



## **Faculty Handbook**

*Office of Vice President of Academic Affairs  
115 South Street  
Middletown, NY 10940  
[www.sunyorange.edu](http://www.sunyorange.edu)  
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# **CHAPTER 1: ORANGE COUNTY COMMUNITY COLLEGE**

## **College Goals, Vision, Mission, and Values**

### **College Goals**

To fulfill its mission, the College has established the following goals:

- To provide high quality academic courses and programs that prepare a diverse student population to achieve its educational, employment and enrichment goals.
- To engage learners in an environment that develops their knowledge and skills in critical thinking, information and technology literacy, effective communication and enhances their awareness of civic responsibility and cultural diversity.
- To establish public and private partnerships and provide programs and services that support and serve our county's educational, economic, civic and cultural needs.
- To promote student growth and development by providing comprehensive and innovative academic and support services.
- To offer opportunities to learn with a dedicated and diverse faculty and staff who value excellence in teaching, service to students, creative collaboration and continuous improvement.
- To build and maintain safe, accessible and sustainable facilities that support the learning environment.
- To identify, secure and allocate resources that advance the strategic priorities of the College

### **Vision**

Orange County Community College will be an exemplary community college transforming lives through academic excellence, innovation and partnerships.

### **Mission**

We are a community of learners dedicated to providing high-quality and accessible educational and enrichment opportunities that foster lifelong learning.

### **Values**

To fulfill the mission and vision of the College, we are committed to:

- Excellence
- Integrity
- Inclusivity
- Inquiry
- Creativity
- Collaboration
- Stewardship

## **Orange County Community College History and Overview**

Orange County Community College has touched the lives of countless numbers of the county's 380,000 residents through its credit programs, non-credit programming and cultural events. As the needs of the community grow, the College will continue to play a significant role as the county strives to face challenges and to profit from the opportunities that await it. The College has earned its reputation as a pioneer and innovator in meeting the needs of its students and the area it primarily serves. Orange County Community College was the first two-year college in the nation to offer the associate degree nursing program and studies in electron microscopy; and in 1982, the College was the first community college to plan and cosponsor with local chambers of commerce a business institute. Accredited by Middle States Association of Colleges and Schools, academic credits can be earned through full- or part-time study in the day, evening or weekend. The College offers three degrees—the Associate in Arts, Associate in Science and Associate in Applied Science. The College also offers extensive technical programs in career fields (with transfer options) and one-year certificates. Public and private four-year colleges actively seek our graduates for transfer into baccalaureate programs. In cooperation with other educational agencies, the College also presents programs for academically gifted high school seniors, for business and professional people, and by special arrangement with nearby universities for graduate students. Consistent with its mission to provide high-quality and accessible educational and enrichment opportunities that foster lifelong learning, the College is noted for its commitment to ensuring student success. With the support of our caring faculty and staff, each of our students has the ability to achieve his or her academic and career goals. Advising, counseling, and extensive student support are available to all students, as well as co-curricular and leadership opportunities that serve to complement the academic experience. In addition to offering formal instruction to students during the day, evening and weekend, the College engages in a variety of other activities. It sponsors a series of cultural events, lectures, and artistic performances for students, staff and faculty, and the public.

### **The Middletown Campus**

From its original configuration of two buildings—a mansion and carriage house—in 1950, the SUNY Orange Middletown campus has grown to its present size of 37 acres that houses 14 buildings. The College's beautiful and picturesque grounds are landscaped with trees and flowers indigenous to the region, while many paths and walks bisect the former estate. The mansion, called Morrison Hall in honor of its donors, now houses administrative and faculty offices. A magnificent example of turn-of-the-century craftsmanship, Morrison Hall contains beautiful wood carving, mosaic work, stenciling, ornate marble fireplaces and a large stained glass window designed by Louis Tiffany. Expansion over the years has infused the campus with significant additional educational space. Hudson Hall, Harriman Hall and the Bio-Medical Technology Building contain classrooms, lecture halls, laboratories and faculty offices. Orange Hall features a well-equipped theater as well as rehearsal rooms and performance space. The Middletown campus library can accommodate approximately 300 students at computer workstations, and study areas within its two-floor building location. Other academic spaces in the library include the Gilman Center auditorium and atrium, Center for Student Success, the Reading/Writing Center and three classrooms/presentation spaces. The library's print collection consists of over 90,000 physical books and journals/magazines and is housed in both the Newburgh and Middletown campus libraries. Electronic resources such as eBooks, electronic article databases and streaming media are available for research and teaching purposes on campus or off. These electronic collections increase the amount of material available to faculty and students to the millions. Both campus libraries have wireless internet for any internet enabled device.

The George F. Shepard Student Center houses the College bookstore and nearly every student support function at the College. The Physical Education building contains six handball courts, a swimming pool, the main gymnasium (capacity 3,000), human performance lab, three classrooms and an exercise room. Adjacent to the building are soccer and softball fields. The Gilman Center for International Education features renovated interior space in the Library that is accessible via an entryway on the Library's north side. The Center contains a lecture room, student study space and an aluminum and glass foyer, along with casework displaying papers and memorabilia from Congressman Ben Gilman's long tenure in Washington, D.C. The new Rowley Center for Science and Engineering was recently built on the site of

the former Sarah Wells Building. It offers students and faculty the finest technological advances and state-of-the-art laboratory space, all under one roof. The Middletown campus boasts more than 50 general classrooms and lecture halls, along with a wide array of medical, technical and instructional laboratories that utilize the latest in technology. Dedicated laboratory space exists for programs in the health professions, as well as biology, chemistry, physics, architecture, criminal justice, cyber security and visual communications. In addition, computer and tutorial laboratories are easily accessible throughout campus so students can refine their skills with one-on-one instruction from a professor or tutor, or work on class projects and papers. The College offers child care at the Morrison Lab School, which also serves as a working laboratory for the College's education students.

### **The Newburgh Campus**

The Newburgh campus is located in downtown Newburgh with breathtaking views of the Hudson River. Certified as a branch campus by both the State University of New York and the New York State Education Department, SUNY Orange offers selected academic degree programs entirely in Newburgh, enabling students in those programs to complete all of their degree requirements at the Newburgh site without having to commute to the Middletown campus. The full degree programs available in Newburgh include business management, business administration, criminal justice, criminal justice-police, human services, individual studies, liberal arts (humanities) and nursing. The campus features the modern Kaplan Hall and a renovated Tower Building, both of which offer students contemporary, state-of-the-art classrooms and laboratories. Kaplan Hall, an 87,000-square-foot building that opened in Spring 2011, houses classrooms and science laboratories, as well as a two story library, a one-stop center for all student services, and office space. A secure underground parking garage is accessible off First Street near Ebenezer Baptist Church. Additionally, a spectacular Great Room with a capacity of approximately 200 people provides a gathering space for campus and community groups alike. The Newburgh campus library has space for approximately 100 students at computer workstations and study areas. In addition, there are four student study rooms for small groups working together. The circulating and reference book and magazine/journal collections are shelved for easy browsing. Two service desks are located so librarians and staff are nearby for student support and library services. The six-story Tower Building, at the corner of Broadway and Colden Street, features general purpose classrooms, computer labs, art studios, a forensics lab, student government and activity space, a bookstore, a childcare center, a fitness center, and administrative offices. In addition to its credit courses and programs, the Newburgh campus provides a variety of non-credit courses, certificate programs and personal enrichment classes, as well as a number of grant-funded employment and training initiatives and a program in ESL, all under the direction of the College's Continuing and Professional Education Department (CAPE). The Newburgh campus is also home to the New York State Education Department Liberty Partnerships Program, offering academic support services, counseling, college and career readiness, mentoring, cultural enrichment and parental involvement activities to junior and high school youths attending the Newburgh Enlarged City School District. SUNY Orange operates a free shuttle service between its Newburgh and Middletown campuses. The Newburgh Campus Lab School houses the College's child care services.

## **CHAPTER 2: GOVERNANCE AND ADMINISTRATION**

### **Board of Trustees**

#### **Selection**

The ten-member community college Board of Trustees has five members appointed by the sponsor's legislative body, four by the Governor of the State of New York and one student trustee with voting rights who is elected by the College's student government for one year. Appointed trustees must be Orange County residents and serve for seven years with terms expiring in rotation, except that initial appointments may be made for terms of one to seven years respectively.

#### **Duties**

In general, the Board of Trustees sets College policy – e.g., tuition, governance system by-laws, etc.:

- Approves the budget
- Appoints the President
- Approves presidential appointments
- Approves proposed new curricula and courses (final approval of curricula is granted by the Trustees of SUNY).

#### **Members of the Board of Trustees**

Frederick A. Watson, Chair  
Ralph Martucci, Jr., Vice Chair  
Florence Hannes, Secretary  
Margaret Murphy

Thomas H. Hunter  
William Vacca  
Thomas Weddell  
Maria Bruni

Christopher Robert Warren, Student Trustee

### **Orange County Legislature**

#### **Role of the County Executive and the County Legislature**

The County Executive is elected by the people to a four-year term of office. The Board of Supervisors (consisting largely of town supervisors) was abolished at the end of 1969 and replaced by a 21-member legislature. Several members of the County Legislature serve on the Education and Economic Development Committee. The County Executive appoints representatives to act as the “employer” at collective bargaining negotiations with the Faculty Association and the Staff and Chairmen's Association.

The County's role is largely one of providing financial support and legal services. Authority to determine educational policies has been delegated by both the State and County to the SUNY Orange Board of Trustees.

### **Chief Administrative Officers' Roles and Responsibilities**

#### **President**

The President of Orange County Community College is responsible for overall operation of the College including:

- Implementing all College policy.
- Meeting monthly with the Board of Trustees and is directly responsible to them.
- Working with the Education and Economic Development Committee of the County



Legislature.

- Acting as a liaison with the SUNY System Chancellor, Vice-Chancellor for Community Colleges and the Provost and Vice Chancellor for Academic Programs.

### **Vice President for Academic Affairs**

The Vice President for Academic Affairs is responsible for providing leadership for the College's Academic Programs and its faculty; supervising the administration of all academic departments and support services; overseeing the development of new curricula and instructional strategies; and employing and evaluating all faculty and academic staff.

- Reports directly to the President of the College; serves on the President's Cabinet; and undertakes tasks as may be assigned by the President.
- Supervises the following: Associate Vice Presidents, Library, Continuing and Professional Education (CAPE), Honors Program, Academic Affairs Support Staff, Cultural Affairs, Educational Partnerships, Community College in the High School, Center for Teaching and Learning (CTL), Center for Student Success, Liberty Partnership Program, PTech (Pathways in Technology Early College High School), and Grants.
- Oversees the planning, development, and implementation of goals and objectives for academic programs and academic support services.

### **Vice President for Administration & Finance**

The Vice President for Administration & Finance is responsible for all administrative aspects of the College's financial affairs, construction and maintenance of facilities and equipment; oversees the formulation of financial policies and planning and maintains overall coordination of the day-to-day business activities of the College.

- Reports directly to the President of the College; serves on the President's Cabinet; and undertakes tasks as may be assigned by the President.
- Responsible for the preparation of annual budget, financial reports and the expenditure of all funds.
- Responsible for the departments of Human Resources & Payroll, Business Office, Facilities, Information Technology, Maintenance, Safety & Security, and Institutional Planning, Assessment & Research.

### **Vice President for Student Services**

The Vice President of Student Services is the chief student services officer of the College; has overall responsibility for providing leadership, management, and supervision for the College's student services programs and services; provides leadership focused on ensuring that a comprehensive array of student services and student development programs are offered and designed to facilitate student success, learning and goal completion.

- Reports directly to the President of the College; serves on the President's Cabinet; and undertakes tasks as may be assigned by the President.
- With the assistance of the Associate Vice President for Student Engagement and Completion, provides oversight and strategic direction to the following units: Admissions & Recruitment, Academic Advising, Accessibility Services, Career & Internship Services, Enrollment Support, Financial Aid, Registrar, Student Engagement & Completion, and Student Services Central.
- Responsible for enforcing the code of student conduct to ensure civility on campus.
- Partners with all areas of the College and maintains a close and collaborative relationship with the Office of Academic Affairs focused on achieving the institutional goals and advancing the strategic priorities.

### **Associate Vice Presidents**

The Associate Vice Presidents report to the Vice President for Academic Affairs and are responsible for leadership, planning, budgeting, and program development and renewal for three academic divisions. The

Associate Vice Presidents oversee all day-to-day academic, administrative, and personnel matters of the academic departments. Responsibilities include the following:

- Serving on President's Cabinet and the Academic Affairs Leadership Team.
- Assisting in the implementation of the Academic Master Plan and providing vision and leadership for curriculum/program design, delivery and pedagogy.
- Overseeing the recruitment and selection of new full-time and adjunct faculty.
- All other duties as assigned by the Vice President for Academic Affairs.

### **Chief Information Officer (CIO)**

The CIO is responsible for establishing the College's technical vision and leading all aspects of the college's technological development.

- Reports directly to the President of the College; serves on the President's Cabinet; and undertakes tasks as may be assigned by the President.
- Supervises the following areas: Help Desk, IT Deployments and Operations, Networking and Information Systems support.

### **Chief Diversity Officer (CDO)**

Guided by the College's values of Excellence and Inclusivity, the CDO utilizes a strategic diversity vision and plan to align the community in equity-focused practice and accountability.

- Reports directly to the President of the College; serves on the President's Cabinet; and undertakes tasks as may be assigned by the President.

### **Academic Divisions**

Three academic divisions house nineteen departments that deliver credit programming. The divisions and departments are listed below. The Department Chairs report to the Associate Vice Presidents of their respective academic division and are responsible for day-to-day operations of the department including:

- Planning and preparing course schedules and assigning staffing at designated college sites (e.g., main campus, extension centers), modalities (e.g., traditional, online), and times (e.g. day and evening).
- Supervising classrooms, equipment, laboratories, and support services, including inventory and replacement; establishing and coordinating departmental committees and task forces; conducting regular and special department meetings.
- Coordinating the preparation and presentation of new courses and curricula; overseeing changes in current courses, prerequisites, catalog descriptions, titles, credits, and text requisitions.

**Health Professions Division** – The Division contains the following departments:

- Dental Hygiene
- Diagnostic Imaging
- Clinical Laboratory Science
- Movement Science
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant

**Business, Math, Science and Technologies Division** - The Division contains the following departments:

- Business
- Computer Science & Technology
- Biology
- Math
- Science, Engineering, & Architecture

**Liberal Arts Division** – The Division contains the following departments:

- Arts and Communication
- Criminal Justice
- English
- Interdisciplinary Studies
- Behavioral Sciences
- Education
- Global Studies

**Learning and Student Success** – The Division contains the following departments:

- Academic Technology
- Educational Partnerships
- Center for Teaching & Learning
- Cultural Affairs
- PTech
- Liberty Partnership Program
- Library
- Center for Student Success
- Grants

## **College Governance System**

*Information about the College Governance System can be accessed at the following link:*  
<http://www.sunyorange.edu/governance/index.shtml>

The web site includes the following:

1. College Governance Mission
2. Standing Committees: Charges & Membership
3. Constitution and By-Laws (revised August 2018)

## **Collective Bargaining Agents**

SUNY Orange County Community College Faculty Association is an affiliate of New York State United Teachers (NYSUT Local 39135), the National Education Association (NEA), and the American Federation of Teachers (AFT Local 1915).

The Staff and Chairmen's Association of Orange County Community College operates under the Public Employees' Fair Employment Act (Taylor Act).

## **SUNY Orange Foundation and Alumni Engagement**

The Educational Foundation of Orange County Community College (also known as the SUNY Orange Foundation) is a non-profit corporation established for the sole purpose of raising funds to assist the College in fulfilling its mission and goals. The Board of Directors of the Foundation is composed of prominent business people, alumni, the College President and a representative from the College's Board of Trustees. In addition to raising funds for the College, the Foundation also manages the College's scholarship application process and alumni engagement. For more information about the Foundation, visit [sunyorangefoundation.org](http://sunyorangefoundation.org).

## **Orange County Community College Association, Inc.**

The mission or most significant activities of the Association are to provide auxiliary services to the College. These services include managing the service contracts of the campus bookstores and food service operations and operating the Morrison and Newburgh Lab Schools. Additionally, the Association provides bookkeeping and operating support for the Centers for Student Involvement, campus groups and student clubs, and the management of real estate held for the use and benefit of the College.

Membership:

The Faculty representative is appointed by the general faculty of the College annually.

The alumni delegate is appointed by the Alumni Association for whatever term required.

The student delegate is appointed annually by the Student Senate.

The President of the Association is elected to office every two years.

MEETINGS – Meetings are on call by the Executive Director

## **CHAPTER 3: ACADEMIC POLICIES & PROCEDURES (FULL & PART-TIME DAY/EVENING FACULTY)**

### **Introduction**

This section contains academic policies and procedures pertaining to full-time, part-time day, and part-time evening faculty. Many of these policies and procedures pertain to all three designated categories of faculty. Policies and procedures which pertain to part-time faculty only, have been italicized. The following is a brief definition of adjunct faculty at SUNY Orange:

*Adjuncts, also referred to as part-time faculty, teach less than 12 credits per semester. Day adjuncts teach at least one three-credit course per semester during the hours 8:00-3:50, Monday through Friday. Evening adjuncts teach only in the evenings (after 4:00) and/or on weekends.*

*Day adjuncts are also referred to as bargaining unit members because of their status as members of the Orange County Community College Faculty Association (hereafter referred to as the Faculty Association). All day adjuncts should obtain a copy of the Faculty Association contract, through either the Office of the Vice President for Administration, the Faculty Association, or on the P drive under Human Resources.*

*Credit and Non-Credit Adjuncts are distinguished by the type of course they teach, i.e. credit and non-credit courses. For further explanation, see the current semester course schedule.*

### **Academic Policy Manual**

The Academic Policy Manual was Revised and Approved June 1, 2020 (Effective AY 2020-2021) by the Academic Policy Committee and the Vice President for Academic Affairs.

The manual is available on the P drive.

P:\From\_VP\_of\_Academic\_Affairs\Academic Policy Manual\2020-2021

### **Absence of Faculty**

To be eligible for a paid sick day for a day of absence, a faculty member needs to notify their Department Chairperson no later than 7:00 am on the day of the absence for any class starting at or prior to 9:00 am unless the faculty member's illness or injury makes it impossible to give such notice; for all other classes, the faculty member needs to notify their Department Chairperson no later than 8:00 am on the day of the absence, unless the faculty member's illness or injury makes it impossible to give such notice

### **Appointment as Adjunct Faculty**

Adjunct faculty are appointed by the President of the College upon recommendation of the appropriate department chair and divisional Associate Vice President to whom the department chair reports. The employment agreement will be mailed to the adjunct's home, generally during the first three weeks of class. While full-time faculty members of the College receive preference in teaching assignments, every effort will be made to retain and employ adjuncts, consistent with the mission and goals of the College.

### **Commencement Exercises**

Full time faculty are expected to attend the College commencement.

If a full time faculty member needs to be excused from Commencement a request must be sent to the President's Office by a date in the spring semester (date specified annually).

## **New Faculty Orientation**

Academic Affairs hosts orientation programming to introduce new faculty to College policies, procedures, and services.

## **Professional Functions for Adjuncts**

Academic Affairs sponsors professional gatherings for adjuncts throughout the academic year. A meeting is held at the beginning of the fall semester for new and returning adjuncts. Other related events are planned, as necessary during the academic year. Professional development opportunities are available to all faculty through the Center for Teaching and Learning.

## **Promotion, Retention and Tenure (PRT)**

Note: Faculty PRT Procedures and PRT Forms are available on the P Drive. in the folder From\_VP\_of\_Academic\_Affairs

There are four criteria for excellence that will be utilized in assessing a faculty member's performance: 1) Teaching/Learning, 2) Service to Students, 3) Service to the College and the Community, and 4) Professional Growth.

Adjunct faculty are not subject to the Promotion, Retention and Tenure process. However, they do, with certain exceptions, follow the guidelines of the promotion process. Adjunct faculty promotions are predicated on meeting the objective criteria for promotion to the next rank including a current classroom evaluation conducted by the department chair or a designated full-time faculty member. Once the adjunct has satisfied the objective criteria, and upon recommendation by the department chair, the respective Associate Vice President and Vice President for Academic Affairs, a recommendation is forwarded to the President who has final authority to approve or deny promotion. Semesters taught need not be consecutive. Only appointments for the fall and spring semester are considered, therefore, summer sessions do not count as time in rank. Consideration and recommendation for promotion takes place in the spring semester and become effective the following fall semester.

The key criteria for promotion to the various academic ranks are as follows:

- Assistant Professor – eight semester appointments as an Adjunct Instructor; possession of a Master's Degree.
- Associate Professor – eight semester appointments as an Assistant Professor; possession of a Master's Degree and fifteen related semester hours (graduate courses or degree (s) above the Masters).
- Professor - eight semester appointments as an Associate Professor; possession of a Master's Degree; thirty related semester hours (graduate courses or degree (s) above the Masters).

Note that Continuing Education Credits (CEU's) can be used as alternative promotion credits. See the section on CEU's for further information on alternative promotion credits.

## **Alternative Promotion Credit**

Note: Alternative Promotion Credit Policy, Procedure, and Forms are available on the P drive.

P:\From\_VP\_of\_Academic\_Affairs\PRT Forms and Information

Academic Faculty represented by the Faculty Association and Chairs and Coordinators represented by the Staff and Chair Association must meet certain contractual requirements for promotion to various ranks.

The accumulation of graduate credits over and above the Master's Degree is a requirement to be considered for promotion above the rank of Assistant Professor. A policy and procedure has been developed to allow faculty to earn alternative credit towards promotion. Alternative Promotion Credit can be awarded for projects (including artistic and creative endeavors), Continuing Education Units, or other education related activities. Further details regarding the Alternative Promotion Credit policy, procedure and application forms are located on the P drive.

P:\From\_VP\_of\_Academic\_Affairs\PRT Forms and Information

## **Responsibility of Faculty Members**

The faculty of the college participate in the development of the academic program of the college and shall be responsible for delivering the college's instruction. The major responsibility of a member of the academic staff is to serve the students in the areas of instruction and advisement. Faculty are encouraged to participate in student life. Faculty members may volunteer to be advisors to student organizations, to serve on committees involved with campus life and to assist with out-of-class activities. The faculty member utilizing the classrooms, workshops, and laboratories are responsible for safety precautions and supervision of the facility. Instructors are responsible for alerting their students to dangers and to ensure that safety precautions are practiced at all times. All accidents arising on campus should be reported to the Wellness Center or Campus Security (refer to Wellness Center Faculty & Staff Guidebook for protocols), as well as the faculty member's direct supervisor.

[sunyorange.edu/wellness/guidebook.html](http://sunyorange.edu/wellness/guidebook.html)

## **CHAPTER 4: INSTRUCTIONAL POLICIES (FULL & PART-TIME DAY/EVENING FACULTY)**

### **Admissions Policy**

#### **Full-Time and Part-Time Study**

The current college cataloge defines criteria for admission to full-time study for new, transfer or readmitted students. Information is also included about admission to the Honors Program, all of the Health Professional Programs, International Student Admissions and Veterans Affairs.

#### **Census Report – Submission Instructions**

Each semester, the office of the Registrar distributes instructions detailing how to submit the census (attendance) report.

#### **Campus/Classroom Security and Order**

The College provides vehicle and foot patrol protection to campus properties. To assist with security, it is important to carry an identification card when on campus. During the day, the presence of any person behaving suspiciously or the disappearance of college or personal property should be reported to the Security Office located in the lower level of Orange Hall (Middletown, ext. 4710)) or the Safety and Security Desk located in the lobby area of Kaplan Hall (Newburgh, ext. 9533). Many classrooms and labs contain valuable equipment. These rooms should be locked when they are not in use. The maintenance staff works at night to clean chalkboards, arrange furniture, etc. In heavily used facilities classrooms should be left in good order for the next instructor.

#### **Course Syllabus**

All faculty are required to prepare a course outline/syllabus and distribute to students on the first day of class or have it available on that day in the Course Management System. A copy of the syllabus is submitted to the Department Chair and the Associate Vice President by the end of the first week classes begin. All syllabi follow the template that is distributed by the Office of the Vice President of Academic Affairs and it is available on the P drive.

P:\From\_VP\_of\_Academic\_Affairs\Syllabus Templates

Departments may adopt discipline-specific language for inclusion in the syllabus. For questions about syllabus requirements, faculty should consult with their Department Chair.

#### **Department Meetings/Academic Meetings**

The President's Office releases a monthly calendar which reflects the Monday meeting schedule prior to the start of the academic year. If unable to attend, the Department Chair (Department meetings) or Associate Vice President (Division meetings) should be informed. The schedule of Monday meetings generally follows the guidelines below (although some changes may be necessary due to holidays or other circumstances):

First Monday: Department Meetings

Second Monday: Associations

Third Monday: Divisions

Fourth Monday: College Assembly

This rotation continues throughout the semester.



## **Faculty Meetings and Workshops**

The President of the College may call special meetings at any time. Most faculty matters are discussed at the College Assembly meetings. Faculty workshops, offered at the beginning of the fall and spring semesters following Assembly, offer a variety of topics relating to teaching and learning. These sessions provide valuable information and professional development opportunities for faculty. Another venue afforded to all faculty for professional development is the Center for Teaching and Learning (CTL). The CTL provides support to the entire teaching community through workshops, seminars and conferences addressing a variety of topics, ranging from theories of education to hands on application of techniques, from basic teaching strategies to the use of new technologies.

## **Distance Learning**

Full time-faculty wishing to use the College's official Learning Management System (CMS) for a distance learning (DL) or hybrid course must complete distance learning training. Applications for course development are available from the department chair, or from the Director of Academic Technology. DL course development training is posted on the Professional Development Website at [www.sunyorange.edu/profdev](http://www.sunyorange.edu/profdev) under the Events tab, or by contacting the Director of Academic Technology. Faculty who will use the College's official LMS to support their face-to-face courses may request a course shell by submitting a request through the Help Desk.

## **Examinations and Other Performance Measures**

Students should be assessed throughout the semester and given frequent and timely feedback. The number, type, and schedule of assessments in each course are determined by individual instructors and should be consistent with department and SUNY policies. The performance evaluation procedure to be followed in each course should be clearly explained and detailed in the course syllabus.

Details regarding Examinations and Other Performance Measures are contained in the Academic Policy & Procedure Manual found on the P drive.

P:\From\_VP\_of\_Academic\_Affairs\Academic Policy Manual\2020-2021

## **Extra Session of Classes**

Student attendance at course sessions not announced in the catalog or in the class schedule cannot be required. For example, in a 3-credit lecture class course, even though it may be beneficial for every student to have an extra hour a week of class time, attendance at that extra session cannot be made compulsory. See the Inclement Weather Policy (which is distributed via email to all faculty at the start of each semester) for exceptions to this policy.

## **Faculty Advisor Programs**

The mission of academic advising at SUNY Orange is to facilitate student learning, development and success by collaborating with students to develop and implement meaningful and attainable educational plans. Based on a student's area of study, an academic advisor is assigned to assist them in developing and meeting their academic goals. This advisor is often a full-time faculty member within the department of the student's academic program, but may be a member of the Academic Advising Center staff, or other College faculty and staff. Faculty may find their assigned advisees listed in Banner under Student Information Menu – Advisee Listing. Students may find their assigned advisor in Banner with their Student Information, and should meet with this person each semester to evaluate progress toward goals and adjust strategies and plans as necessary. Students are encouraged to meet with their assigned advisor whenever possible. Advisors in the Academic Advising Center are also available to assist students with questions regarding College processes, quick transactions, and whenever an assigned advisor is not

available.

Students with personal problems (i.e., financial, career, home, health) should be referred to a professional. Referrals should be made to one or more of the following areas: the Advising Office for questions about transfer, the Counseling Center for personal problems, the Financial Aid Office regarding financial aid issues, the Career Services Office regarding career or job placement issues, the Student Activities Office regarding student activities, and the Office of the Vice President for Student Services concerning discipline issues, college policy, etc.

## **Grades/Grade Reports**

### **Faculty Feedback and U-grades**

According to Academic Policy, unsatisfactory grades (less than C quality) must be reported. These grades can be submitted on Self-Service Banner any time from Week 3 to the end of Week 9, and faculty are encouraged to provide feedback. A student may withdraw from non-developmental semester long courses with a “W” (date as specified in the College Calendar).

Students who are attending but their names **do not** appear on your roster **are not officially registered**. Please refer any students attending but not on your roster to the Office of the Registrar. Students who are not officially registered should not be allowed to attend class until they are officially registered.

Please note that you cannot submit “U” grades in Banner for non-gradable courses such as labs. However, you can send an individual e-mail to a student as well as verbally informing them that they are not doing satisfactory work at the mid-semester point.

### **Final Grades**

Final grades will be A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W or one of the following:

- The final grade in developmental courses and support modules will be DVP or DVF.
- The final grade in courses taken on a pass/fail basis will be PP for pass or PF for fail.
- A grade of ZF (or ZDF for developmental courses and support modules or ZPF for pass/fail courses) will be assigned to students who stop attending before the end of the 10th week of the semester or its equivalent and do not withdraw themselves.

Grades must be submitted as specified by the Records & Registration office.

### **Change of Final Grade**

Except for grievances, after a final grade has been submitted, it can be changed within four weeks (because of clerical or computational error) by filling out the required form and getting the signature of the Department Chair. After four weeks, such a change also requires the signature of the Vice President for Academic Affairs.

### **Incomplete**

The grade of Incomplete (I) may be given at the discretion of the instructor. The instructor must submit a change of grade by the end of the next fall or spring semester, whichever comes first. If the work is not completed, the (I) will become an F. The grade of Incomplete (I) cannot be used in developmental courses. A student desiring to graduate with one or more Incompletes may do so: however the Incomplete shall count as an “F” for purposes of computing the CQPA.

### **Grade of W**

A student will receive a grade of W if they drop a course within the timeline stated in Academic Policy 25. After the withdrawal deadline an instructor must report a final grade.

## Grade of NR

The grade of NR (Not Reported) will be applied to a student's transcript if a final grade for the course has not been reported by the instructor before the Final Grade deadline. A grade of NR does not affect the SemGPA.

## Distribution of Grades

Each student must be graded primarily on the basis of his or her achievement, as distinguished from aptitude or interest. Grades may also be significantly affected by attendance or violations of other academic policies (see Policy #3 on Attendance). The meaning of letter grades is: A =4.00, A- =3.67, B+ = 3.33, B =3.00, B- =2.67, C+ =2.33, C= 2.00, C- =1.67, D+, =1.33, D= 1.00, D-=0.67 F = 0. As always, you are required to clearly indicate in your syllabus how grades will be weighted.

## Inclement Weather

Only the President and the Vice President for Administration and Finance are authorized to cancel classes. Weather-related announcements will indicate whether closures are for the full day, day courses and activities only, or evening courses and activities only. Every effort will be made to announce, prior to 2 p.m., decisions to cancel that evening's courses and activities. Unless otherwise specified, the daytime cancelation announcement evening classes means all courses beginning at 3:45 p.m. or later will not be held that night.

Evening credit classes cancelled because of bad weather must be made up. Such make-up classes will be scheduled on the *second* Friday night after the missed class, or as otherwise announced by the Vice President for Academic Affairs. Faculty members are not authorized to cancel classes on their own because of weather conditions.

In the event of inclement weather or emergency conditions, announcements concerning closing of the College and/or class cancellations will be shared in the following ways:

Posted to the College website, [sunyorange.edu](http://sunyorange.edu)

- Texted to those registered with the College's Everbridge emergency alert system (sign up in Banner)
- Distributed via the @[sunyorange.edu](mailto:sunyorange.edu) email system
- Listed in the "alert portlet" on students' and employees' MySUNYOrange home tab
- Posted on the College's social media accounts (Facebook and Twitter)
- Recorded as an outgoing message on the SUNY Orange main switchboard number (845-344-6222)
- Shared on snow closing systems operated by a variety of local radio and TV stations (contact the Vice President for Administration and Finance's office for a full listing).

## Office Hours

Each full-time faculty member is to maintain at least five (5) office hours per week, spread over at least four (4) days and scheduled to maximize student access. One of the five hours may be offered online and the remaining four office hours should be held in the faculty member's office. Hours may be changed for any week by written notice posted and communicated to the departmental administrative office during the preceding week. Faculty members holding office hours at a location other than their office should post a notice on their office door indicating where such hours are held. This alternate location should be accessible to students.

## Refund Policy

Students who officially withdraw from a credit course or from the college may be eligible for a refund of tuition in accordance with the schedule found in the College Catalog.

## Recording Grades

Documentation of grades must be maintained. Instructions for entering final grades in Banner are sent to faculty by the Registrar's Office at the end of each semester.

## Student Attendance

Attendance is required in all courses. Instructors must describe their attendance policies and repercussions of absences in their syllabi. Instructors shall not penalize students for absences for religious observance or jury duty, and provided the instructor's permission is given in advance, for participation in college-sponsored events.

It is the student's responsibility to contact each instructor regarding absences.

## Student Code of Conduct

The Student Code of Conduct and Judicial Procedures can be found in the Student Handbook and on the College website.

[sunyorange.edu/studentservices/code\\_of\\_conduct.html](http://sunyorange.edu/studentservices/code_of_conduct.html)

Questions regarding the code or procedure should be directed to the Vice President for Student Services. Faculty who wish to report a violation of the Student Code of Conduct should document the alleged incident and fill out a BIT (Behavioral Intervention Team) Incident Report Form found on Banner under the Faculty Services tab. The VPSS cannot begin to take action until this documentation is received. The documentation must be received by the VPSS within thirty days of the alleged violation. A complaint may be filed after thirty days only when the VPSS finds special circumstances exist that warrant a late filing. Once the complaint is received, the VPSS will review any security reports (if applicable) and contact the faculty member who has filed the complaint if any further information is required. The VPSS will then determine if the alleged conduct constitutes a violation of the Code of Conduct. The VPSS will then move forward with adjudicating the complaint using one of the following methods:

**Informal Resolution:** The VPSS will review all information, speak with pertinent witnesses and, if desirable, bring together the faculty member and the student. Resolution is achieved when both the faculty member and the student feel the behavior issue has been addressed and an outcome is mutually agreed upon. If either party is not agreeable to the proposed resolution, the case will go to formal resolution.

**Formal Resolution:** If formal procedures are to be used, the Board of Inquiry is convened as a hearing panel. The Board is composed of four students appointed by the Student Senate and three faculty members appointed by the College Governance System. The findings of the hearing and any recommended sanctions are forwarded to the VPSS for action.

**Interim Suspension:** Faculty members retain the right to remove from the classroom (for the duration of that class period) any student demonstrating disruptive behavior. It is the responsibility of the faculty member to report the incident to the VPSS via email, copying the department chair and AVP, and via a BIT (Behavioral Intervention Team) Incident Report Form found on Banner under the Faculty Services tab. In these communications, the faculty member must indicate if they do not want the student to return to class (interim suspension) and the rationale for that request. If the faculty member wishes the request to be acted upon prior to the next class, they must forward the communications to the VPSS immediately to allow for time to review the information and contact the student.

The VPSS may issue an interim suspension of privileges for the following reasons:

- a. to ensure the safety and well-being of members of the College community or to preserve College property
- b. to ensure a student's own safety of well-being
- c. if a student poses a threat of disruption or interference with the normal operations of the College.

## **Student Records and Confidentiality**

**Handling of Student Information:** All staff must be very careful about *what* student information we share with whom, in conference, on the telephone, in writing, or in/before/after class. The federal Family Educational Rights & Privacy Act (FERPA) guarantees the student the right to have some control over the disclosure of information from his/her educational records. Faculty cannot release any information deemed non-directory without the student's signed written consent. *Directory* information is defined as enrollment status (full or part time); dates of enrollment; major; and degree/certificate awarded, date of degree, and honors received. *Non-directory* information includes everything else such as address, telephone numbers, grades, student ID numbers, attendance and performance in a course. Faculty may discuss non-directory information with their department chair and other college officials, but not with a student's family member, friend or outside agencies, etc. If requests are received from outside agencies, they are to be reported to the Registrar, who also serves as the college's FERPA Officer. Students may waive their FERPA rights, which should be done in writing. A form entitled "FERPA – Request to release information" is available online at <https://sunyorange.edu/registrar/forms.html>.

## **Student Withdrawal Procedure**

### **Official Withdrawal from the College**

A student may withdraw from the College by withdrawing from all courses in which he or she is currently enrolled, including developmental courses. He/she must complete the Official Withdrawal from College Form and the Drop/Add Form found here <https://sunyorange.edu/registrar/forms.html> with the appropriate signatures by the end of the 12th week of class or its equivalent (see Academic calendar).

### **Official Withdrawal from Course(s)**

When a student finds it necessary to withdraw from a course(s), he or she must complete and file the Drop/Add Form with the Office of Registrar by the end of the 12<sup>th</sup> week or its equivalent (see Academic Calendar). A student who officially withdraws from a course(s) between the 4<sup>th</sup> and 12<sup>th</sup> week, or their equivalents, will receive a grade of W. To receive a grade of W in a developmental English, reading, or writing course, the student needs the approval of the appropriate Associate Vice President or designee. The forms are submitted to the Registrar's Office for placement in the student's academic file. The same applies to a student who wishes to withdraw from a developmental Math course after having attempted 24 non-developmental credits.

### **Official Withdrawal from a Course(s) because of a Medical Condition**

When students must withdraw from the college or course(s) due to their personal medical condition, they must obtain written verification from the health care provider and include all other required withdrawal forms. All such information given to the college is treated as confidential and privileged, as allowable by law. The student's request for a medical withdrawal should be submitted to the Registrar before the end of the semester in which the condition occurs. The Director of the Wellness Center will verify that proper medical documentation has been received and will communicate all findings to the Registrar, who will either approve or deny the request. The student has the right to appeal this decision to the VPAA using the academic grievance procedure. Note that withdrawals approved for medical reasons do not generate an automatic refund of tuition, waiver of the physical education requirement, or waiver of financial aid requirements.

## Medical Leave

Students may be granted a medical leave if appropriate medical documentation that contains an anticipated return date is provided to the Registrar.

## **Teaching Loads**

Please refer to the current Agreement between the Legislature of the County of Orange and the Faculty Association of OCCC.

## **Travel/Field Trip Policy**

Procedures have been developed to support academic travel and field trips. Faculty and students are expected to adhere to the procedures for obtaining approval for academic travel and field trips.

Planning a credit or non-credit field trip with a class, club or organization requires that a "Travel Approval Request" form be submitted.

The form can be found on the Employee Tab in MySUNYOrange under "Frequently Requested Forms and Information" or on the P drive.

P:\From\_VP\_of\_Administration\Travel Approval Request

Instructions for completing the form can also be found on the same location on the P drive.

## **CHAPTER 5: COLLEGE SERVICES (Full & Part-Time Day and Evening Faculty)**

### **Access to Facilities**

The use of the Library, Physical Education facility, and discounts to College sponsored cultural events are available to all faculty. To access these benefits, an I.D. card is required. This card can be acquired from the Center for Student Involvement located in the George F. Shepard Student Center. Their hours of operations are Monday through Friday, 8:30 a.m. to 4:30 p.m.

### **Bookstore**

The SUNY Orange Bookstores are located on the 2nd floor of the George F. Shepard Student Center at the Middletown Campus and the 1st floor of the Tower Building on the Newburgh Campus. The Bookstores offer textbooks in new, used, rental, & digital media. The Bookstores also sell school supplies, art supplies and SUNY Orange clothing and gifts. Hours vary throughout the year and include extended hours at the start of each term. Hours of operation and more information are posted both on location and on the Bookstore's website,

<https://www.bkstr.com/sunymiddletownstore/home>

### **Textbook Adoptions**

Faculty should work with their department chair for selection and ordering of textbooks. An Open Educational Resource (OER) course at SUNY Orange uses at least 51% of course content that is available in the public domain, with the goal of reducing the cost of course materials. In some cases, 100% of course materials are free! OER courses can save students hundreds of dollars in textbook fees. Some OER materials can be printed for a small fee, and instructors provide information for how a student can choose that option. For more information, faculty should discuss OERs with their department chair.

### **Central Scheduling (Use of Facilities)**

Scheduling of College facilities for outside events are scheduled through the Central Scheduling Office, extension 4917. A reservation form must be completed. Forms are available on the college web site under Central Scheduling at: <http://www.sunyorange.edu/cs/> College events should be booked through 25Live at <https://sunyorange.edu/cs/myso/>

Questions regarding daytime and evening classrooms or room change requests must be approved by the Registrar.

### **Center for Teaching and Learning (CTL)**

The Center for Teaching and Learning is a resource for faculty to learn, share and collaborate on new and innovative ways to engage students. The center is located in Room 008 in the Rowley Center on the Middletown Campus. On demand resources are available in the Faculty Success Tab in the Learning Management System or for more information send an email to [thectl@sunyorange.edu](mailto:thectl@sunyorange.edu) or visit the website at [www.sunyorange.edu/ctl/](http://www.sunyorange.edu/ctl/) to submit a request for training.

### **EIT**

SUNY Orange is committed to promoting an environment where Electronic and Information Technology (EIT) is accessible to all. To comply with SUNY system-wide policy, the College's EIT Committee works to proactively ensure equal and integrated access to EIT for persons with either permanent or temporary disabilities. The EIT Committee collaborates with the Office of Academic Technology and the

Center for Teaching and Learning (CTL) to provide faculty members with resources and trainings to assist with the design, development and distribution of accessible academic content across all possible digital platforms. Faculty members are invited to connect with AT and the CTL to learn more about EIT accessibility.

More information can also be found at [www.sunyorange.edu/accessibility](http://www.sunyorange.edu/accessibility).

## **Faculty Mailboxes**

Mailboxes for all faculty and professional staff are located in the lower level of Orange Hall on the Middletown campus. The Middletown mailroom is open 8:30 a.m. – 8 p.m. Monday – Thursday and 8:30 a.m. – 5 p.m. on Friday for pick up and drops. A mail clerk is available 8:30 a.m. – 4 p.m. Many departments have faculty mailboxes near their department offices.

At the Newburgh campus, mailboxes for faculty and professional staff are located in Tower Building, 4<sup>th</sup> Floor and Kaplan Hall 2<sup>nd</sup> floor.

## **Information Technology**

The Information Technology Services Department (ITS) is divided into four groups: Information Services, User Services, Infrastructure Services, and IT Service Desk. All four groups are responsible for collaboration with faculty, support staff, and students on the instructional use of data, facilities, and the campus software at all SUNY Orange locations. Their responsibilities are:

*Information Services* is responsible for the administrative systems, programming, reporting/analysis, web services, and database.

*User Services* is responsible for lab updates and replacement, application support, peripheral and PC support, and multimedia audiovisual equipment.

*Infrastructure Services* is responsible for enterprise security, setup/maintenance of systems and servers, network administration, network cabling, and support, telephone system, and VOIP.

*IT Service Desk* is responsible for initial front-line help of students, faculty, and staff. Once they have completed the initial troubleshooting and help phase, they will triage any remaining issues and escalate them to the appropriate team.

Academic Technologies resides under the Academic Division of Learning and Student Success working closely with the ITS Department. Support in this area focuses on our online learning environment and is responsible for Blackboard administration, Student and Faculty support, and Faculty training for technology and web enhancement.

## **Academic Technology**

Distance Learning / Online Learning support is provided via the Academic Technology office and/or SUNY Online.

If you have questions, please contact Maureen Larsen via email [mlarsen@sunyorange.edu](mailto:mlarsen@sunyorange.edu), [maureen.larsen@sunyorange.edu](mailto:maureen.larsen@sunyorange.edu) or [maureenlarsen@sunyorange.edu](mailto:maureenlarsen@sunyorange.edu) or phone (845)341-4484; or contact the SUNY Online Help Desk at 1-844-673-6786.

There is also a direct link within each course menu to the SUNY Online Help desk website.



## Duplicating Services

The Copy Room is located in the lower level of Orange Hall, across from the Payroll Office. Faculty are encouraged to use this service to alleviate high volume on departmental copying machines. See the department secretary for making copying requests of the Copy Room.

## E-Mail

E-mail addresses are provided to employees as part of onboarding.

## Technology in Classrooms

Classrooms with various types of state-of-the-art equipment exist on campus. The College is committed to enhancing technology availability and usage by all staff. Contact the department chair for assistance with technology or smart classroom requests.

## Telephone

To report problems with telephone or lines contact the Help Desk at [helpdesk@sunyorange.edu](mailto:helpdesk@sunyorange.edu) or phone: (845) 341-4749.

## Website / MySUNYORANGE (Portal)

The maintenance, design and content oversight of the College website is the responsibility of the Office of Communications. The College portal (MySUNYOrange) is the collaborative responsibility of the Department of Information Technology Services (ITS) and the Office of Communications. Faculty members will work with their department and its assigned webmaster, along with the Office of Communications, to maintain updated content on the website. For questions relating to either platform, faculty should reach out to the Office of Communications.

## Social Media/Digital Platforms

All social media and digital platforms relating to the College, or College departments/offices, are the responsibility of the Office of Communications. To create a new social media account or digital presence for the College, or College department/office, faculty should first contact the Office of Communications. Faculty will be expected to follow the College's guidelines on social media and copyright provided. All content created for a social media account or digital platform, either for the College or a College department or office, is owned by the College.

## Work Orders (Maintenance Requests)

1. Access MySUNYOrange and select the **Employee** page (tab)
2. Select **Service Requests**
3. Select **Facilities Maintenance**
4. Login to SchoolDude (Maintenance Department Portal)
5. Select location from drop down menu
6. Select problem type
7. Describe problem or request
8. Submit password
9. Click on Submit to complete the work order

## Library

Library services are provided on both the Middletown and Newburgh campuses and are designed to be welcoming places. Librarians are available at the reference desk to answer student research questions in person and online. Both libraries have study spaces that include carrels for individual study, tables for group work and study rooms. The Information Commons on both campuses are computer spaces where students can connect to electronic article and eBook databases and streaming media. Each workstation has Microsoft Office to produce assignments. Library staff are nearby to help with research and technology questions.

The Library website (<http://sunyorange.edu/library>) and the Library tab in the MySUNYOrange portal contain detailed information regarding library services, hours, and policies, and include a section on Library services for faculty.

Services provided for faculty include:

- **Research Assistance.** The Reference Desks at both campus libraries are staffed by a librarian during all open hours and offer personal research help for students and faculty. Chat services are also available for students off campus through the Library's web site or texting service.
- **Library Instruction.** The goal of Library Instruction is to empower students with the knowledge and tools to conduct research at the college level. At the end of a session, students will be able to effectively use research tools, evaluate information and select appropriate sources for their assignments. The Library offers 20-75 minute sessions working closely with faculty to tailor the presentation to the class' needs. Librarians can provide a second meeting for additional student practice. Librarians are able to teach in Zoom space, the classroom, or Library Instruction Rooms equipped with workstations for students to model database searching.
- **Research Guides.** The Instruction Librarians will work with faculty to create online research guides tailored to support classes in any discipline. Research guides contain lists of sources and databases for specific disciplines, subject areas, and classes. The Research Guides provide instruction in various aspects of the research process. One of the research guides is a repository of Librarian created tutorial videos that demonstrate how to use a selection of the library's research tools. These brief videos can be used to reinforce lessons from library instruction sessions and are fully accessible.
- **Embedded Librarian Program.** For a more in-depth research experience, librarians are available to participate as a partner for the classroom. An Embedded Librarian will work with students throughout the semester through multiple face-to-face meetings or virtually through a Blackboard course shell. Faculty must fill out an Embedded Librarian request form (<https://machform.sunyorange.edu/view.php?id=36>) to work with an Embedded Librarian.
- **Course Reserves.** Classroom support materials may be placed on reserve for restricted use in the library by your students.
- **Interlibrary Loan.** The Interlibrary Loan service (ILL) is a cooperative program between libraries intended to provide access to materials not owned by the college libraries. Materials may be provided either electronically or with the physical item. To request materials, an Illiad account is needed and can be set-up from the Interlibrary loan link on the Library web page.
- **Recommend a book title for purchase.** The Library encourages faculty to contribute to the growth of the collection by forwarding order suggestions to the Collection Development Librarian.

## Parking

All employees must register their vehicle(s) at the Student Information Desk in the Shepard Center on the Middletown campus and obtain appropriate parking permit hangtags. Hangtags must be clearly displayed on the rear view mirror. Guest passes are available through security ext. 4710

Newburgh - Parking is available to students, faculty and staff in the Kaplan Hall underground parking garage on 1st Street with permit. There are also designated parking spots on Broadway. Visitors may use the underground parking but security should be informed ahead of time.

## **CHAPTER 6: COLLEGE SERVICES - Students**

Student Services is dedicated to attracting, enrolling and sustaining a diverse student population. Through an array of exemplary programs and services, the dedicated and caring staff at the College is able to provide the assistance, connection, guidance and support students need to successfully achieve their academic and personal goals.

### **Academic Advising**

Academic advising at SUNY Orange is designed to facilitate student learning, development, and success by collaborating with students to develop and implement meaningful and attainable educational plans. The College recognizes that academic advising is vital to the educational process and student success, and offers a thorough advising program that is coordinated by the Academic Advising Office in conjunction with the academic departments. Academic advising is an intentional educational process that guides students in the development, implementation, and achievement of educational, career, and life plans. Effective advising includes (1) assisting students to develop meaningful and attainable goals, utilize the tools available to track progress, make informed decisions, and effectively use college resources, (2) providing accurate and timely information about SUNY Orange programs, classes, resources, services, and policies & procedures, as well as transfer and career opportunities, (3) developing an understanding of the college experience and curriculum (4) facilitating students' self-sufficiency, and (5) fostering students' intellectual and personal development toward academic success and lifelong learning. Based on a student's area of study, a faculty advisor is assigned to assist students in developing and meeting their academic goals. Advisors work collaboratively with students in an intentional educational process to assist in the development, implementation, and achievement of educational, career and life plans.

*Declared Students:* Students are assigned a faculty advisor, often a faculty member within their major department, who will help guide them through the requirements and opportunities within their chosen field of study.

*Undecided Students:* An advisor will guide students in developing academic and career goals, and these students may also derive benefit from the major and career exploration resources available in the Office of Career and Internship Services.

*Underprepared Students:* Individualized attention is provided to students who, based on the assessment test, are taking courses to prepare them for their major course of study.

### **Placement Test Advising**

All new college applicants are assessed using multiple measures for placement into English and Math prior to registering, unless they have been granted a waiver based on previous college-level course work. Results of this test determine the appropriate course placement to correspond to the student's skill level. Using these placements, students will begin classes at a level where they are most likely to succeed. Advisors are available to discuss how the results of the placement test fit into a student's academic plans. Contact Academic Advising at 845-341-4070. Students who have a documented disability and wish to request special accommodations must make arrangements with the Office of Accessibility Services in Middletown at 845-341-4077 or Newburgh at 845-341-9034.

### **Developmental Education Courses**

A student may be required to take developmental courses based on their placement results. In some instances, developmental courses are prerequisites to college-level ones. In all cases, students must complete their required developmental courses. SUNY Orange offers a variety of developmental courses for students who need to strengthen their basic skills. Students must follow specific academic policies related to these courses.

## **Personal/Supportive Counseling**

The Wellness Center offers crisis intervention, assessment, support and referrals to students needing assistance adjusting to college life or experiencing mental health difficulties. This includes helping students to assess, identify and manage personal and mental health difficulties within the context of their academic experience, and connecting students to appropriate resources. The Center also offers short-term personal counseling, but does not provide ongoing psychological therapy or treatment. Students wishing to make an appointment should contact the Wellness Center at (845) 341-4870 or email [wellnesscenter@sunyorange.edu](mailto:wellnesscenter@sunyorange.edu). Referrals to community resources are available and will be made when requested or deemed necessary, but follow through is at the discretion of the student. Consultations are also available for faculty, staff and students who would like advice on how to assist or refer a student who may need mental health assessment or support.

## **Transfer Counseling**

As members of the New York State Transfer and Articulation Association, the Academic Advising Office has developed contacts with many of the four-year colleges and universities where a majority of SUNY Orange students transfer to complete their undergraduate and post-graduate degrees. These relationships are instrumental in helping guide students, and careful planning can streamline the transfer process to their college of choice. The Academic Advising Office will assist students with this process by helping them understand how to: go about selecting a transfer institution; the transfer process and the SUNY transfer guarantee; and how to find information about the application requirements and process, and appropriate courses for their institution of choice. All New York residents who transfer directly from a SUNY or CUNY two-year college with an A.A. or A.S. degree are guaranteed admission to a four-year SUNY College for fulltime study. The transfer guarantee becomes effective if a student is denied admission at all four-year college choices. Please refer to [www.suny.edu/student](http://www.suny.edu/student) for applications, and important eligibility and deadline requirements.

## **Veterans' Affairs**

The College's Veterans Affairs Certifying Official, located in the Academic Advising Office, provides benefit information, enrollment certification and support services to meet the needs of military veteran students and their dependents. Additionally, a designated Academic Advisor works with veteran students to help them develop and pursue academic plans, acclimate to the academic environment, and secure any additional resources necessary to facilitate success. For further information, contact the Office of Veteran and Military Services 845-341-4071.

## **Workshops/Classes/Programs**

Throughout the semester, the Academic Advising Office offers workshops classes and programs designed to assist students in developing necessary skills and resources, and to provide information to help achieve their goals. These include workshops on transfer planning and veterans' opportunities, group advising for specific degree programs, college success seminars, and more. Additionally, the office of Academic Advising provides links to online workshops to help students with college skills such as test-taking, study skills, and time management, accessible by attending students from their Student Services/Resources tab.

## **Student Services Central**

Student Services Central, located on the Newburgh campus in Kaplan Hall and on the Middletown campus in the Shepard building, is a one-stop service center intended to provide current and prospective students with efficient, convenient and expedited enrollment and support information and services. Our knowledgeable crossed-trained staff is available to provide assistance with admissions, financial aid, assessment testing, advising and counseling, payment services, and disabled student services among others. They may be reached via email at [studentservicescentral@sunyorange.edu](mailto:studentservicescentral@sunyorange.edu).

## **Office of Accessibility Services**

The Office of Accessibility Services ([OAS](#)) provides support services and coordinates reasonable academic accommodations for students with documented disabilities under ADA and Section 504 of the Rehabilitation Act. Academic accommodations include, but are not limited to, use of adaptive equipment, extended time for testing, classroom accommodations, sign language interpreters, audio-format exams, scribes and notetaking services. Students are responsible for identifying themselves to the OAS and providing documentation that is current and appropriate. In addition, the office serves as a resource to faculty and staff, works to dispel negative and limiting stereotypes and promotes a diverse and inclusive campus environment that is responsive to the needs and contributions of all SUNY Orange students. Faculty need to be aware of creating accessible content for courses as per the college's Electronic and Information Technology (EIT) Accessibility Policy. For more information go to [EIT Accessibility Site](#), Additional information for Faculty can be found on our [Faculty Information page](#). OAS staff can be contacted at [accessibilityservices@sunyorange.edu](mailto:accessibilityservices@sunyorange.edu)

The Office of Accessibility Services serves as a national voter registration site. The staff in OAS is happy to assist any student in filling out or submitting an application to vote. For more information, contact the Office of Accessibility Services at [accessibilityservices@sunyorange.edu](mailto:accessibilityservices@sunyorange.edu).

## **Office of Accessibility Services Orientation**

The Office of Accessibility Services offers an orientation prior to the start of the semester . New students who identified themselves to Accessibility Services prior to the start of the semester, as well as their family members, are invited. Discussion topics include understanding the changes in using academic accommodations from high school to college, how these changes affect the student, becoming familiar with the Office of Accessibility Services policies and procedures, what professors expect from students in college, and why the syllabus is important.

## **Lab School—Campus-Based Childcare**

To help alleviate childcare concerns that may become obstacles for students wishing to continue their education, the SUNY Orange Lab Schools provide child care and learning experiences for children of SUNY Orange students at both campuses. Children of staff, faculty and the community will be accepted as space permits. There is a Lab School on each campus that provide a healthy, happy and stimulating learning environment. Each child is able to explore and learn through a variety of activities, including music and movement, creative art, story time, outdoor play and child-directed center-based readiness experiences.

## **Student Email**

### **Assignment of Email Address**

SUNY Orange assigns an email address (@sunyorange.edu) to each registered student. This College-issued e-mail account will be designated as the student's official e-mail address when administrative and academic departments need to communicate with students.

## **New Student Orientation**

New students are introduced to the College through participation in the New START program offered through Academic Advising (see below). Additionally, various events/activities take place during the beginning weeks of each semester.

## **New START**

This 2-part advising and registration tutorial is mandatory for all in-coming students. Students first complete the College Student Inventory and a self guided tutorial that walks them through their SUNY Orange account and presents college resources. Once that is complete, they attend in-person sessions, either on campus or through Zoom, which are held throughout the registration period and serve to orient students to the College by providing information about academic advising, administrative and academic resources, registration, and payment options. During the in-person component of each New START, students meet with an advisor to discuss their academic and career goals, select appropriate classes and self-register. Faculty interested in advising at a New START session should contact the Director of Academic Advising.

## **ReSTART Workshops**

All students who have been readmitted to SUNY Orange, have been away from the college for a year or more *and* are on academic probation are *required* to complete the ReSTART Workshop requirements.

**What is the ReSTART workshop?**

This is a workshop designed to help students become familiar with college resources, financial literacy, and services available to them at SUNY Orange. The workshop is designed to offer strategies for academic success and financial wellness.

**Who must attend?**

You are considered a RESTART student if you have been away from the College for a year or more *and* you are on academic probation (cumulative GPA is lower than 2.00).

To complete the ReSTART requirements, please call 845-341-4642 schedule your in-person or virtual appointment.

## **CHAPTER 7: HUMAN RESOURCES**

To view the Human Resources web site, use the following link:

[http://www.sunyorange.edu/human\\_resources/](http://www.sunyorange.edu/human_resources/)

Information available on the web site includes:

- Benefits
- New Employee Information
- Employment Perks
- Holiday Schedule
- Forms
- Title IX
- Managers' Toolkit
- Payroll



## **CHAPTER 8: CONTINUING AND PROFESSIONAL EDUCATION (CAPE)**

### **Mission Statement**

The College serves the various community constituencies through a diverse range of non-credit professional development, workforce readiness education, career training, college preparation, and customized business training and services under the direction of the Continuing and Professional Education Department (CAPE) department. CAPE offers a gateway for college-bound students through its English as a Second Language courses for limited English speakers, High School Equivalency completion and test preparation, and the Youth Empowerment Program for out-of-school youth. Training for in-demand careers include programs in the healthcare, technology, and manufacturing industry sectors. Strengthening the College's focus on workforce development, CAPE seeks to meet employer's needs, support business growth and retention, and assist students in gaining access to family-sustaining careers.

### **Workforce Solutions**

CAPE's Workforce Solutions primary goal is to serve as a convener for connecting industry partners, the College, and the community to solve education and employment pipeline challenges. Imbalances in talent supply and demand, technological innovation, changing demographics, shifting business models, and the nature of work are evidence significantly altering the skills demanded by the labor market. To improve matching people's skills with not only today's jobs, but jobs changed or created by the forces reshaping the workforce, SUNY Orange seeks to develop an outreach strategy and comprehensive skilling agenda. Priorities will focus on meeting employer's needs, supporting business growth and retention, and strengthening the local economy, while improving the employability of Orange County residents inclusive of populations with the highest rates of job loss and displacement. Please call (845) 341-4959 for more information.

### **Contract Training**

SUNY Orange delivers high-quality, cost-effective customized training and assessment services that are designed to improve the performance and efficiency of local employers. CAPE staff will design training programs to meet the specific needs of businesses and can provide them on-site or on campus at the most convenient times. In addition, the College offers open enrollment classes for hundreds of topics in a variety of learning formats to help individuals and companies meet their workforce training goals. Programs include: Management, Leadership, Supervisory Skills, Service Excellence, State Mandated Sexual Harassment, Business Communications, and Computer Training. Please call (845) 341-4959.

### **Workforce Development Education**

SUNY Orange conducts training programs that provide individuals with the skills necessary to succeed in the workplace. Courses are offered for people beginning new careers or those who may be entering the workforce for the first time. In addition, courses are available that will enable people to upgrade their skills for their current job or to continue their education. Please call (845) 341-9532 for more information.

### **Credentialed Alcoholism and Substance Abuse Counselor Training Program**

SUNY Orange is a New York State Office of Addiction Services and Supports (OASAS)-approved provider of the Credentialed Alcoholism and Substance Abuse Counselor Training Program (CASAC). CASAC is a comprehensive training program meeting the established minimum 350 clock-hour standardized education requirement for individuals who wish to become a CASAC. Upon completion of all required education hours, students may apply to

OASAS to be considered for a CASAC Trainee (CASAC-T) certificate. Please call (845) 341-4993 for more information.

### **English as a Second Language**

The College offers an extensive English as a Second Language community program with classes in six levels of instruction designed to prepare students for entry into college credit level study. Classes teach speaking, listening, reading and writing. Each course is designed to teach material to students who are evaluated and placed in appropriate levels. Students can progress to the next level as they demonstrate mastery in the class. Classes also allow students to practice pronunciation, improve their workplace English, and increase their vocabulary. This affordable program offers classes at \$10 each. Please call (845) 341-9593 for more information.

### **High School Equivalency Program**

SUNY Orange's High School Equivalency (formerly GED®) program helps prepare students for the TASC™ (Test Assessing Secondary Completion). Classes focus on the five subject areas covered on the TASC™: Reading, Writing, Science, Social Studies and Math. Formative and summative assessments identify the student's readiness to take the test. Classes are held four times per week and cost only \$10. Choose between either morning or evening class sections. Students must be age 18 and older in order to register. The HSE program is also offered in Spanish. Please call (845) 341-9543 for more information.

### **Youth Empowerment Program**

Funded in part by a Workforce Innovation and Opportunity Act (WIOA) grant from the Orange County Workforce Development Board, SUNY Orange engages out-of-school and unemployed youth age 16-24 and reconnects them with educational and workforce systems through the Youth Empowerment Program (YEP). This unique program provides case management, employment counseling, and small group instruction that will serve as a stepping stone toward achieving higher education and establishing career goals. Held on the Middletown campus, the program provides High School Equivalency TASC™ test preparation, workplace skills training, industry credentials, paid work experience, and employment assistance. Please call (845) 341-4874 for more information.

### **Impaired Driver Program**

SUNY Orange is a NYS Department of Motor Vehicles (DMV)-approved provider of the Impaired Driver Program (IDP). This 16-hour, 7-week DMV-required education and prevention program is available to eligible NYS licensed motorists who have been convicted of driving while intoxicated (DWI) or driving while ability impaired (DWAI). The IDP program is offered by expert and compassionate instructors and in a setting that respects confidentiality. Classes are held on weeknight evenings as well as Saturday mornings. To determine eligibility, or to sign-up, visit an Orange County DMV office. Please call (845) 341-4892 for more information.

## **CHAPTER 9: SUPPLEMENTARY INFORMATION**

### **College Branding, Official Use of Seals and Logos**

The use of the Orange County Community College seal and all SUNY Orange logos shall be at the discretion of the College president, who has designated the Office of Communications to be responsible for determining and monitoring the appropriate implementation of the seal and logos. The College will maintain, and distribute as necessary, a College branding and style guide that will outline for employees, students and external parties, appropriate uses of the seal, logos, colors, typography and images. Official SUNY Orange logos may be used in a variety of applications (print, digital, signage, apparel, etc.) for official College business only. The Seal of the College represents the authority of the College, which is vested in the Board of Trustees. Only individuals authorized by the President may direct the use of the seal. Design and creation of official College printed publications (catalogs, viewbooks, brochures, fact sheets, certificates, business cards, etc.), as well as the establishment and usage of official College digital platforms (website, social media, videos, photos, etc.) must be coordinated through the Office of Communications. Likewise, all official digital/social media accounts (including blogs, forums, and any social media presence created or used by employees of the College to promote and/or market the College, including accounts featuring or displaying the College's name, logos, seal or images) belong solely to the College. Unauthorized use, or misuse, of the College name, logos and seal are strictly prohibited, as is the unauthorized creation of publications, digital platforms or other items that utilize the College name, logos or seal without prior consent. External agencies, businesses, organizations and vendors will be expected to follow the College's branding guidelines as they relate to the use of the College name, seal, logos and images.

### **Advertising/Publications and Media Relations**

All advertising, marketing and external communications on behalf of the College are the responsibility of the Office of Communications. This includes media advertising, digital marketing, publications, social media platforms, posters and website. All marketing and publications needs should be submitted as annual publications and advertising requests during the College's annual budget process. Once submitted, the requests must be approved in the subsequent year's College budget before any action will be taken. During the remainder of the academic year, publications and graphics requests may be submitted using the following form: <https://machform.sunyorange.edu/view.php?id=47840>. Any newsworthy information that may be worthy of internal or external publicity of the College, division, department, or employee, should be submitted to the Office of Communications for potential use in press releases, media interactions, social media posts, website stories, Campus Grapevine or Student Grapevine submissions, or other beneficial uses. All media requests made directly to faculty/staff should be forwarded to the Communications Officer. The only exception is the routine reporting of results from athletic contests. In this case the respective coach or Director of Athletics has the authority to report sports scores. Please refer to the SUNY Orange Media Guide available on the college web site at:

<https://sunyorange.edu/aboutus/guidelines.html>

Please refer to the Website Policies and Procedures available on the college web site at:

<https://sunyorange.edu/web/guidelines.html>

### **Medical Emergency Procedures**

#### **What to do in a MEDICAL Emergency**

A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long term health. These emergencies may require assistance from another person, who should ideally be suitably qualified to do so, although some of these emergencies can be dealt with by the victim themselves.

**Any individual involved in an emergency situation requiring medical assistance should notify Safety and Security directly, at any time, and supply as much information as possible about the situation (i.e. location of person in need of aid, nature of injury or illness.)**

- **Middletown:** 341-4710
- **Newburgh:** 341-9533

You may also call the Wellness Center during open hours:

- **Middletown:** Monday to Friday, 8:30 am - 4:30 pm, 341-4870.

If possible, remain with the person until help arrives.

### **What to do in a MENTAL HEALTH Emergency**

A mental health **emergency** is a life threatening situation in which an individual is:

- Imminently threatening harm to self or others
- Severely disoriented or out of touch with reality
- Demonstrating a severe inability to function
- Otherwise distraught and out of control.

Examples of a Mental Health Emergency include:

- Acting on a suicide threat
- Homicidal or threatening behavior
- Self-injury needing immediate medical attention
- Severely impaired by drugs or alcohol
- Highly erratic or unusual behavior that indicates very unpredictable behavior
- An inability to care for themselves

In the event of a **mental health emergency**, please call:

- Safety and Security at any time:
  - **Middletown:** (845) 341-4710
  - **Newburgh:** (845) 341-9533
- The Wellness Center during open hours:
  - **Middletown:** Monday to Friday, 8:30 am - 4:30 pm, (845) 341-4870

If possible, remain with the person until help arrives.

Additional Resources:

- Dial "**211**" for any health and human service questions.
- **Mobile Mental Health:** 1-888-750-2266 (available 24/7)
- **Suicide Prevention Hotline:** 1-800-273-TALK (8255)
- **Transgender Suicide Hotline:** 1-877-565-8860
- **The Trevor Project**, a [non-judgmental hotline](#) with LGBTQ-sensitive trained counselors you can contact through a call, text, or chat during a mental health crisis and/or suicidal thoughts. Available in the United States.
  - **Trevor Lifeline:** 1-866-488-7386, available 24/7, FREE

- **Trevor Text:** Text the word “Trevor” to 1-202-304-1200, available Thursday and Friday 4 p.m. to 8 p.m. ET, Standard messaging rates apply.
- **Trevor Chat:** Enter the online portal on [The Trevor Project’s website](#). Available 7 days a week, 3 p.m. to 9 p.m. ET

## **Rules and Regulations for Maintenance of Public Order on the Campus of Orange County Community College**

Orange County Community College will protect the rights of freedom of speech, petition and peaceful assembly as set forth in the U.S. Constitution. The College maintains the right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to the normal operations of the College including, but not limited to, classes and College business, or invade the rights of others, will not be tolerated and may result in termination of the assembly.

Faculty, staff, students, and all others engaging in disruptive activity may be subject to disciplinary actions, and may face criminal charges.

### **Designated Public Forum**

The Alumni Green on the Middletown campus and the Larkin Plaza on the Newburgh campus have been identified by the College as designated public forum spaces. Other areas may be designed by the Director of Campus Safety and Security as public forums to accommodate free speech in special circumstances.

Groups wishing to use the designated public forum space for public gatherings, demonstrations or marches should notify the Director of Campus Safety and Security of their intentions. This is to allow an efficient and safe allocation of space, generally to the first group to request it for a particular time. College sponsored events have first priority on the use of campus grounds. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

### **Guidelines for Speech and Public Assembly**

No student, faculty, or other staff member or authorized visitor shall be subject to ~~any limitation~~ or punishment or penalty solely for the expression of their views, nor for having lawfully assembled with others for such purpose.

**Speakers:** In *view* of the desire of the College to promote free speech, the Designated Public Forum area is open to everyone who follows the provisions of this policy.

**The right to dissent:** The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience and the audience is entitled to hear the message and see the speaker. A dissenter must not substantially interfere with the speaker’s ability to communicate or the audience’s ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.

**Symbolic Protest:** During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting is acceptable, to the extent it is not a disruptive activity and

does not impede access, including, but not limited to blocking the audience's view or preventing the audience from being able to pay attention.

**Marches:** Marches are acceptable on campus with the appropriate notification to Safety and Security to allow the College to prepare for the march and provide for the necessary safety of the participants and bystanders, as well as to assure adequate parking and maintain the flow of vehicle and pedestrian traffic. The notification should outline expected attendance, and the anticipated parade/march route.

## **Prohibited Conduct**

The policies and procedures of the College, especially those related to the safety and security of persons and property, must be observed at all times. In addition, no person, either singly or in concert with others, shall:

- Threaten passers-by;
- Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic;
- Commit any act likely to create imminent safety or health hazards;
- Interfere with or disrupt any other lawful or permitted activity by anyone in the same general location at the same time;
- Post any materials on any buildings, walls, windows, doors, sidewalks, trees, light poles, or any other College owned equipment except in designated areas;
- Carry signs or other transportable displays that are affixed to metal poles, wooden sticks or other items that could be deemed a dangerous weapon
- Conduct speech that includes words that by their very nature tend to incite an immediate breach of the peace;
- Engage in any speech or action that is not allowed by law;
- Engage in any speech that is likely to incite or produce immediate lawless action or that is, under current legal standards, either defamatory or indecent;
- Incite others to commit any of the acts prohibited.

## **Assembly Security**

Orange County Community College reserves the right to charge individuals wishing to use the Designated Public Forum for additional security at a rate determined by the Director of Safety and Security. The Director of Safety and Security will determine the need for and the number of additional Safety and Security personnel to perform security functions during any public assembly event.

## **Smoking Regulations**

### **SUNY Orange Tobacco Use Policy (Board of Trustees policy)**

Orange County Community College bans the use of tobacco products, including e-cigarettes and vapor devices, on the College's campuses, except in those outdoor areas designated by the College President. Pursuant to the New York State Indoor Clean Air Act (Public Health Law, Article 13-E), smoking is prohibited inside all buildings owned and/or operated by SUNY Orange. In addition, the indoor use of all tobacco products is strictly prohibited.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Amended Dec. 16, 2015

[Tobacco Use Policy](#)

Approved Tobacco Use Locations:

Middletown campus: Any College-owned and numbered parking lot (EXCEPTION: Smoking and tobacco use are PROHIBITED in the Middletown campus parking garage)

Newburgh campus: Plaza/patio area between the Tower and Maple buildings; First Street entrance to campus promenade

# Appendices

## Appendix A: Forms Directory

To obtain copies of the following forms, contact the office listed above the forms. Please note these forms are revised often. Your Department Chair or Department Secretary can assist you.

### Student Accounts

[https://sunyorange.edu/studentaccounts/residency\\_instructions.html](https://sunyorange.edu/studentaccounts/residency_instructions.html)

Certificate of Residency

### Library

<http://www.sunyorange.edu/library/>

Course Reserve Addition

Feedback form <https://machform.sunyorange.edu/view.php?id=56086>

### Registrar

On the Registrar's webpage, [www.sunyorange.edu/registrar/forms.html](http://www.sunyorange.edu/registrar/forms.html) are the following forms.

Audit Form

Credit Registration

Change of Program Request

Drop-Add

Withdrawal forms

On the P drive: P:\Registrar Forms are the following forms.

Incomplete Grade

Change of Grade Request

Change of Program Request

### Vice President for Academic Affairs

[www.sunyorange.edu/academic\\_affairs/index.shtml](http://www.sunyorange.edu/academic_affairs/index.shtml)

Online Course Development information and application:

<https://sunyorange.edu/ol/docs/OnlineCourseDevelopmentProcessForm-FINAL.pdf>

Personal/Educational Leave Request:

P:\From VP of Academic Affairs\Personal and Education Leave Request form

### Vice President for Administration & Finance

<https://sunyorange.edu/vpa/myso/forms.html>

Travel Approval Instructions

Travel Approval Request Form

Travel Liability Waiver – Local & State

Travel Liability Waiver – Travel Abroad

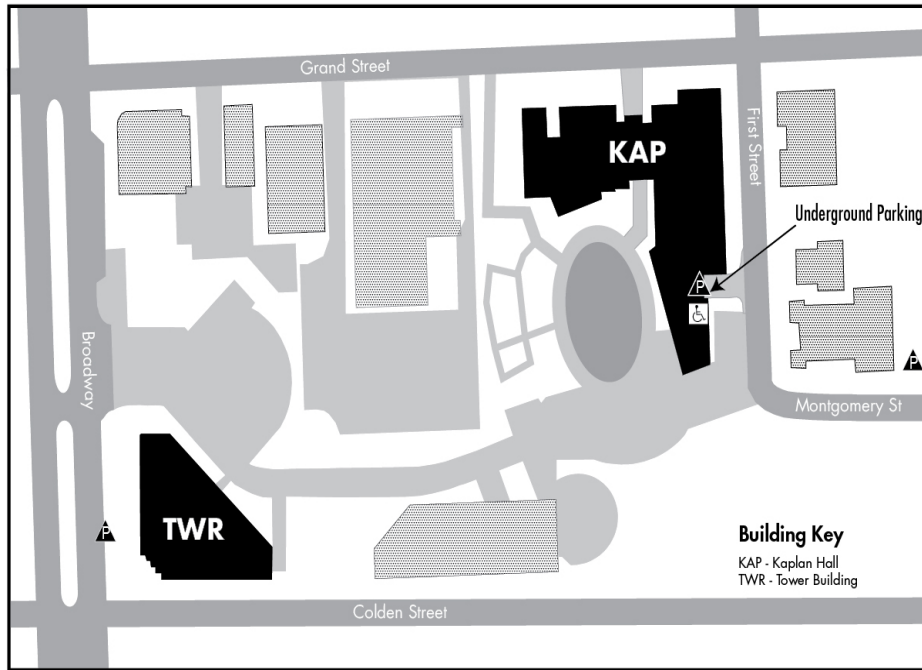


<https://sunyorange.edu/cs/forms.html>

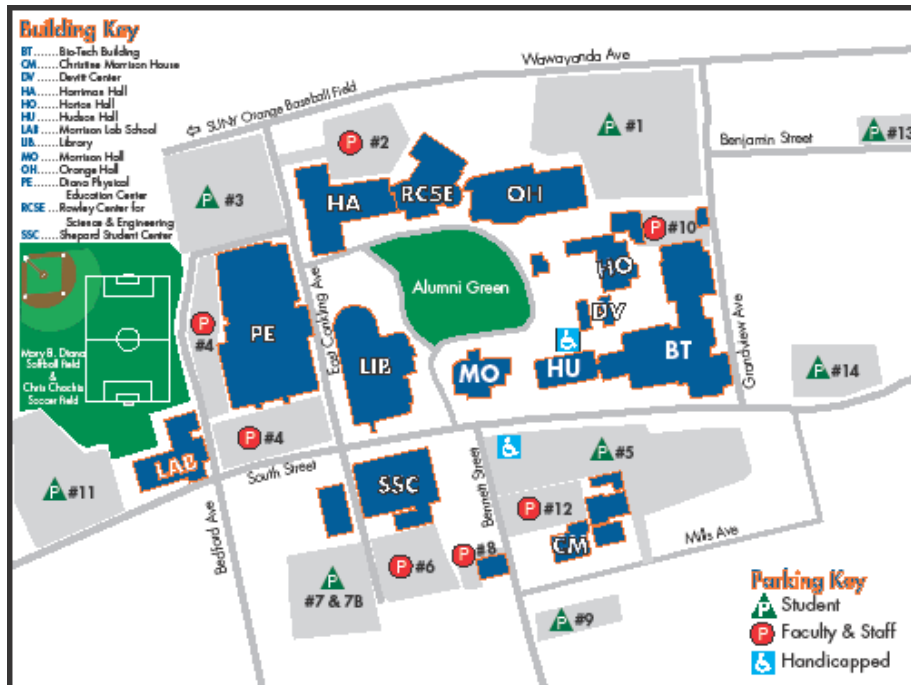
Outside Organization Application for Use of Facility  
William and Helen Richards Theatre Form  
Alcohol Request Form

## Appendix B: Campus Maps

### Newburgh



### Middletown



There is ADA parking in O.H, RCSE, Lab school, George Shepard, under the parking garage overhang on Tennis Court drive and additional ADA parking in the B.T lot.

## Appendix C: Organizational Charts

Organizational Charts are available on the college's web site at the home page for the Vice President of Administration and Finance.

<http://www.sunyorange.edu/vpa/orgcharts.html>

- [Office of the President](#)
- [Vice President for Academic Affairs](#)
  - [Academic AVPs & Chairs](#)
    - [Business, Math, Science & Technology](#)
    - [Health Professions](#)
    - [Liberal Arts](#)
  - [CAPE](#)
  - [Learning & Student Success](#)
    - [Library](#)
- [Vice President for Administration & Finance](#)
  - [Business Office](#)
  - [Custodial](#)
  - [Facilities & Administration Services](#)
  - [Facilities & Project Management](#)
  - [Human Resources & Payroll](#)
  - [Information Technology](#)
  - [Institutional Planning, Assessment & Research](#)
  - [Maintenance](#)
  - [Safety & Security](#)
- [Vice President for Student Services](#)
  - [Academic Advising](#)
  - [Admissions & Recruitment](#)
  - [Career & Internship Services](#)
  - [Financial Aid](#)
  - [Registrar](#)
  - [Student Engagement & Completion](#)
  - [Student Services Central](#)
- [Athletics](#)
- [Communications](#)
- [OCCC Association](#)

## Appendix D: Awards and Recognition

SUNY Orange Recognition of Excellence Awards are granted through the shared governance committee: Professional Recognition and Awards (PRAC). These awards are given for teaching, professional service, adjunct teaching, classified service, librarianship, faculty service, and scholarship & creative activities. To be eligible candidates must be nominated and then submit application in the fall semester. The committee reviews applications and makes a recommendation to the college president who makes the final decision in the spring semester. Recipients of the awards are eligible for the SUNY Chancellor's Award. Excellence in teaching awards are given annually; other awards are given on a rotating basis.

Information regarding teaching awards is available on the CTL web site at:  
[https://sunyorange.edu/ctl/myso/teaching\\_awards/index.html](https://sunyorange.edu/ctl/myso/teaching_awards/index.html)

### Faculty Merit Awards

Below are the conditions for merit that were adopted by the College in 1983. The listing indicates definition of merit, criteria for merit, and types of awards available. No one may seek merit on her/his behalf, but any professional colleague may recommend full-time members of the Faculty Association. For example, chairs, coordinators, and other members of the Staff and Chair Association as well as members of the Faculty Association may submit recommendations. The deadline for faculty merit recommendations to be sent, via email, to the Office for Academic Affairs is typically April 30.

#### Definition

Merit is the recognition of outstanding performance by an individual that is demonstrated by a high level of performance clearly beyond the proficiency expected of all members of the professional staff.

**Criteria:** The criteria for merit consideration may include:

1. Teaching and/or administrative effectiveness
2. Mastery of specialization (exclusive of objective criteria) – licenses; honors; degrees in professional field
3. Professional growth and development (exclusive of objective criteria) – continuing education; publications; research
4. Contributions to one's professional field – leadership in professional organizations; consultations; publications; research
5. Innovations, invention, and research – as demonstrated, for example, by innovation and invention in professional, scientific, administrative or technical areas, i.e. development or refinement of programs, methods, procedures, or apparatus
6. College services – committee work; campus governance
7. Student activity service – involvement in activities such as organization and sponsorship of clubs; work in student government; sponsorship and guidance of student activities in the community; coaching and advisement in the varsity athletic program
8. Student advisement – effectiveness in career counseling job placement; transfer to upper level colleges and universities; personal guidance
9. Community service – work with community organizations; setting up community programs in one's professional field or related area; bringing the college to the community and the community to the college

**Merit will be a monetary award, which may take one of the following forms:**

1. **Merit Promotion** – A merit promotion is intended to honor and reward those individuals who have clearly met the criteria for merit but lack the objective criteria for promotion.

2. **Merit Increment** – A merit increment is intended to reward consistent meritorious service to the college for more than the preceding or current year. An increment is defined as a monetary sum equal to at least the average step difference within the present rank or grade.
3. **Merit Stipend** – A merit stipend is a one-time bonus. Like the increment, it is a monetary sum equal to at least the average step difference within the present rank or grade.

### **Policies (Staff & Chair Performance Merit)**

Performance Merit is available for staff and chair employees. Conditions for “performance merit” increase are outlined in the Staff and Chairs Contract.