The card contains the library barcode and items cannot be checked out unless a SUNYCard has been issued.

Staff members are responsible items borrowed on their account. Borrowers are expected to pay for lost or damaged materials, even if an item may have been borrowed for, or subsequently given to, another person.

Books

Most books may be borrowed for 16 weeks. Exceptions to this policy are available on the library website. Reference books can be checked out for a limited amount of time, as agreed on by the reference librarian and the borrower.

Staff members are not charged fines and books will be recalled during the semester only if requested by another patron. Staff members are asked to return all books at the end of each semester.

Periodicals

Periodicals do not circulate. Exceptions can be made on a case-by-case basis.

Instructional Media

The library maintains a collection of instructional media that faculty and staff may borrow for three weeks at a time. Items can be renewed if they have not been requested by another staff member.

RitzDiscovery, the Library's discovery tool, can be searched to determine if a video is available. Holds can be placed on media items through RitzDiscovery or by calling the circulation desk.

B. Orders/Library Liaison Program

Since our collection is intended to support our credit courses and programs, faculty members are encouraged to become familiar with the library materials in their respective areas and to make purchase and weeding recommendations. We encourage active participation in collection development through our Library Liaison program, which pairs

a librarian with a representative from each academic department. Each year, the Library allots a portion of its acquisitions budget to the academic departments. Faculty representatives to the Library Liaison program solicit input and coordinate purchase recommendations from their department members. Faculty liaisons are notified when the materials are ordered and received. Librarian liaisons assist in locating appropriate materials on a given subject and train faculty members on the use of our electronic resources. Please contact the Director of the Library for a complete program description.

Members of the administrative staff who wish to recommend titles for purchase may contact the Director of the Library or submit a request through the library website.

C. Reserve Use and Textbooks

The Ritz Library provides reserve textbooks for courses with high enrollment. Students are allowed to use reserve textbooks in the library for one hour at a time. When possible, faculty are encouraged to donate a textbook desk copy for the reserve collection.

A faculty member can place books, magazines, and media on reserve. To do so, fill out the form located at: <http://sunydutchess.libguides.com/coursereserves/faculty>. Please allow 24 hours for a reserve request to be processed. All reserve items must comply with copyright regulations. The responsibility for copyright clearance rests with the requesting instructor. Questions regarding copyright compliance may be directed to the Director of the Library.

Electronic resources can be added to a course in MyDCC. For assistance, contact the Teaching and Learning Center.

D. Reference Services

Reference and research services are available to all members of the college community. Reference services are available in-person, over the phone at x8634, via email, or via our 24-hour chat service. Reference services include:

- Assistance in accessing & evaluating information resources for in-depth research questions.
- Searching the library's discovery tool or a specific database for academic resources.
- Providing instruction for use of the library's print and electronic resources.

- Providing research consultations. If a research project is complex, arrangements can be made for in-depth consultations with a librarian to determine research strategies and locate resources best suited to a particular topic.

E. Library Orientations/Information Literacy Sessions

Faculty members are encouraged to schedule library orientations to improve their students' information literacy skills. Library instruction sessions can cover library resources and services, resources outside of the library, and/or citations. Information literacy sessions can be customized for a specific course or project.

Requests for orientations should be scheduled through the library website at <https://sunydutchess.libguides.com/orientations>.

Library information sessions can take place in the library, in a classroom outside the library, at DCC Fishkill, or remotely. Faculty are expected to attend information literacy sessions with their class.

14.2 Instructional Resource Services

14.2.1 Class Cancellation Procedures

Online

The preferred method to cancel classes is to submit them online. To cancel your class online, log into Blackboard and click on the Faculty Tab. Look for the Class Cancellations module. Click on “Submit Class Cancellations”, then complete and submit the form.

Via Phone

Faculty who do not have access to a computer may call in their cancellation. You must call 845-431-8679. Listen carefully to the prompts and respond to all the questions asked by the voicemail interview box.

Phone Cancellation Instructions

The procedure for processing phone cancellations is automated in order to ensure that the information received is accurate and posted immediately to the website.

When calling 845-431-8679 you will be prompted to verify your identity by:

- Entering your date of birth (first the month, then the day, then the full year)
- Entering the last 4 digits of your social security number.

Then the system will ask if you are:

- Cancelling classes for the current day or the following day.
- Cancelling all your classes or just specific classes.
 - If you are not cancelling all your classes, you will hear a list of all your classes for the day you have selected
 - You will have the option of responding “Yes” or “NO” to cancel specific classes for the day you have selected.

After you have finished entering your cancellations, you will be asked to confirm your choices. Once you have done so, updates will automatically be applied to the college’s web pages, the campus

message channel displays and the 845-431-8001 class cancellation line.

We suggest that you add the class cancellation number (845-431-8679) to your phonebook.

If you have questions, please contact the DCC Help Desk at 845-431-8000 ext. HELP (4357)

14.2.2 Equipment Lending

The Instructional Media Department located in CBI-130 maintains the audio visual equipment used on campus.

Please contact the DCC Help Desk to request use of a portable projector or other audio visual equipment.

Additionally, the department has laptop computers that can be borrowed for a presentation. Contact the Help Desk to request a laptop loaner.

14.3 Procedures for Duplication of Copyrighted Materials

A. Scope of Copyright Law

1. Copyright considerations apply to all forms of duplication: printing, copying, photographing, filming, videotaping, and audiotaping.
2. Copyright regulations should be complied with both in requesting duplication services and in self-performed duplication on the various open-access facilities.
3. Requests to campus printing and audio-visual services can be accepted only if in compliance with established copyright law.
4. Duplication of copyrighted material can be legally performed:
 - a. Within the terms of a written release from the copyright holder;
 - b. Under the non-statutory principle of "Fair Use."

"Fair Use" generally

- i. Is a single copy;
- ii. Is exemplary portions only, of extensive works;
- iii. Is for non-public, non-profit use;
- iv. Does not impair the product market (copying to avoid a purchase).

B. Questions to be Answered Prior to Requesting Copyright Release

1. Is the material currently covered by copyright?
2. Is the material essential?
3. Can the same concept or idea be given in your own expression? (Knowledge--ideas--cannot be copyrighted, only the form of their expression.)
4. Can the material be used without duplication?
5. Can the material be purchased? At what cost?
6. Have the costs been determined and are funds budgeted for reproducing materials?

C. Local (DCC) Requirements for Using Copyrighted Materials

1. It is the responsibility of the individual faculty member to secure appropriate releases before requesting reproduction services. A sample request for copyright release follows.
2. Request duplication or use rights of the materials early, before planning a lesson around them.
3. Requests for multiple or volume production of copyrighted materials will be accepted only if authorization from the copyright holder has been received by the individual faculty member. Validation by faculty member's signature will be required.
4. Similarly, requests for single copy duplications of materials will be accepted if authorization has been received and validated, or if they fall within the principle of "fair use."

SAMPLE REQUEST FOR PERMISSION

DUTCHESS COMMUNITY COLLEGE
State University of New York

Permissions Department
Harvey Book Company
3 West Road
Baltimore, MD 21214

Gentlemen:

I would like permission to duplicate the following for use in next semester's class:

Title: Helping the School Librarian, Second Edition.
Copyright: Harvey Book Company, 1965, 1971.
Author: Sara Howes and Don Johnson.
Material to be duplicated: Pages 23, 24 and 57
(photocopies enclosed), all in Chapter One.
Number of copies: 25.
Distribution: Continuing education classroom:
The material will be distributed gratis to students.
Type or reprint: Photocopy.

The information contained on the pages listed above will be used as supplementary materials for my class.

A self-addressed envelope is enclosed for your convenience.

Please let me know if copyright permission must be cited and in what form.

Sincerely,

John Craig, Director
Continuing Education

14.4 Professional Staff Development

14.4.1 Professional Associations for Two-Year College Educators

All professional staff members at Dutchess Community College are urged to support professional organizations through membership, subscription to publications, and attendance at conferences and workshops. In so doing, they will acquire a better understanding of the role of the two-year college in American higher education and prepare themselves for more effective service. Some suggested professional organizations are as follows:

A. The Faculty Council of the Community Colleges of the State University of New York

See Section 4.4.

B. The New York State Association of Two-Year Colleges

The New York State Association of Two-Year Colleges is an organization established in 1947 to serve the professional interests of staff members and promote generally the development of the two-year college movement within the State.

The Association publishes a Newsletter several times a year, holds an annual conference, and prepares a directory of institutional and individual members.

14.4.2 Professional Development Program for Full-time Administrative Staff

Subject to the approval of the Vice President for Instruction and Learning, administrative staff members may pursue part-time study during the academic year. No administrator will be excused from regular duties for a period greater than one-half of a regular working day per week in order to pursue such study.

Personal educational programs in the summer months of several weeks' duration which require that individuals be absent from their duties at the College will be evaluated according to the following policies:

- A. One-half of the period of the program will be contributed by the individual as regular vacation time. The other half of the time period the individual will be released by the College from his or her normal administrative duties.
- B. In any given summer no more than eight percent (8%) of the total professional administrative staff will be permitted to participate in personal educational programs, and there shall be no more than one person from any particular administrative area.
- C. All requests for participation in these programs should be submitted in writing to the President of the College no later than May 1 each year. The President will present the request to the President's Advisory Council for evaluation.
- D. The written request should pay careful attention to the following items:
 - 1. The nature of the program to be undertaken (dates, institution, etc.)
 - 2. The value of the program in terms of how it will enhance the individual's professional competence at Dutchess Community College.

14.4.3 Grants and Awards for Professional Staff

Members of the professional staff of the College are expected to accept responsibility for their continuing professional development. At the present-time financial assistance may be obtained in the following ways:

- A. The DCC Foundation offers the following grants:
 - Mini-Grants
 - C.B. Schmidt Staff Development Award
 - Endowed Faculty Chairs
 - Dr. D. David Conklin Leadership Series

Applications for the above grants may be made through the Office of Instruction & Learning.

- B. Instructional Improvement and Other Professional Development Projects - Guidelines for Applicants

Funds are available for Professional Development Projects through the Office of Instruction & Learning.

C. The DCC Tuition Reimbursement Program/SUNY Waivers

The following guidelines govern the administration of the tuition reimbursement program:

1. An appropriate form designed by the administration shall be used for applications for tuition reimbursement. Registration and other college fees are not included in tuition reimbursement.
2. No one educator may receive more than the negotiated limitation in tuition reimbursements/SUNY waivers in a single academic year.
3. Funds shall be available for the support of approved graduate study.
4. Tuition reimbursements shall be made by the Vice President for Finance and Administration or his/her designee through the Office of Instruction & Learning upon presentation by an educator of an approved request form, and a valid bursar's receipt.
5. Recipients of reimbursements shall be obligated to submit for inclusion in their open files transcripts or other acceptable evidence of successful completion of course work undertaken.
6. The Department Chairs and administrative officers charged with approving requests for reimbursement shall ascertain that the study undertaken is supportive of and relevant to an applicant's present and probable future responsibilities at the College.
7. In the event that available funds exceed the total of approved requests for tuition reimbursements within the individual limits in a given year, the remaining monies shall be expended in the summer of that year for additional tuition reimbursements.

D. SUNY Waivers

The State University of New York makes available an allocation of funds which may be used for tuition waivers for professional staff members taking degree credit courses at SUNY units. This allocation varies in amount from year to year and is calculated on an April 1 - March 31 year. Further information can be obtained from the Office of Instruction & Learning.

14.4.4 Procedures for Preparing Applications/ Proposals for External Grants

The Director of Grants is responsible for disseminating information on, and helping with the preparation of, grant applications to private and public agencies for the College. Faculty and administrators seeking to apply for grants must adhere to the following **pre-award** grant application procedures:

- A. Complete the Preliminary Grant Proposal Authorization Form, found on the College's intranet website, at least 30-45 days prior to the proposal deadline, thereby allowing time for project review by DCC leadership and application preparation. This form will document the rationale/ need for the project and its alignment with the College mission and strategic plan. The form will provide a brief narrative, timeframe for implementation, preliminary budget estimate and in-kind matching fund requirements. In addition, the project must be reviewed with the appropriate/ responsible Department Chair and Vice President for Institutional Effectiveness, who will designate approval with their signature on the Authorization Form.
- B. Upon signed approval from the Chair and Vice President for Institutional Effectiveness, the Authorization Form is then submitted to the Director of Grants, who will review and submit the Authorization Form and any supporting documents to Division Vice President's and/ or President for approval.
- C. Once all approvals are received on the External Grant Proposal Authorization Form, the Director of Grant's will work with the designated project lead (faculty and/ or administrator) to review proposal guidelines, form a project team and outline assigned responsibilities and timeframes for

proposal development, final review by College leadership, and final submittal to the grantor.

- D. Draft and final applications must be reviewed by the Vice President for Institutional Effectiveness, Vice President of Instruction & Learning, the Dean of Finance and Administration, and the Director of Grants prior to review and approval by the President. The grant application and all supporting documents must be accompanied by the Request for External Grant Applications Submission form, which can also be found on the College's intranet website. The complete package, including the Request for External Grant Applications Submission form, must have all the necessary signature approvals before submittal to the President for his/her signature approval. Ample time—preferably seven (7) days must be given for this review process in order to meet the grant application deadline.
- E. The Director of Grants will submit the fully signed, final proposal to the grantor, preferably two (2) days in advance of the deadline, and record submission confirmation.

Post-Award Procedures

Upon award notification from the grantor agency, the Director of Grants is responsible for the coordination of grant award documents, including any program or budget modifications, and approval by the President or officer authorized to provide institutional commitment. The Director of Grants will contact the Business Office and responsible divisional Vice President to outline the administration of the grant and reporting requirements. An approved budget, including any modifications, must be submitted to the Business Office at this time. The project administrator or coordinator, as outlined in the application, will manage project activities under the supervision of the responsible divisional Vice President (ensuring that all activities are implemented, funds are encumbered, and reports are filed when due as outlined in the grant award documents) in collaboration with the Business Office and the Grants Office. The Director of Grants the responsible divisional Vice President will review and edit all reports prepared by the project administrator or coordinator; and the Business Office will prepare or review all financial reports prior to submittal to the grantor agency. The Director of Grants will submit requests for funding extensions or renewals to the funder upon approval by the responsible Vice President and/ or President.

14.4.5 General Guidelines for Other Professional Development Workshops

In addition to the workshops offered by the Professional Staff Development Committee, the College encourages ideas for potential workshops from other committees or individuals. The following guidelines apply:

- A. Any group of individuals may inspire a workshop. It need not be departmental.
- B. The Professional Staff Development Committee will serve as a clearing house, giving assistance in planning, scheduling, and implementation as needed.
- C. The Professional Staff Development Committee will serve in a co-sponsor relationship with the workshop initiators.
- D. The Professional Staff Development Committee requests that a one-page proposal be presented, in writing, to the Committee for consideration.

14.5 Curriculum Development

14.5.1 Curriculum Advisory Committees

The College shall establish curriculum advisory committees for its career/technical programs. Each committee shall be composed of representatives, laymen recognized as experts, leaders and authorities in their respective fields and be appointed by the President of the College after consultation with the Office of Curriculum and Instruction.

A committee normally shall consist of approximately twelve members from areas served by the particular program. Terms of appointment shall be staggered so that a committee will have the advantage of continuity as a body.

Members of these advisory committees shall act as resource consultants and share in organizing, developing, and enriching current curricula. Even after the establishment of a new program, it is recognized that training methods, procedures, content and standards are never static. To be assured that a curriculum is offering appropriate educational experiences to students, the College shall constantly review employment patterns, job specifications, and new development in the community served by the institution. By engaging in such organized critical evaluations, a community college properly serves both its students and the public which supports it.

Advisory committees shall meet when necessary to evaluate and study the development of a program. Two meetings a year may be found to be sufficient under normal circumstances.

Advisory committees shall serve to:

- A. Maintain close liaison between the College and the community served by the program.
- B. Keep the College informed of trends and changes in the field, both locally and nationally.
- C. Make recommendations so that instruction may be adjusted to meet present and emerging needs.

- D. Assist the College in promoting a specific program and to help interpret that program and its needs to the community.
- E. Make the College community aware of vocational opportunities in the field.
- F. Help in evaluating the kind and scope of training needed.
- G. Cooperate with the College in making follow-up studies of graduates to determine the nature of their employment and the extent to which their training prepared them for satisfactory employment and promotion.

15. Student Services' Program Regulations, Practices, and Procedures

15.1 Admission Procedures

A. Degree-seeking (Matriculated) Students

Students interested in pursuing a degree at DCC must submit an application to the Admissions Office. To ensure academic success in college, new students may be required to take a placement test in English or math. Students may be exempt from portions of the placement test based on high school and/or college transcripts, and SAT or ACT scores. Students who have participated in English as a New Language, English as a Second Language, or English Language Learners, will be required to take an ESL Placement Test.

B. Advanced Standing and Other Students

For full details regarding admission as an early admission student or as a student with advanced standing, instructions in the current College catalog should be followed.

C. Full Opportunity Policy

A policy is established offering acceptance in an appropriate program at Dutchess Community College of all applicants residing in Dutchess County who graduated from high school in the prior year and applicants who are high school graduates released from active duty with the Armed Forces of the United States within the prior year.

D. Early Admissions Program

Ordinarily, students admitted to Dutchess Community College are either high school graduates or holders of the New York State General Equivalency Diploma. However, recognizing that certain students currently enrolled in high school may benefit either educationally or vocationally by beginning college study in individual courses or in a selected college curriculum earlier than the traditional college entry date, Dutchess has established an Early Admissions Program to serve such students.

1. Guidelines for the Acceptance of Full-time Early Admission Students

- a. The Full-time Early Admissions program is available for high school seniors only who have an 85 or higher average.

- b. The student discusses the Early Admission Program with his/her High School Counselor.
- c. The student and parent or guardian completes an online Early Admission application, listing courses needed to fulfill high school graduation requirements. Early Admission application is signed by the student, parent or guardian.
- d. An email is automatically sent to the school counselor for approval and with request for the student's high school transcript. This completes the application process.
- e. Dutchess Community College will contact the student if they need to take the college-approved placement tests; this is determined by the student's previous academic records.
- f. To be eligible for the Early Admission Program, the student must place into ENG 101.
- g. The student must meet with an academic advisor to register for classes prior to the start of the semester.

2. Guidelines for Part-time Early Admission Students

- a. The Part-time Early Admissions program is available for students who have completed their sophomore year or are at least 16 years old.
- b. The student discusses the Early Admission Program with his/her High School Counselor.
- c. The student and parent or guardian complete an online Early Admission application, listing courses the student wishes to take (11 credits maximum).
- d. An email is automatically sent to the school counselor for approval and with request for the student's high school transcript
- e. The student must meet all Dutchess Community College prerequisites prior to enrolling in a course.

- f. Dutchess Community College will contact the student if they need to take the college-approved placement tests; this is determined by the student's previous academic records.
- h. The student must meet with an academic advisor to register for classes prior to the start of the semester.

E. Fresh Start Rule

This rule allows, under certain circumstances, the removal of "D" and "F" grades from inclusion in the computation of the Cumulative Point Average (CPA) for individuals who have previously attended Dutchess Community College. In effect, the individual is treated in a manner similar to that of a transfer student, although the courses and grades will remain on the transcript in the semester taken, and show as non-applicable. The following criteria must be met and followed in order to use the Fresh Start Rule:

1. A minimum of three (3) years must have elapsed since the student last registered for credit courses at DCC.
2. The student must re-matriculate and meet all other requirements for entry into specific courses and programs, including appropriate scores on the college-approved placement tests.
3. The student must apply to utilize the option, and agree, in advance, to accept the decision of the evaluator of the transcript.
4. The rule may be used only once.
5. Where appropriate, consultation with the Department Chair of the program into which the student is matriculating will occur.
6. All other requirements for graduation which are in effect at the time of the re-matriculation continue to apply, such as distributive requirements, a 2.0 CPA, and the 64 credit minimum for graduation.

15.1.1 Placement Tests

A. Full-time and Part-Time Matriculated Students

All full-time and matriculated part-time students may be required to take the college-approved English and mathematics placement tests based on their previous academic records. Students who have participated in English as a New Language, English as a Second Language, or English Language Learners, will be required to take an ESL Placement Test.

B. Part-time Non-matriculated Students

Part-time, non-matriculating students will take placement tests as necessary for course placement as determined by their previous academic records.

15.2 Advance Registration and Registration

A. Advance Registration

It is the responsibility of the Registrar to plan, organize and direct advance registration activities including the distribution of all necessary instructions and forms to both faculty and students.

The purpose of advance registration is to plan a student's courses and schedule for the subsequent semester. The faculty advisor has a central role in the advance registration of advisees. The advisor must see that the student plans a systematic program of study wherein prerequisites are met, degree or certificate requirements are followed and recognition is paid to a student's current level of ability and achievement. Assistance offered in the selection of electives, the feed-back of relevant information gained from such a contact, and the determination of subjects to be taken by the student during their next semester at the College are all functions of the advisor at advance registration time.

Advance registration takes place in October and April for current students.

B. Registration

After the one-month period considered to be advance registration, registration runs continuously during the regular business hours of the Registrar's Office.

It is possible to register late for a course up to the time the course begins its second series of weekly class meetings.

Dates and procedures for each and all registrations emanate from the Office of the Registrar.

15.3 Withdrawal from College or Courses

Students who wish to withdraw from all their college courses, or from a particular course, must initiate such action in the Office of the Registrar. Failure to attend class, or informal notification of instructors, will not be considered official notice of withdrawal.

Refunds of tuition and fees will be made to students who submit withdrawal requests according to the following schedule:

100% refund -- prior to the first day of classes for a given semester

75% refund -- during the first week of classes

50% refund -- during the second week of classes

25% refund -- during the third week of classes

No refund of tuition and fees will be made after the completion of the third week of the semester.

No refunds will be made to students dropped for disciplinary reasons. Students entering the armed services, voluntary or otherwise, will be refunded the full amount of their tuition for the semester in which their education is interrupted, upon submission of evidence of call of duty.

Exception: Students attending Dutchess Community College for the first time and receiving Title IV Federal Aid shall be eligible for a refund of tuition and fees for that portion of the semester not attended up to 60% of the semester (per U.S. Department of Higher Education Amendments of 1992).

Students who withdraw from either the College or a particular course must initiate such action in the ACT Center. **Failure to attend class or providing informal notification to instructors will not be considered official notice of withdrawal.** If a student never attends all courses and does not withdraw, the college will administratively withdraw them with full tuition liability. Withdrawals initiated during the first three weeks of the semester (or its equivalent for shorter parts of term) result in deletion of the course(s) from the record. A student who officially withdraws from a course(s) between the 4th week and the end of the 11th week of the semester (or its equivalent for shorter parts of term) will receive a grade of “W”. If the student has not withdrawn by the end of the 11th week or its equivalent, the student will receive the grade that they earned in the course. Please refer to the Academic and/or the Credit Class Student Calendar for withdrawal deadlines. If a student feels he or she has an

extenuating circumstance that justifies an exception to the standard withdrawal policy, he or she may appeal to the Withdrawal Appeal Committee.

A. Retroactive Withdrawal

Students requesting retroactive withdrawals from a course(s) must initiate such action in the Office of the Vice President for Instruction and Learning. By providing documentation of extenuating circumstances, a student may request a retroactive withdrawal from a course(s) after a term has ended, if the student was unable to complete the course(s), and/or did not take a final exam. Each student requesting a retroactive withdrawal must be interviewed by the Assistant Dean of Instruction and Learning.

Students are required to provide justification supporting the request. Documentation for the retroactive withdrawal may include medical reports, legal paperwork, or any other corroborating proof from an official source. Further evidence may be requested by the Vice President for Instruction and Learning as deemed necessary. In addition, student records will be reviewed and an attendance verification conducted to confirm last date of attendance and final examination status.

If the student request is supported, a recommendation will be forwarded from the Associate Dean for Instruction and Learning to the Vice President for Instruction and Learning. Upon review, one of the following actions will be taken: request approval, request denial, or if the course was taken within the past year, take no action pending further consultation with the instructor(s) to determine whether any other viable options exist to complete the unmet requirements of the course. If approved, the Associate Dean for Instruction and Learning will distribute Retroactive Withdrawal Form and inform the individual faculty member(s). The original form will be housed in the Office for Instruction and Learning along with the documentation. Copies will be forwarded to the Registrar's Office and, the Student Accounts. Once the change has been made to the student's record, an updated transcript will be mailed to the student by the Registrar's Office.

If approved, the course grade will reflect the retroactive withdrawal (W) but will not result in a refund of tuition or fees. Tuition and fee non-refunds may be appealed to the Late Withdrawal Review Board if the request is for a course/semester within the past twenty-four (24) months.

A faculty member may, after consulting with a student, initiate in writing a request for a retroactive withdrawal directly to the Vice President for Instruction and Learning when in the opinion of the faculty member there are legitimate, extenuating circumstances to support this action.

Retroactive withdrawals will be reflected on the student's official transcript and be included in the student's academic records. Students receiving Financial Aid should check with that office to find out how a retroactive withdrawal may impact their aid.

Note: The above procedures are in compliance with Family Educational Rights and Privacy Act (FERPA) regulations.

15.4 Policy Regarding Access to Student Records

Directory Information

Personally identifiable information is not given out without the student's written authorization unless it is directory information. Directory information consists of name, dates of attendance, date of graduation, degree and enrollment status. If a student does not wish directory information to be released, he/she must submit a written request to the Office of the Registrar before the beginning of each semester.

These procedures apply to all students attending (enrolled at) Dutchess Community College and they provide such students with the right to review material accumulated in their records.

A. Review of Records

1. Students wishing to review their records must email a request to the Registrar, with the understanding that the record will be available for review within 45 days of the date of the request. Please note students will be able to view their records but not be able to take any copies of their records.
2. Material that may be reviewed by the student shall include any and all official records, files and data incorporated in the student's accumulated record and intended for college use or for parties outside the college, (e.g., transcripts, grade reports, achievement scores, personal identification data, academic work completed, and physiological and health data.
3. Material received and filed prior to November 19, 1974, in confidence or adjudged to be confidential (e.g., confidential references for college entrance, transfer or employment; psychiatric reports; parents' financial statements, etc.) shall not be available for the student's review without the written permission of the person who submitted the material for filing. Materials not so cleared will be removed from the student's record and destroyed.

An updated list of the materials not automatically available for review by the student will be prepared by the Registrar and maintained in the Office of the Registrar.

4. Materials submitted in confidence or adjudged to be confidential subsequent to November 19, 1974, will be placed in the student's file only on the condition that the student sign the waiver of the right to review such material and that such a waiver form be directly attached to the document or documents in question.
5. Students desiring to see materials outside the coverage of the Amendment, but included in their records, may request the Registrar to write to the author of such material for a waiver of the right of confidence.

Essential student records are permanently archived. In 2008, DCC converted to a new information system. Some non-essential records were not retained.

B. Challenge of Materials in Records

1. Attending (enrolled) students wishing to challenge anything contained in their official record because they feel that it is inaccurate, misleading, a violation of their privacy or a violation of the rights of other students, or that the data in question is inappropriate, may challenge that information by submitting to the Registrar in writing a reference to the specific material in question and a detailed statement of the basis of the challenge.
2. The Registrar will respond to the challenge as follows:
 - a. If the material or record challenged contains an obvious error, the Registrar will respond to the challenge by making the proper corrections, deletions, or by appropriately modifying the information otherwise; or,
 - b. If the basis of the challenge is not an obvious error but rather the result of the students' judgment regarding inaccuracy, misleading material, violation of their privacy or the rights of other students, or inappropriateness, the Vice President for Instruction and Learning will either clarify the matter to the satisfaction of the student, or will consult with both the student and the individual responsible for entering the material into the record and will adjudicate the matter on the basis of this/these consultations.

3. After the student's challenge has been dealt with, and after a conclusion regarding the challenge has been reached, a statement regarding the solution of the matter will be prepared by the Vice President for Instruction and Learning, signed by both the Dean and the student, and attached to the original statement of challenge submitted by the student.
4. If, after a student challenge has been considered by the Vice President for Instruction and Learning and treated as indicated above, the student, if not satisfied with the decision, may appeal the decision to the President of the College. This must be done within ten school days of the decision made or the action taken by the Vice President for Instruction and Learning. If the appeal to the President is not made within that period, the right of appeal is lost.
5. If, after a student has submitted his/her appeal to the President of the College, and is not satisfied with the decision issued by the President, he/she may request a hearing before the Student Affairs Committee of the Board of Trustees. The request for such a hearing must be submitted to the Chairman of that Committee within ten school days subsequent to the decision made by the President. The Committee on Student Affairs of the Board of Trustees shall hold the hearing within a month of receiving the written request from the student, and the Committee's decision shall be issued to the student within twenty days subsequent to the hearing.

C. Access to Student Records by College Personnel

1. All college personnel whose job responsibilities require occasional or frequent access to student records shall have that right of access as their work necessitates. Such personnel include and are limited to the following:
 - a. The President of the College, all Vice President's and Associate Deans
 - b. The members of the professional staff of Student Services.
 - c. Faculty advisers.

- d. Members of the secretarial and clerical staff in the offices of those mentioned in C. 1. a, b, c, above.
 - e. The members of the student aide staff in each of the offices mentioned in d. above.
- 2. Access to records by college personnel enumerated in d. and e. above is for the purpose of filing, or supplying information from the records to their immediate supervisors.
 - 3. Access to student records by College personnel other than those indicated in 1) and 2) above may be granted under the following conditions:
 - a. The person wanting right of access must file with the Registrar or his/her designee a "Request for Access" form on which is given the name of the student whose record is requested, the date of the request and the reason for wanting access.
 - b. The Registrar or designee must approve or reject the request and indicate the same on the "Request for Access" form.
 - c. If the Registrar or designee approves the request, the person accessing the record must sign the "Request for Access" Form on the date the record was reviewed.

Note: The "Request for Access" form shall carry this statement: "It is the policy of Dutchess Community College that personal information contained in a student's record may not be transmitted, orally or in writing, by anyone accessing the record without the written consent of the student."

D. Release of Personally Identifiable Records

- 1. No information of any kind or nature contained in a student's record shall be released, orally or in writing, in response to a telephone request, regardless of the source of the request (including spouses and parents).

2. No lists of students' names, addresses or any other information concerning a student or students shall be released by the College in response to requests from outside sources, individuals or agencies, without the student's written consent, except in the case of:
 - a. Federal and state auditors;
 - b. Federal and state personnel evaluating federally and/or state funded programs;
 - c. Federal and state personnel reviewing legal compliance with federally or state funded programs;
 - d. Conditions specified in the U.S.A. Patriot Act;
 - e. State educational authorities;
 - f. Federal and state sources providing student financial aid, including the Veterans' Administration, the Department of Social Services and the Office of Vocational Rehabilitation. (In keeping with the College's own scholarship policy, a student's name only is released to local individuals or groups wishing to identify students for scholarship awards.)
 - g. A lawfully issued subpoena or in compliance with a judicial order.
3. Personally identifiable information in student records may be released under the following conditions:
 - a. Official transcripts will be forwarded to other educational institutions, etc. only if the student has submitted an official transcript request with a signed release.
4. Other information

Any other information in the student's record will be released only if the student has filed a clearance form, signed and dated, and specifically stating the reason for the release of the information and the individual, agency or institution to which it is to be released.

E. Impounding Student Records

The official academic records of any student with any obligations to the college will be impounded until such obligation or obligations have been met.

Outstanding obligations are defined as, but not limited to, such things as unpaid tuition, unpaid short-term loans, unpaid library fines, unpaid damage charges, non-return of borrowed equipment, unpaid traffic fines, unpaid graduation fee, missing but required records, etc.

When a student's records are impounded, no transcripts, diploma, or recommendation forms will be released. In the case of unpaid tuition and related circumstances, the student will not be allowed to register.

15.5 Graduation Honors and Inclusion of August Graduates in Graduation Ceremony

- A. Students graduating from the College with an over-all CPA of 3.2 or better with no grades below "C" will be cited as graduating with honors and such status indicated in the graduation program.
- B. Only those students who have completed all graduation requirements will be permitted to participate in the graduation ceremony and have their names included in the graduation program. Under extenuating circumstances, the Vice President for Instruction and Learning may grant an exception if a student expects to graduate in August; however, the student's name will still appear in the next year's commencement program.

15.6 Graduation Denial Appeals/Curriculum Waivers

A. Students who have been denied graduation may appeal that denial.

If a student applies for graduation and the Registrar's Office determines that the student does not meet the requirements for graduation, the student may make an appointment with the Vice President for Instruction and Learning or his/her designee to appeal the case. The student's academic folder will be reviewed to determine what graduation requirements need to be met.

If the denial is based upon having taken a course(s) not applicable but that could be applicable through a curriculum waiver, the student is advised to meet with his/her advisor to submit a curriculum waiver form to the Office of Instruction & Learning. After such a waiver form is submitted and accepted, the Registrar will reconsider the graduation application.

B. Waiver of Graduation Fees

The Vice President for Instruction and Learning is empowered by the Board of Trustees to waive graduation fees on the infrequent occasions when those fees could be justifiably waived.

15.7 Joint Statement on Rights and Freedoms of Students

The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisers and counselors should be considered confidential.

Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

(From: June 1967 joint committee of representatives from the AAUP, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators and National Association of Women Deans and Counselors.)

15.8 Procedures for Dealing with Infractions of the Student Code of Conduct

The Student Code of Conduct, which contains the rights and responsibilities of students and how the College deals with infractions of the Code, can be found on the MyDCC home page.

15.9 Advising

The faculty and administration at Dutchess Community College recognize that a student's capacity to cope with and benefit from the College experience will be affected greatly by understanding the institution, setting academic and career goals and understanding academic policy and expectations. Therefore, advising and transfer services occupy a central place in the total educational program of the College. To meet the needs of students for academic advisement, an Academic Coach who specializes in the student's major will be assigned to the student. Academic Coaches will facilitate a variety of transfer and academic programming for students throughout the academic year. It is the goal of Coaches to meet with their advisee a minimum of three times per semester. One advisement session will be arranged early in the term; one shortly after the mid-semester grading period; and one at the time of registration. Other advisement sessions will occur based on feedback from faculty via the starfish student engagement tool. Academic Coaches will facilitate interventions to students flagged in the Starfish system and will provide referrals for additional academic and student support resources. Academic Coaches are acquainted thoroughly with the College Catalogue so that they may offer sound academic advisement to their advisees. Academic Coaches provide transfer advisements for students in the areas in which advisees are interested. Additionally, Academic Coaches partner with the Career Coach to provide students with career development services.

15.10 Guidelines for In-kind Gifts, Scholarships and Awards

Recognizing the variety of financial needs of students of Dutchess Community College, and recognizing the desires of individuals and community groups to extend financial assistance to meet such needs through awards and scholarships, and further recognizing the occasional desire for establishing memorial funds and special gift accounts, the College has established the following policy regarding scholarships, awards, memorial funds and special gifts.

Scholarships and Awards

A. Conditions for Acceptance

1. All private funds contributed for Student Financial Assistance shall be administered by the DCC Foundation.
2. All such scholarships and awards granted by individuals or groups for students of Dutchess Community College must be free of restrictions or discriminatory provisions prohibited by law.
3. Annual or endowed scholarship may be established using the guidelines set forth by the DCC Foundation Board of Directors.
4. All private funds contributed to the College for student financial assistance shall be awarded on the basis of criteria established by the donor and the College.

B. Outside Scholarships

Donors wishing to select their own recipients, within the confines of their own stipulations and in keeping with whatever policies and procedures they may have established, are free to do so with the understanding that:

1. The College, upon request, will supply the names of interested students. If further information is needed, it must be requested from the individual student.
2. The donor will be responsible for determining need or otherwise awarding the actual funds.
3. When such a donor or donors select their recipients, the scholarship or award must be sent directly to Student Accounts for distribution to the College that the student is attending.

C. Types of Funds

1. Annual Scholarships

The College will administer scholarship funds to each awardee each semester in the name of the donor if desired, under the general policy outlined.

2. Endowment Funds

The amount required to establish an endowed fund scholarship is set by the DCCF Board of Directors. These scholarships may have specific restrictions that have been established by the donor.

3. Restricted Funds

Restricted scholarships may have donor restrictions such as grade point average, residency requirements, financial need or accumulated credits that must be taken into consideration when they are awarded.

D. Procedures

The recipient will be selected by the Foundation's scholarship committee, appropriate scholastic department or by a committee appointed by the Vice President for Instruction and Learning. The

award notice will be created by Foundation Office and copies sent to the Business and Financial Aid Offices.

Disbursement of the award will be either a credit or check issued by the Foundation to Student Accounts, or the Bursar of another educational institution. In situations where a check is issued, it will be drawn in the name of the student and the College. If a credit is issued, the student's account will be credited in the Student Accounts Office.

In-Kind Gifts

The Foundation can accept in-kind donations, such as equipment, furnishings, supplies, services or any similar non-monetary donation for the benefit of the College.

15.11 Procedures for Granting Short-term Loans to Students

- A. Students unable to pay their tuition and fee costs at registration time may be granted a short-term loan of up to 80% of such costs if:
 - 1. The student has applied for Federal, state and local financial aid;
 - 2. It appears, as determined by the Financial Aid Office professional staff, that the student will receive the financial aid applied for;
 - 3. The student has paid in cash 20% of tuition and fee costs;
 - 4. The student has no delinquent obligation to the College;
 - 5. The student has signed the appropriate promissory note for the loan.
- B. Students receiving short-term loans will be informed in writing that although they have completed their applications for financial aid, the College cannot guarantee that the aid applied for will be forthcoming, and that in the event the aid is not received, the student is responsible for repayment of the loan.
- C. The approved loan application for each student will be submitted to the Business Office in lieu of 80% (or less) of the tuition and fee costs.
- D. In the event that the financial aid applied for by a given student and covered by the short-term loan application does not materialize, the Business Office will make claim for the actual cash payment against the short-term loan fund.
- E. Students with approved short-term loan applications will be registered for the semester, and appear on class rosters.
- F. Students who are not attending classes will be responsible for all unpaid balances.
- G. The College will exercise the power-of-attorney in recouping short-term loans from the financial aid packages of students who do not respond to requests from the Business Office to pick up their financial aid checks and settle their accounts.

- H. When a student has repaid his/her short-term loan, the loan application will be returned by the Business Office to the Financial Aid Office.
- I. Throughout the year, short-term loans of modest amounts may be made to students giving evidence of unexpected financial stress. Students receiving such loans will be required to sign the promissory note, and loans to such students will not exceed the balance available in their financial aid disbursement.
- J. Normally, loans will not be made to students after they have received their final financial aid check for a given semester unless they can document the source from which repayment will be made.
- K. Short-term loans shall be repaid by the date specified on the loan application form. Ten weeks shall be the maximum time for repayment; however, extensions may be granted by one of the professional staff members in the Financial Aid Office in the case of extenuating circumstances.
- L. The initial request for the repayment of the loan at the end of the loan period will be made by the Office of Financial Aid. If the loan recipient does not respond to the request within 10 days, a follow-up letter will be sent to the recipient explaining the necessity for immediate payment and outlining further action to be taken if payment is not made.
- M. The records of students failing to repay their loan will be impounded by the Vice President for Instruction and Learning. No diplomas, transcripts, recommendations, or other information from the student's official records will be forwarded to colleges, employers, etc., until the loan has been repaid.
- N. The names of students with unpaid loans will be forwarded to the collection agency for action.

15.12 Honors Convocation

An Honors Convocation will be held annually to publicly present scholarship awards to deserving continuing and graduating students.

Procedures

1. The Honors Convocation is held at the end of the spring semester.
2. The Foundation Office compiles a list of the scholarships to be awarded each year.
3. Scholarship recipients are identified by the appropriate office or department.
4. Scholarship recipients are contacted by the Office of the Vice President for Instruction and Learning.
5. The Vice President of Instruction & Learning serves as the Master of Ceremonies and introduces the graduate scholarships. The Vice President for Instruction & Learning will introduce the Department Chairs. The Vice President for Enrollment and Student Success introduces the Special Scholarships.
6. At the Convocation, scholarships are presented by the Department Chair and members of the faculty and/or staff, as well as donors when in attendance.
7. As appropriate, faculty and staff will wear their academic regalia to the Convocation.
8. Invitations are extended to the recipient's family.
9. The Foundation Office and the Office of Student Activities will be responsible for the following:
 - a. Platform arrangements
 - b. Sound equipment and lighting
 - c. Physical arrangements, such as podiums, tables, floral decorations, etc.
10. The Office of Marketing and Communications will be responsible for preparing the scholarship certificates, printing of the program and issuing press releases.

16. Financial Practices and Procedures

16.1 Travel Procedure and Allowances

- A. Prior approval for the use of all travel funds is required and involves the processing of a Travel Request and Requisition Form, with the required approval signatures as indicated above.

After travel authorization is received, the traveler may obtain a cash advance by presenting the approved Travel Request and Requisition Form, to the Business Office. The maximum that can be advanced is 80% of the estimated expenses shown on this form.

B. Reimbursable Expenses

In order to receive reimbursement for expenses, travel records (such as gas and mileage) must be submitted on time and must be complete. For conferences, an agenda must be provided.

1. Transportation:

- a. Common Carrier: Persons in official travel status for the College are entitled to transportation accommodations and services which meet reasonable and adequate quality standards for convenience, safety and comfort. The traveler should use the same care in incurring expenses that a prudent person would exercise if traveling on personal business. For example, travelers should use less costly accommodations than those designated "first class" in situations where both types of accommodations are available in different sections of the same plane.
- b. Personal Automobile: Privately owned vehicles may be used when a College vehicle or other commercial means of transportation is not provided. When a personal vehicle is used, the owner will be reimbursed at the current rate per mile, regardless of the number of passengers transported. This allowance is to cover all operating costs of the vehicle except tolls and necessary parking charges. Parking meter charges will be allowed when date and place incurred are listed on the travel requisition form. Receipts for tolls and parking fees are required to substantiate claims.

c. College Vehicles

The College has four vans available for approved college trips. Vans may be used when there are three or more travelers; use is restricted to a 150-mile radius. Trips outside of this radius and state will require approval from the Vice President of Administration. Vans are for passenger use only and the seats may not be removed.

All vehicle reservations must be made on the 'Request for Approval of Field Trips' form and received by the College Security Department at least two weeks prior to the date of the trip.

If a college van is not available, reservations can be made through the vendor holding the NYS Contract and by contacting the DCC Purchasing office.

Requests for van(s) must meet the following criteria:

- Person(s) driving must be a college employee, 18 years or older.
- Must have a valid driver's license in good standing, hold a valid CDL class or a DCC Van driving class and have a current defensive driving class certification. A copy must be provided to Security 2 weeks prior to requesting a van.
- Driver(s) must agree to abide by all appropriate laws (V and T, DOT, etc.)

d. Car Rental

If the driver does not wish to use his/her own car, he/she may acquire the use of a car through an approved NYS Contract car rental agency.

The driver submits an approved operating requisition to the Purchasing Department no later than two business days before the vehicle is needed. After Purchasing creates the purchase order, the driver is to make a reservation directly with the rental center. The driver will be required to fill out

the required paperwork when the vehicle is picked up.

The completed rental contract is to be submitted to the Accounts Payable office with the receiving copy of the purchase order.

Special regulations:

- Person renting and driving vehicle must be 21 older and have a valid NYS driver's license.
- Only economy class through mini vans can be rented for college business
- Rental rates include unlimited mileage within NYS
- Reservations are to be made at least 24 hours in advance.
- Vehicles must be dropped off at the same location where it was picked up.
- Vehicles cannot be used for personal use.
- Vehicles should not be picked up more than 24 hours prior to first day of travel.

2. Meals:

Meals are reimbursed on the basis of reasonable cost supported by a paid receipt.

A maximum of 15% gratuity is allowable. Meals will be allowed when time of departure from home at beginning of trip necessarily occurs before the following hours: (If traveler leaves from office, time of leaving office will govern.)

Breakfast	7:00 a.m.
Lunch	11:30 a.m.
Dinner	6:00 p.m.

Meals will be allowed when time of return to home at the conclusion of a trip necessarily occurs after the following hours: (If traveler returns to office, time of return to office will govern.)

Breakfast	8:00 a.m.
Lunch	2:00 p.m.
Dinner	7:00 p.m.

Payments for meals may be made without a receipt in the following amounts:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$20.00

3. Lodging:

New York State and local taxes on hotel bills are not reimbursable and the traveler should present a tax exception certificate (obtainable in the Business Office) prior to payment of the bill. Lodging is reimbursed at available single rate, supported by a paid receipt.

4. Miscellaneous:

Charges for long distance telephone calls on official business will be allowed provided a statement is furnished showing the name of the party called, date of call, and nature of business. On charges for local calls, dates of calls only need be specified.

Necessary charges for the transfer of baggage will be allowed at an amount not to exceed customary local rates.

Reimbursement for taxicab charges require a paid receipt.

Travel shall be by the most direct route possible and any person traveling by an indirect route shall assume any extra expense incurred thereby.

C. Travel Expense Reimbursement

Reimbursement for travel expense requires the submission of the completed and properly approved Travel Request & Requisition Form to the Business Office.

This form provides for the itemization of the allowable expenses incurred. The traveler should complete in full, sign it, and have it approved as indicated thereon.

This form, together with the required paid invoices, etc., should be submitted to the Business Office for reimbursement.

If a cash advance is taken against the estimated cost of the trip, and the actual expenses of the trip exceed the amount of the advance, the difference will be reimbursed to the traveler. If the advance exceeds the actual expenses, the difference is to be refunded by the traveler upon submission of the Travel Request and Requisition Form.

Travel in the local area not involving conference fees or overnight lodging expense, does not require a Conference Attendance Form. Reimbursement for expenses related to such travel requires Department Chair approval and will be made by the Business Office upon presentation of the required documentation.

16.2 Reimbursement to Faculty for Instruction-Related Travel

Full-time faculty are reimbursed at the current rate per mile for all mileage, related to their full-time teaching workload, that exceeds the round trip mileage from their home to the main campus.

All individuals teaching on a part-time faculty contract will be reimbursed at the current IRS rate for mileage, related to their part-time teaching, that exceeds the round trip mileage from their home to the main campus. An example of this is:

RT, home to DCC at Fishkill	100 miles
RT, home to main campus	(50)
Reimbursable mileage	50 miles

16.3 Reimbursement to Administrators for Job-Related Travel

Members of the professional administrative staff, who as part of their job, must take trips off campus, will be reimbursed for all such mileage to and from the College campus at the current IRS rate for mileage.

16.4 Purchasing Procedures

The College has a specific set of guidelines governing the purchase of equipment and materials. These are detailed in a manual prepared by the Purchasing Department under the direction of the Vice President for Finance and Administration. The Procurement and Procedures Manual is available on MyDCC.

17. Campus Auxiliary Services, Safety and Security, Campus Communications, and Campus Services

17.1 Auxiliary Services

The Dutchess Community College Association is a not-for-profit corporation established for the purpose of providing certain auxiliary services to the staff and student body of the College. It is governed by a Board of Directors composed of the President of the College, Vice President for Instruction & Learning, Vice President for Institutional Effectiveness, Vice President for Finance and Administration, Executive Assistant to the Board of Trustees and the President, a faculty representative, the Vice-President of the Student Government Association (SGA) and a student appointed by the SGA, an alumni representative, two members of the College's Board of Trustees, and three individuals not otherwise connected with the College.

The Association is responsible for the operation of the Louis Greenspan Day Care Center and the Conklin Residence Hall. It also oversees the operation of the Bookstore, dining and vending services.

Revenues in excess of the Association's operating costs are used to provide a variety of services for the College.

17.1.1 Bookstore

An outside vendor operates the bookstore, which is located in Dutchess Hall. The bookstore sells and rents textbooks, E-readers and computers, and other student supplies, DCC apparel and novelties. Cash, and Visa or MasterCard are accepted.

The Bookstore arranges special hours at the beginning of each semester to accommodate both day and evening students.

Departmental purchases may be made at the bookstore by professional staff with a College purchase order.

The College bookstore does not provide personal charge accounts.

17.1.2 Food Services

An outside vendor operates the cafeteria in Drumlin Hall. Vending machine service is available during all hours that buildings are open.

A. Special Services

Through the food service department, catering services are available for breakfasts, luncheons, dinners and receptions. They can be arranged by organizations or groups affiliated with Dutchess Community College. To obtain such services, please contact the Coordinator of Special Events and Food Services at 431-8657. You also can visit the food service website at <https://new.dineoncampus.com/dutchess>.

B. Charges for Official College Visitors

When official visitors are considered to be guests of the College and it is determined that the College should provide cafeteria service (i.e. coffee, lunch, or dinner), departments may arrange to charge the cost of such service. Prior authorization of the charge is the responsibility of the department chair. Staff members attending with the guests are expected to pay for their own cafeteria service.

SUNY Codes, Rules and Regulations, Section 602.4, and audit guidelines require that when such food or beverage service is considered to be a college expense, the purpose of the occasion and the names of individuals and their relationship to the College must be indicated on the appropriate paperwork.

17.1.3 Day Care

The Louis Greenspan Day Care Center, which is located on the main campus, is for children, ranging in age from 18 months up to 5 years of age.

The Center operates during the regular academic year.

17.2 Campus Safety and Security

17.2.1 Security Office

To provide round-the-clock protection against fire, theft, and vandalism, the College employs campus guards, peace officers and private security service under the direction of the College's Chief of Campus Safety and Security. Uniformed security guards are on duty, making continuous tours of the campus and all buildings 24 hours a day, seven days a week.

Staff members wishing to enter buildings at times when the College is normally closed should contact the Security Office (ext. 8070 or 845-431-8070) located in the Student Service Center. Staff cooperation in providing proper identification is requested.

ESCORT SERVICE - When needed and if staffing is available, the Office of Campus Safety and Security will provide an escort or mobile transport to students, staff members, or visitors on the main campus in cases of disability, illness, injury, or if there is a reasonable concern for personal safety. To utilize this service, call the Security Office at 845-431-8070. Escorts are generally limited to a single requesting person.

Please note that Security does not have the ability to take reservations or calls in advance for an escort. In rare occasions, Security staff may be engaged in other calls for service, which could delay an escort or transport from being granted at the time of the request.

PERSONAL PROPERTY – Record serial numbers of electronics, or mark personal belongings so they are identifiable in case of theft. Take pictures of valuable jewelry. Do not leave personal items unsecured and unattended. Always secure items in an area out of view of others. If securing items in your car, the safest place is the trunk or a locked luggage compartment.

LOST AND FOUND – All items found on campus should be turned in to any security personnel or to the Office of Safety & Security located on the first floor of the Student Services Center. Found items will be recorded and stored in the security

office. Persons who have lost property should report it to the Office of Safety & Security. The Security Office will make every effort to identify the owner of found property and see that it is returned. In the event that an owner is not identified, property will be safeguarded until the end of the semester.

17.2.2 Emergencies

In the event of an emergency, **Dial 911** from campus phones or your cell phone.

Refer to the **Emergency Action Guide** for actions to be taken in a variety of emergencies. The Emergency Action Guide can be found on MyDCC, by clicking on the link in the box labeled “Emergency Services”.

EMERGENCY MASS NOTIFICATION

Dutchess Community College has implemented an emergency notification system that broadcasts emergency messages through speaker systems and all cisco telephones when it is deemed prudent to alert the campus community of a hazard or potential hazard. These emergency messages will provide information about the type of hazard and will recommend immediate action to take.

People with hearing impairment may participate in a program which provides a text and/or email format of emergency notification messages to a wireless device, such as a cell phone. Please contact the Chief of Campus Safety and Security (845-431-8070) or the Accommodative Services Office (845-431-8055) for further information.

17.2.3 First Aid Procedures

The college maintains a College Health Office in the Student Services Building room #110, under the direction of a full time Coordinator of Health Services. The office is Open Monday through Friday.

Through this office a variety of medical services can be obtained at no cost to the student. The Health Office provides basic first aid, health counseling and education, and referrals to appropriate agencies and resources. Medical emergencies are referred to Campus Safety and Security (ext. 8070). The Health Office works closely with Campus Safety and Security and the local ambulance

for emergency transport. In requesting medical assistance, the College merely acts as an agent for the injured party. All medical costs are the responsibility of the injured party

If needed, specific locations of first aid and AED kits can be obtained from the Security Office.

In accordance with the Education Rights and Privacy Act of 1974 (Buckley Amendment), medical information will not be released without written consent of the individual party.

For further information, please visit the Health Office webpage at:

https://www.sunydutchess.edu/studentlife/health_and_counseling_services/healthoffice.html

17.2.4 Safety and Security Precautions

A. Fire Drills

Unannounced fire drills are held throughout the year. All occupants of the buildings are required to participate in each drill. All employees should familiarize themselves with the location of the fire safety devices and exits within their immediate areas. These devices include: emergency fire exits, fire extinguishers, and exit routes. Each instructor is responsible for acquainting the students in his/her classes with these procedures.

In an emergency requiring building evacuation, people with mobility or visual impairment issues may not be able to evacuate without help. There are designated areas of refuge that provide protection where individuals with mobility issues may wait until assistance is available from emergency responders. Further information can be found in the Emergency Action Guide online.

<https://www.sunydutchess.edu/assets/EmergencyActionPlan2021.pdf>

B. In case of fire:

1. Activate the manual alarm system (Manual alarm stations are located at exits).

2. Dial 911 and state the location and severity of the Fire.

If the fire alarm sounds:

1. Direct all students, employees and visitors in the immediate area to proceed to the nearest fire exit and evacuate the building following the designated exit route.
2. All windows are to be closed, lights turned off and doors closed. Persons should not use the building elevators during emergencies and fire doors are to remain closed at all times.
3. Individuals will be notified by Campus Security or a designated representative or an all-clear signal when it is safe to re-enter the building.

Fire Doors:

Fire doors are to remain closed at all times.

C. Security of Equipment and Buildings

Professional staff members are requested to assist in providing maximum security of equipment and buildings.

In the event a loss is discovered, prompt reporting is essential. Please do not delay in reporting any loss to your Department Chair and the Security Office. In making the report, give a complete description of the item and any other information which will assist in its recovery.

In order to prevent loss, it is advisable that no valuable items subject to theft be kept in unlocked desks or files. Please keep all items subject to theft or loss properly secured. Lockers or storage cabinets whose locks are not working properly should be reported promptly to the College locksmith and/or Physical Plant Office so that repairs can be made. Upon leaving classrooms and laboratories, be sure that you have provided for the return of equipment to a proper storage facility. When you suspect or first notice that an item is missing, please act at that time to investigate and report; do not delay. Ask for assistance

of other personnel in your department and from members of the staff as required.

Under no circumstances should any College equipment or tools be removed from the campus for personal use. The only exception to this is when a request is made ahead of time, by the individual, and valid reason is given to use the equipment off-campus.

D. Keys – Card Access

Keys for file cabinets, lockers, desks, etc. are requested from, and issued by, the College Locksmith, located in the Physical Plant Building. Card Access permissions are requested from, and issued by, the Security Office. Card Access to all buildings is given to all DCC Faculty/Staff. Approval for individual door keys/card access must first be obtained from the Department Chair. A fee will be charged for the replacement of lost Faculty/Staff Proximity cards. Damaged cards will be replaced at no cost.

17.2.5 Parking

Every faculty and staff car must have a parking permit. These parking permits should be affixed to the inside back window on the driver's side. Staff members must register vehicles at the Security Office located on the first floor of Student Services Building.

Special parking permits for the disabled are issued by the New York State Department of Motor Vehicles. (www.nysdmv.com). Temporary permits from your local town or city clerk's office are required for short-term handicap parking.

Staff members are permitted to use lot "A, B, C, D, E, F and G" as indicated by signs. Students, who use their parents' vehicle with a Faculty/Staff permit, must use open parking lots D or E to attend classes or will be ticketed.

The College is not responsible or liable for damage or loss to any vehicle or its contents while on campus. The college assumes no liability for damage to persons or property arising from the issuance of parking permits, or temporary parking permits.

Enforcement

Security Officers issue warnings at the beginning of each semester as a learning tool before tickets bearing a monetary fine are issued.

17.2.6 Jeanne Clery Act Compliance

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (20 USC §1092(f)) is a federal law originally known as the Campus Security Act. It requires colleges and universities that participate in federal financial aid programs to disclose information about crime on/around their campuses.

The Clery Act is named after Jeanne Clery, a 19-year-old Lehigh University freshman, who was raped and murdered in her campus residence hall in 1986. Her parents said if they had known about the crime on campus, they never would have allowed their daughter to attend that college. In response to this tragic incident, the Clery Act was established.

The Clery Act has undergone many changes since it was signed into law in 1990. Some of these changes included additional requirements about the rights of sexual assault victims, sex offender notifications, emergency response, and protection for whistleblowers.

Although you may not recognize it as the Clery Act, the Annual Security Report, which is sent out to all DCC students and employees on or before October 1st each year, is directly tied to this ongoing data collection.

We use the statistical data to develop meaningful policies around prevention, awareness, and response. If we are proactive, we can develop a community where we are all engaged in campus safety.

What is a Campus Security Authority?

Campus Security Authorities (CSAs) are people who are responsible for:

- Accurately reporting crime information to the correct people in a timely manner
- Supporting the individual sharing their experiences with you and providing them with options and resources

CSAs are not responsible for determining if a crime took place, finding and/or apprehending the alleged perpetrator, or convincing the victim to contact law enforcement.

CSAs are a critical first step in a process that was designed to support victims and protect the larger campus community.

The Clery Act defines the following groups of individuals as CSAs:

- All members of campus police or security department
- An individual designated by the institution as someone to whom crimes should be reported.
- Anyone who has significant responsibility for student and campus activities.
- For example:
 - Resident Assistants
 - Directors of Housing/Residence Life
 - Student Conduct
 - Title IX Coordinator
 - Faculty Advisors to Student Groups
 - Faculty and other employees who travel with students – domestically or abroad
 - Athletic Coaches
 - Athletic Directors

Many victims of crimes do not report the crime to the police, and instead, he or she chooses to tell a trusted friend or colleague. You may be that trusted friend or colleague. If you have close ties to the student population, you might be designated as a Campus Security Authority (CSA).

However, just because you work with students doesn't mean you would be considered a CSA. Some common reasons faculty would be included are:

- Supervise student employees, internships, etc.
- Serve as an academic advisor
- Advise a student organization

What crimes should be reported?

Crimes that occur on school grounds and within school-owned or controlled buildings qualify for reporting under the Clery Act. It is important to note that this includes more than just main campus – we contract buildings, or portions of buildings, in several locations

around the local region. The reporting rules apply to faculty and other employees when they are traveling to foreign locations with students. We are also required to record crimes at certain non-campus facilities, which includes public property adjacent to the institution.

There are seven major categories of crimes that are always reported:

1. Criminal Homicide
2. Sex Offenses
3. Robbery
4. Aggravated Assault
5. Burglary (with some conditions)
6. Motor Vehicle Theft
7. Arson

In addition, if you believe one of the following crimes was committed, even in part, because of bias against the person's race, gender, religion, disability, sexual orientation, or ethnicity or national origin, then it is considered a "hate crime" and must also be reported:

1. Larceny/Theft
2. Simple Assault
3. Destruction/Damage/Vandalism of Property
4. Intimidation

We are also required to report the following crimes, even if the victim does not consider himself or herself to be a victim:

- Domestic violence
- Dating violence
- Stalking

We are also required to report referrals for campus disciplinary action that violated a law (even if an arrest was not made):

1. Liquor Law violations
2. Drug Law violations
3. Illegal weapons possession

Annual Security Report and Fire Safety Report

The Annual Security Report and Fire Safety Report are published and distributed annually via campus email on or before October 1st.

The most recent reports can be found on the College website at any time. A copy of the most recent reports can be obtained at the Security Office, located on the first floor of the Student Services Center.

Report can be found at:

<https://www.sunydutchess.edu/assets/AnnualSecurityandSafetyReport2022.pdf>

QUESTIONS ABOUT CLERY COMPLIANCE?

Contact the Chief of Campus Safety & Security at 845-431-8070.

17.3 Campus Communications

A. Super Calendar

Information regarding college events and activities is available in the College Super Calendar. This is a joint publication of the Scheduling Office and the Registrar's Office, and is available at the beginning of each academic year. It can be accessed electronically on myDCC under "Quick Links for Faculty/Staff," where it is updated as required throughout the year. There, staff will find the complete Academic Calendar along with information on a wide range of campus meetings and activities. It can also be synchronized with your Outlook calendar

B. Bulletin Boards

Bulletin boards in classrooms, laboratories, and lobbies of all College buildings should be regarded as important means of education and communication. Faculty working as individuals and as department members should assume responsibility for the effective utilization of bulletin board space in classrooms and laboratories.

General information bulletin boards located in the lobbies and corridors of College buildings are to be used only for posting announcements and information approved by the Director of Student Activities. The office has a written policy concerning the size, type, content, number of posters/flyers, etc. that can be posted. Outside organizations may post up to four approved posters or flyers on designated campus bulletin boards. Materials that are posted and not stamped approved will be removed on a regular basis by a member of the Student Activities Office.

C. Mail Services

Mailboxes are located on the 3rd floor of Hudson Hall. The Mailroom, which is located in Hudson Hall, Room 104, is open 8:00 a.m. to 5:00 p.m., Monday through Friday. The mailroom staff will provide on request information services such as ZIP codes and postage regulations as prescribed by the U.S. Post Office. The ZIP code for Dutchess Community College is 12601-1595.

1. Outgoing Mail and Parcels

Outgoing mail may be brought to the mailroom or can be dropped off in the mail slots under the DCC mailboxes in Hudson Hall. Items should be separated as follows:

- a. Regular outgoing mail in zip code order
- b. Intra-college mail
- c. Special mail such as express mail, air mail, certified return receipt, foreign mail, Federal Express, etc. These items should be brought to the attention of the Mailroom staff. Forms, envelopes, or special packaging can be obtained in the mailroom.

There is a US postal box located on the loading dock outside of the mailroom for personal mail.

2. Incoming Mail

Incoming mail from the U.S. Postal Service is sorted and delivered to the mailboxes in Hudson Hall on a daily basis.

Packages and other bulky materials are held in the mailroom and a notice placed in the box of the addressee.

Mailboxes should be checked at least once daily since this is our most effective means of staff and interoffice communication.

3. Proper Use of Mailroom Facilities

The mailroom has been set up and staffed for the sole purpose of handling correspondence relating to College business. The use of the College mail system to promote a political party, person, product, or project may be interpreted as official endorsement or approval by the institution. Therefore, any staff member wishing to distribute through the mail system literature or materials not directly relating to the College and its activities must first obtain permission from the President or the Office of Instruction & Learning.

Lost mail or parcels should be reported to the mail department immediately.

D. Office Supplies

Office supplies may be obtained by the following procedure:

All office supplies except for a few minor items are obtained from an outside vendor. Orders are to be entered into Banner for approval. Supplies will be received by maintenance at the North Annex and delivered by the college driver.

A Central Stores requisition is available from the Mailroom for items kept in stock (paper and envelopes). These items are usually available within 1 day. Delivery is the same as listed previously.

Supplies are to be used for official College business only. They will be charged to each department's budget.

E. Telephone Service

1. College telephones are to be used for College business only.
2. Inter-office calls may be dialed direct.

F. Public Relations

Members of the Professional Staff should consult with the Director of Marketing and Communications for matters concerning public relations or advertising. Requests for news releases and posts on social media can be expedited if all pertinent information is outlined in a memorandum or e-mail to the Director of that office.

No staff member or student is authorized to contact news organizations on behalf of the College or speak for the College without the concurrence of the Director of Marketing and Communications.

G. Duplicating and Printing Services

Duplication work done by the mailroom requires two days to be completed and delivered. Same day work cannot be guaranteed and should not be expected. Very large jobs or jobs that require work to be done by hand will generally require extra time.

Duplication Request Forms must be correctly and completely filled out or copies may be delayed. All e-mail copy requests are to be sent as a pdf file to copycenter@sunydutchess.edu, as a PDF file.

H. Distribution of Literature on Campus by Off-Campus Groups

The general distribution or posting of any kind of literature or printed materials on the campus or in campus buildings by off-campus groups, organizations or individuals is allowable only if permission for such distribution has been requested of, and approved by, the Director of Student Activities. Off-campus groups, organizations or individuals wishing to distribute literature or printed materials through official mailboxes must request and receive permission from the Office of Instruction & Learning.

By "literature or printed materials" is meant pamphlets, booklets, brochures, flyers, leaflets, or any other kind of printed, photocopies or mimeographed information other than that ordinarily sold through the Bookstore or distributed by instructors in classrooms and associated with class work.

If the Director of Student Activities approves such distribution, he/she will give to the distributor in writing a permission form covering the specific dates of the distribution and the specific literature to be distributed. The Office of Instruction & Learning will provide similar written permission for the distribution of materials through official campus mailboxes.

On-campus groups, organizations, or individuals wishing to distribute materials through official campus mailboxes must have the permission of the Office of Instruction & Learning.

Student groups will continue to work through the Student Activities Office.