



Faculty Handbook

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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:

1. To provide high quality academic courses and programs that prepare a diverse student population to achieve its educational, employment and enrichment goals.
2. 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.
3. To establish public and private partnerships and provide programs and services that support and serve our county's educational, economic, civic and cultural needs.
4. To promote student growth and development by providing comprehensive and innovative academic and support services.
5. 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.
6. To build and maintain safe, accessible and sustainable facilities that support the learning environment.
7. To identify, secure and allocate resources that advance the strategic priorities of the College.

Mission

We are a community of learners dedicated to reaching out to all citizens of Orange County to enrich their lives through the highest-quality education possible. Intellectual rigor, personal commitment and enhanced citizenship distinguish a SUNY Orange education which will enhance students' economic opportunities, deepen their appreciation of culture and of their place in history while broadening their sense of responsibility in a democratic society.

Vision

We will be the best college in the SUNY System, the college of choice for all Orange County citizens. We welcome all as individuals, ensure academic and intellectual challenge, and mentor all in a caring, supportive environment. Students will remember the College as one of their most richly rewarding experiences, the compass that guides their continued development. We consistently renew our promise to be a most rigorous and caring academic institution, to provide visionary leadership, and to create a symphony of opportunity for personal and professional growth. We aspire to be the most efficient in shepherding public resources and to be a strategic force in enhancing the quality of life in Orange County and beyond.

Values

As community college educators our professional lives are informed by shared values of mutual respect, integrity in the rigorous and honest pursuit of academic inquiry, and a commitment to the highest standards of excellence in all we do. We further value a spirited dedication to service, a celebration of culturally rich campus environs, and the gathering to our community of the most varied mixture of

maturity, ethnicity, and patterns of thought, language and spirituality. Our sense of ethical and democratic responsibility bonds us to one another. All those who come here will experience at SUNY Orange a sense of belonging to a special community of learners and will speak with pride of our openness and inspiration in the creation of the strongest sense of local and global community.

Orange County Community College History and Overview

Orange County Community College has touched the lives of countless numbers of the county's 350,000 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 the 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. More than 450,000 people have enrolled in a wide range of credit and non-credit classes at the Middletown campus, the Newburgh campus and satellite locations across Orange County. Consistent with its mission to meet the higher education needs of students, 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 career guidance and exploration 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 to which the public is invited.

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. Horton Hall, the former carriage house, now provides instructional space for chemistry and geology. 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 Library, with its capacity to accommodate 700 patrons, contains over 95,000 print and non-print resources, videotapes, computer software and compact disc collections. The George F. Shepard Student Center houses a cafeteria and dining room, 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 and tennis courts. The College recently opened the Gilman Center for International Education, which features renovated interior space in the Library that is accessible via a new 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 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, telecommunications, 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 Library features a large computer lab as well as an "Information Commons" where students have ready access to computers replete with internet connectivity and software programs. Plans are currently under way for a new Science, Engineering and Technology Center that is expected to be built on the site of the former Sarah Wells Building. It will offer students and faculty the finest technological advances and state-of-the-art laboratory space, all under one roof. The College has recently completed construction of the brand-new Morrison Lab School at Middletown, as well as renovation of the Newburgh Campus Lab School which will house the College's child care services and serve 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, criminal justice, criminal justice-police, human services, individual studies, liberal arts (humanities) and nursing. The campus features sparkling new 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, a cybercafé where students can mingle, 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 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, a full service cafeteria, 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 Center for Youth Development funded through the New York State Education Department Liberty Partnership Program, offering academic support services, counseling, workforce preparation, mentoring, cultural enrichment and parental involvement activities to junior and high school youths attending the Newburgh Enlarged City School District and Enlarged City School District of Middletown. SUNY Orange operates a free daily shuttle service between its Newburgh and Middletown campuses.

Satellite Locations

Credit and non-credit courses are also offered at Monroe-Woodbury, Port Jervis and Warwick Valley high schools, enabling individuals to take courses toward a degree, expand their job skills or access personal enrichment classes closer to home or work. Students may choose from courses in psychology, physical education, business, criminal justice, math, and English, to name a few. A selection of non-credit computer, leisure, language, art and photography courses are also offered throughout the semester.

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

Joan H. Wolfe, , Chair
Helen Ullrich, , Vice Chair
Margaret Murphy, Secretary
Dr. Arthur C. Anthonisen
TBA, Student Trustee

Thomas H. Hunter
Robert E. Krahulik.
Gertrude F. Mokotoff
Stephen P. O'Donnell, Sr.

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: Senior Associate Vice President of Newburgh Campus, Associate Vice Presidents, Library, Continuing and Professional Education (CAPE), Honors Program, Academic Affairs Support Staff, Cultural Affairs, Morrison Lab Schools, Educational Partnerships, Community College in the High School, Center for Teaching and Learning (CTL), and Tutoring and Testing.
- 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, Finance, Facilities and Institutional Planning, Assessment and 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 Enrollment Management and the Associate Vice President for Student Engagement and Completion, provides oversight and strategic direction to the following units: Admissions, Academic Advising, Accessibility Services, Career & Internship Services, Financial Aid, Records & Registration, Student Activities, and Student Support Initiatives.
- 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.

Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for fundraising and marketing, promoting institutional stability and growth, and carrying out the board goals of the advancement office that support the institution.

- Reports directly to the President of the College; serves on the President's Cabinet; and undertakes tasks as may be assigned by the President.
- Oversees, to varying degrees, the functions and activities in every department and office of the institution that advances the institution's mission, protects and promotes its image, and articulate its vision among employees and in the larger community.
- Supervises managers of the institutional advancement office's units, which include resource development, alumni relations, grant management, public relations, marketing and communications (including all social media).

Vice President for Information Technology/CIO

The Vice President for Information Technology 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 undertake tasks as may be assigned by the President.
- Supervises the following areas: Academic Technology, Help Desk, IT Deployments and Operations, Networking and Information Systems support.

Senior Associate Vice President & 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:

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

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; establishes and coordinates departmental committees and task forces; conducts regular and special department meetings.
- Coordinates the preparation and presentation of new courses and curricula; oversees changes in current courses, prerequisites, catalog descriptions, titles, credits, and text requisitions.

Health Professions Division – The Division contains the following departments:

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

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

- Business
- Applied Technologies
- 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

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. Governance Executive Committee
3. Standing Committee Chairs
4. Standing Committees
5. Constitution and By-Laws (revised April 2013: Revision/amendment dates noted in italics)

Collective Bargaining Agents

The Faculty Association is affiliated with NYSUT/AFT (New York State United Teachers/American Federation of Teachers). They are members of Local No. 1915.

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

Educational Foundation

The Educational Foundation of Orange County Community College 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 comprised of concerned private citizens and representatives from the College's Board of Trustees. The Foundation seeks funds for projects approved by the College administration and Trustees.

Additional information is available at the following link:

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

Orange County Community College Association, Inc.

Functions and Responsibilities:

This Association, a membership corporation, shall:

1. Supplement, advance, enrich, operate and aid the educational, research, social, cultural, recreational,

welfare, living, and financial facilities, activities, and services provided for the students, community, alumni, faculty, and staff of Orange County Community College, or any other institution of higher education, which may succeed Orange County Community College at Middletown, New York, in any matter not inconsistent with law.

2. Promote and cultivate educational, social, cultural, and recreational relations among the students, community, alumni, and faculty of Orange County Community College, and aid the students, alumni, faculty and staff of such college by assisting them in every way possible in their study, work, living, and extra-curricular activities.
3. The Faculty representative is appointed by the general faculty of the College annually.
4. The alumni delegate is appointed by the Alumni Association for whatever term required.
5. The student delegate is appointed annually by the Student Senate.
6. 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 and part-time day and evening adjunct faculty. Many of these policies and procedures pertain to all three designated categories of faculty. Policies and procedures which pertain to evening adjunct 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 or through the Faculty Association.

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 April 15, 2013 (Effective AY 2013-2014) by the Academic Policy Committee and the Vice President for Academic Affairs.

The manual is available on the college web site at:

http://www.sunyorange.edu/catalog/docs/Academic_Policy_Manual_4-15-2013.pdf

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 a.m. on the day of the absence for any class starting at or prior to 9:00 a.m. 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 his/her Department Chairperson no later than 8:00 a.m. on the day of the absence, unless the faculty member's illness or injury makes it impossible to give such notice. If the Department Chairperson is unavailable, the Associate Vice President for Academic Affairs is to be notified. The Department Chairperson will communicate information on illness to the appropriate Associate Vice President for Academic Affairs on the appropriate forms. Absence because of personal illness will be charged to accumulated sick leave. Return to classroom duties is also to be reported.

Appointment as Adjunct Faculty

Adjunct faculty is 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

The Vice President for Academic Affairs sponsors professional gatherings for adjuncts throughout the academic year. A meeting is held at the beginning of the fall and spring semesters 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 VPAA folder

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 is 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 Masters Degree.
- Associate Professor – eight semester appointments as an Assistant Professor; possession of a Masters 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 Masters 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. in the VPAA folder under 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 Masters 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. Alternative Promotion Credit is limited to a maximum of nine (9) credits total for an individual faculty member. No more than six (6) alternative credits may be applied for any promotion above the rank of instructor. Further details regarding the Alternative Promotion Credit policy, procedure and application forms are located on the P:drive in the folder of the Vice President of Academic Affairs.

Responsibility of Faculty Members

The faculty of the college participates 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 is encouraged to participate instudent 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 insure 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

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

Admissions Policy

Full-Time and Part-Time Study

The current college catalogue 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 Records & Registration distributes instructions detailing how to submit the census report and indicating the due date.

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)) and 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. 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. 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. Department and Division meetings are held at least once a month. Meeting minutes are available on the P:Drive. If unable to attend, the Department Chair or Associate Vice President should be informed. A schedule of department and other monthly academic meetings is distributed at the beginning of the semester and generally follows the schedule 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

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 Angel for an online or hybrid course must participate in Angel training. Applications for course approval are available from the department chair, or from the Director of Instructional Technology, as well as on the Distance Learning Web page. Angel training is posted on the Professional Development Website at www.sunyorange.edu/profdev under the Events tab. Faculty who will use Angel 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 available under Academic Policies on the Academic Affairs home page at http://www.sunyorange.edu/academic_affairs/policies.shtml

Extra Session of Classes

Student attendance at course sessions not announced in the Catalogue 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 Inclement Weather Policy 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 faculty 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. College processes, quick transactions, and whenever an assigned advisor is not available.

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 and Counseling Center when unsure as how to handle a particular situation; the AC Center Transfer Counselor concerning questions of

transfer; 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 Student Services concerning discipline issues, college policy, etc.

Grades/Grade Reports

Mid-semester

According to Academic Policy Unsatisfactory grades (less than C quality) must be reported. A student may withdraw from non-developmental semester long courses with a “W” (date as specified in the College Calendar). After that date, the Instructor may withdraw a student until the end of the thirteenth week or its equivalent. Instructor withdrawals will not be processed after this date.

Only unsatisfactory grades (“U”) are to be reported at this time - no other grades need to be reported. Grades are reported in the Mid-Term Grades area on Self-Service Banner.

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 Records and Registration office. 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 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, DVF, or DVH.
- 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 or receive an instructor withdrawal.
(rev. 10/11)

All Final Grades for your course(s) must be entered in Self-Service Banner 9 by date as specified per Academic Calendar.

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 who drops a course(s) by the end of the tenth week in a semester-long course or its equivalent (by the end of the fourth week of a six-week Summer Session) will receive a grade of W. A grade of W may be reported by the instructor until the end of the thirteenth week or its equivalent; thereafter an instructor must report a final grade.

Grade of HOLD

The grade of HOLD (H) may be used in developmental courses only. The H grade indicates a degree of progress, which is insufficient to make a Pass (P) grade appropriate, but does warrant the student's continuation to the next level.

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 #7). 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.

Instructor Withdrawals

An instructor may withdraw a student until the end of the thirteenth week of classes or its equivalent.

Inclement Weather

Inclement Weather policy can be found on the web page of the Vice President of Administration and Finance at:

<http://www.sunyorange.edu/vpa/policy.shtml>

"Cancellation of Classes due to Inclement Weather" is also addressed in the Academic Policy & Procedure Manual available on the web site at:

http://www.sunyorange.edu/catalog/docs/Academic_Policy_Manual_4-15-2013.pdf

Only the President and the Vice President for Administration and Finance are authorized to cancel classes for the day. A morning announcement to close the College during the day does not necessarily mean evening courses and activities have likewise been cancelled. A separate decision, usually made prior to 2:00 p.m., will be announced concerning evening credit and community service classes. For updated information, dial the College's main number (344-6222) for recorded voice information. Updated information is also available on the College's website: www.sunyorange.edu.

If because of weather conditions during the day, evening classes and activities are cancelled via an announcement prior to 2:00 p.m., all classes meeting at 3:45 p.m. or later will not be held that night. Such an announcement applies to all activities meeting on campus. Classes at off-campus high school locations (Monroe Woodbury High School, Port Jervis High School, and Warwick Valley High School) will be cancelled if on-campus classes do not meet; if SUNY Orange does not cancel evening classes as a result of inclement weather, evening classes held at off-campus high school locations will follow that high school's inclement weather closing announcement. Information regarding inclement weather closings will also be available via the college recorded voice service (845-344-6222).

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 can be heard on radio/TV stations:

Beacon	WBNR 1260	Newton, NJ	WSUS 102.3
	WSPK 104.7		WNNJ 1360/103.7
	WHUD 100.7		WHCY 106.3
Ellenville	WLNA 1420	Poughkeepsie	Radio Disney 1340/1390
	WELV 1370		WRRV 96.9/92.7
	WPKF 96.1		WPDH 101.5/106.1
	WFKP 99.3		KICKS 94.3/97.3
	WRNQ 92.1	Sullivan County	WKNY
	WRKW 92.9		MIX 97
	WKIP 1450		Thunder 102
	WRWD 107.3		WDNH 95.3
	WBWZ 93.3		WDNB 102.1
	WGHQ 920 AM		WWRR 104.9
Monticello	WSUL 98.3/95.7		WYCY 105.3
Newburgh	WGNV 1220/103.1	Woodstock	WDST 100.1
	WTSK 96.7		WNBC
	WDLC 1490		FOX 5

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 on-line 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 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. 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 in writing and forward the report to the Vice President for Student Services (VPSS). 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 in writing and to 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 written documentation 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 insure the safety and well-being of members of the College community or to preserve College property
- b. to insure a student's own safety or 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 for this purpose is available online at http://www.sunyorange.edu/academic_services/ferpa.shtml under FERPA Consent Form.

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, if he or she does so by the end of the thirteenth week or its equivalent (see Academic calendar). The student must complete the Official Withdrawal-from-College Form and the Drop/Add Form with the appropriate signatures by the end of the thirteenth week of class or its equivalent (see Academic calendar). The student initiates the withdrawal process with the Records and Registration Office and must follow appropriate procedures with the Advising and Financial Aid Staff.

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 Records and Registration by the withdrawal deadline stipulated in the academic calendar. A student who officially withdraws from a course(s) by the end of the tenth week or its equivalent will receive a grade of W; thereafter, only the instructor may give a grade of W through the thirteenth week of the course or its equivalent. If the instructor does not initiate a grade of W, a final grade must be assigned by the instructor. The grade of W, when initiated by the instructor, must be accompanied by a written report describing the reason for the grade. To issue a grade of W in a developmental course, the instructor also needs the approval of one of the following: the Coordinator of the Learning Assistance Center, the Registrar, or the appropriate Associate Vice President. The forms are submitted to the Records and Registration Office for placement in the student's academic file.

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 physician 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 Registrar will make a decision on the request for a medical withdrawal. 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 Staff and Chairmen's Association of OCCC and the Legislature of the County of Orange and the Faculty Association of OCCC.

Travel/Field Trip Policy

Individuals involved in College-sponsored travel are required to complete two or more of the following forms depending on whether travel will take place in or outside the continental U.S. The *College Sponsored Travel Approval Process Form* is required for all college-sponsored travel, including the *Field Trip Form* for travel within the U.S. and the *Waiver of Liability* for travel outside the U.S. Forms must

be submitted and approved prior to the trip.

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. Procedures can be found through the Office of the VPAA.

Chapter 5: College Services (Full & Part-Time Day Evening Faculty)

Access to Facilities

The use of the Library, Physical Education facility, and discounts to College sponsored cultural events are available to all adjuncts. To access these benefits, an I.D. card is required. This card can be acquired from the Student Activities Office located in the George F. Shepard Student Center. Their hours of operations are Monday through Friday, 8:00 a.m. to 4:00 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 Bookstore offers new and used books along with textbook rentals and digital media. Hours vary throughout the year and include extended hours at the start of each term. Hours of operation are posted both on location and on the Bookstore's website, www.sunyorangebookstores.com. The Bookstore accepts payments with cash, personal checks, MasterCard, Visa and Discover Card. Student Financial Aid (SFA) Bookstore Credit may also be available for eligible students. Paperwork authorizing these credits must be submitted to the Bookstore at least one business day prior to an individual being able to charge their purchase.

The textbook pre-pack program is a free service offered by the Bookstore to save students time in collecting the correct books for their courses. Students drop off their schedule for the upcoming term and the Bookstore staff packs all required books and has them available the week prior to the start of class with expedited pick-up. Full details and forms are available at the Bookstore or through their website. The Bookstore Return Policy allows for textbooks to be returned or exchanged for 5 days from the date of purchase through the second week of class for the fall and spring terms. After that date all sales are final. The original sales receipt must be presented and books must be in new condition and free of any marks or damage. They must also be in their original packaging or shrink-wrap. Accompanying cd's, access cards, cassettes or software must be intact, undamaged and unopened. Used books must be in undamaged condition. Computer software, cd's, diskettes, electronics (calculators, tape recorders etc.) novels, CPR masks and stethoscopes are not returnable. The Bookstore coordinates opportunities for students to receive cash for textbooks they no longer need through used Book Buy-backs at designated times throughout the year with a 24/7 on-line buy-back option also available on the Bookstore's website.. The primary buy-backs take place on campus during fall and spring term finals week when students may receive up to half price back for their books.

Textbook Adoptions

The Bookstore-designed Textbook Adoption form is used so that there is a record of what has been ordered and when. Department Chairs authorize all textbook adoptions prior to their being sent to the Bookstore. The number of copies ordered is based on projections from past terms. The Bookstore requests that textbook adoptions be submitted for each term as follows: fall – April 1st, spring – October 14th, summer – March 10th. Included on the form should be all required and recommended textbooks, supplies and materials. A copy of the syllabus can be attached if it includes relevant information such as a list of supplies or the order that texts and materials are used. Contact the Bookstore for specific needs at 341-4815. Adoption forms may be obtained at the Bookstore or through their website, www.sunyorangebookstores.com. From the home page, click on "Faculty Center", "Textbook Adoptions" and "Adoption Form". Textbooks are generally available for sale starting several weeks prior to the first day of class.

Central Scheduling (Use of Facilities)

Scheduling of College facilities for outside and College events are scheduled through the Central Scheduling Office, extension 4720. A reservation form must be completed. Forms are available on the college web site under Central Scheduling at: <http://www.sunyorange.edu/cs/> 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 reach students. The center is located in Room 213 in the Library of the Middletown Campus. For more information contact Dena Whipple, Director of CTL, at dena.whipple@sunyorange.edu or visit the website at www.sunyorange.edu/ctl/

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.

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

Information Technology

The Information Technology Department (IT) is divided into four groups: Information Services, Deployment & Operations, Network Infrastructure and Academic Technology. 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 - responsible for the administrative systems, programming, reporting/analysis, web services and database.

Deployment & Operations –Responsible for lab updates and replacement, application support, peripheral and PC support and the multimedia-audio visual equipment.

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

Academic Technology- responsible for the SUNY Orange Help Desk, Angel administration, Student and Faculty Support, Faculty training for technology, Online Learning and web-enhancement, and liaison between academics and IT.

Instructional Technology

Distance Learning/Angel Support: SUNY Orange has teamed up with **SUNY Learning Network (SLN)** and **Angel Learning** for our online learning content delivery system.

If you need help using Angel, then you may contact SLN at:

Phone: 1 (800) 875-6269

Email: [SLN Helpdesk](mailto:SLNHelpdesk@sunyorange.edu)

For problems logging on to Angel, you may also contact the SUNY Orange help desk at helpdesk@sunyorange.edu or phone: (845) 341-4749 or (845) 341-4735

If you have any other DL/Angel related need/request, then please contact the DL Coordinator (Maureen Larsen) at:

Phone: x4484

Email: maureen.larsen@sunyorange.edu

Computer Lab Hours: A computer lab for faculty use is located in the CTL located in the Library, Room 213. For more information contact Dena Whipple, Director, CTL.

Duplicating Services: **The Copy Room is located in the lower level of Orange Hall, across from the Payroll Office. The hours are 8 a.m. to 8 p.m., Monday - Thursday and 8 a.m. to 7 p.m. on Friday. There is a 5 business day requirement for processing.**

E-Mail: E-mail and Internet access is available to all staff upon the written request of their supervisors. Accounts remain active only while an individual remains affiliated with the college. Individuals may access their college e-mail account from their homes using an independent Internet service provider.

All adjunct faculty is required to have a campus e-mail address. Contact the Help Desk/Operations, 341-4749 to establish an e-mail address.

Smart Classrooms: A variety of smart 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 or phone: (845) 341-4749 or (845) 341-4735. To add or move equipment, a written request should be submitted in writing to the Director of Facilities/Administrative Services.

Voice Mail: Voice Mail is available by request to full time faculty and professional staff. Persons who wish to have voice mail must have their own phone extension rather than a phone line shared with another person. *Voice Mail is not yet available for all adjuncts unless designated by the department chair.*

Web Page: The maintenance of the college web site (internet) is the responsibility of the Office of Institutional Advancement. The college intranet (web share, e-mails) is the responsibility of the Department of Information Technology. Faculty is responsible for their personal web page and a web master has been designated for all departments. Changes to these pages should be discussed with and submitted to the college web master.

Work Orders (Maintenance Requests)

Work Orders for maintenance can be submitted electronically as described below. Emergency conditions should be reported by phone.

- 1) Go to <http://orange.cc.ny.us/facultyandstaff.shtml> and click on Maintenance orders link
- 2) Click on "Faculty and Staff"
- 3) Click on "Maintenance Orders"
- 4) Sign in and identify yourself
- 5) Select location of work from drop down list;
- 6) Select problem type;
- 7) Describe problem or request;
- 8) Submit password
- 9) Click on submit and your work order is on its way.

Library

Library Services are provided on both the Middletown and Newburgh campuses. Designed to be

welcoming places, each library contains a mixture of comfortable seating, designated quiet areas, and a variety of study spaces that include carrels for individual study and tables for group work. The Information Commons spaces are busy, centrally located areas, where students can access a range of academic and technology resources carefully selected to support their learning and research. Within the Commons, the Libraries provide traditional research tools, databases and reference materials, Microsoft Office software, and both wired and wireless internet access. The electronic databases provide full-text and full-image journals, magazines and newspapers. Help Desks located adjacent to the Commons are staffed by librarians and support staff to assist students with research and technical questions.

The Library website (<http://sunyorange.edu/lrc>) contains detailed information regarding library services, hours, and policies, and includes a section on library services for faculty.

Service s provided for faculty include:

- Library Instruction. The goal of Library Instruction is to provide students instruction on the methods and processes necessary to effectively carry out scholarly research. At the end of a session, students will be able to recognize information needs, and be able to evaluate the appropriate sources for their assignments. The Library offers 50 minute classes where we work closely with faculty to tailor the presentation to the class contents and level from introduction to advanced. Classes can extend beyond 50 minutes, and can include a second meeting for additional student practice.
- Embedded Librarian Program. For a more in-depth research experience, Librarians are available to participate as a partner within the classroom. An Embedded Librarian will work with the class throughout the semester through multiple face-to-face meetings or virtually through the Angel course shell. An application is necessary to work with an Embedded Librarian.
- Course Reserves. Classroom support materials may be placed on reserve for restricted use 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. To request materials an Illiad account is needed and can be set-up from 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.
- Subject Research Guides. The Instruction Librarians will work with faculty to create research guides tailored to support classes in any discipline. Research guides contain lists of sources for the literature of specific disciplines, subject areas, and classes. The Research Guides provide instruction in various aspects of the research process, such as the use of Library resources (e.g. databases) and citation styles.
- Reference Assistance. The References Desks at both campus libraries are staffed during all open hours for drop-in and telephone reference assistance. For off-site, we offer chat reference assistance.

Parking

All employees must register their vehicle(s) at the Student Information Desk in the Shepard Center and obtain appropriate parking permit hangtags. Hangtags must be clearly displayed on the rear view mirror. Everyone, including visitors and guest speakers, must obtain a parking pass. 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: assisting students to develop meaningful and attainable goals, make informed decisions and effectively use college resources; providing accurate and timely information about SUNY Orange programs, classes, resources, services, policies and procedures, as well as transfer and career opportunities; developing an understanding of the college experience and curriculum; facilitating students' self-sufficiency; and fostering students' intellectual and personal development toward academic success and lifelong learning. Based on a student's area of study, an academic 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 an 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.

Undeclared 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.

Developmental 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 required to complete the placement test prior to registering unless they have been granted a waiver based on previous college-level course work. The test determines appropriate course placement to correspond to the student's skill level, and students who do not hold a valid H. S. diploma or G.E.D. from an accredited high school must meet minimum requirements to be academically eligible for financial aid. 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 the Advising and Counseling Center: 845-341-4070 in Middletown, or Student Services Central: 845-341-9502 in Newburgh. Students who have a documented disability and wish to request special accommodations must make arrangements with the Office of Accessibility Services prior to the test: Middletown: 845-341-4077; Newburgh: 845 341-9034.

Developmental Education Courses

All newly admitted students are required to take the Placement Test in reading, writing, and mathematics. Performance on this computerized assessment determines the student's proficiency in these areas and allows SUNY Orange to place students in classes that correspond with the student's demonstrated skill level. A student may be required to take developmental courses based on their placement results. In some instances, developmental courses are prerequisites to college-level courses. 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. The reading, writing, and math assessment tests may be re-taken, only prior to attendance in classes, with the approval of the appropriate department chairperson, (i.e. chairperson of the English Department for reading and writing, chairperson of the Mathematics Department for math) or director of Academic Advising.

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 consult with one of these professionals should contact the Wellness Center and request an appointment for a “personal matter.” 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 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 Advising and Counseling Center in Middletown at 845-341-4070, or Student Services Central in Newburgh at 845-341-9502.

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, mental health screenings, college success seminars, and more. Additionally, the Academic Advising Office website provides links to online workshops to help students with college skills such as test-taking, study skills and time management, all accessible anytime from any computer.

<http://www.sunyorange.edu/advising/index.shtml>

Student Services Central - Newburgh campus

The Newburgh campus Student Services Central 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 students services among others. Student Services Central is located in room 110 in Kaplan Hall. They may be reached by phone at 845-341-9502, or email studentservicescentral@sunyorange.edu.

Bookstore

See Chapter 5

Additional information about the Bookstore is available on the web site at:

<http://www.sunyorangebookstores.com/home.aspx>

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, alternative testing, classroom accommodations, sign language interpreters, readers/audio format exams, scribes and peer note-takers. 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 campus environment that is sensitive, accepting and responsive to the needs and contribution of all SUNY Orange students. 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 341-4077 (in Middletown), or 341-9034 (in Newburgh). <http://www.sunyorange.edu/oas/>

Lab School—Campus-Based Childcare

To help alleviate childcare concerns that may become obstacles for students wishing to continue their education, Lab School provides 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. Morning, afternoon and full-day programs 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.

E-Mail

Assignment of E-mail Address

SUNY Orange assigns an e-mail 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.

Library

See Chapter 5

Information about the library is available on the web site at:

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

New Student Orientation

New students are introduced to the College through participation in various events/activities that take place prior to and during the beginning weeks of each semester:

New START

This 2 hour advising and registration tutorial is mandatory for all in-coming students. Sessions 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 lab component of each New START, students learn to navigate the College website, check their email account and become familiar with Self-Service Banner. Faculty interested in presenting a New START session should contact the Assistant Director of Academic Advising.

Family Matters

Family Matters is an orientation and welcome program for parents and family of new SUNY Orange students. This program consists of presentations and a panel discussion with some of the colleges academic and student service departments. The goal of Family Matters is to provide family members with information that will help strengthen our partnership in their student's success. Family Matters is facilitated by the Office of Student Activities and it occurs the first week of the semester.

ReStart Workshops

What is the ReSTART workshop?

This is an interactive workshop designed to help students become familiar with services and resources available to them at SUNY Orange. The workshop is designed to offer strategies for academic success. Who must attend?

Readmitted students on Academic Probation: you are considered a readmitted student if you have been away from the College for a year or more. You are on probation if your cumulative GPA was lower than 2.0 in your last semester at SUNY Orange.

Office of Accessibility Services Orientation

The Office of Accessibility Services offers an orientation a few days before the semester begins at both campuses. 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.

Chapter 7: Human Resources

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

http://www.sunyorange.edu/human_resources/

Information available on the web site includes:

- SUNY Orange Policies
- Employee Handbook
- Benefits
- New Employee Information
- Professional Development
- Holiday Schedule
- Forms
- Title IX
- Diversity at SUNY Orange
- Payroll

Chapter 8: Continuing and Professional Educations (CAPE)

Mission Statement

The Department of Continuing and Professional Education provides a diverse range of courses, programs, and workshops designed to address the professional training and personal development needs of all residents in Orange County. Following is a breakdown of the offerings available through the College's Continuing and Professional Education Department.

Business Solutions/Professional Development

The Business Solutions/Professional Development Department provides a wide array of courses, seminars, workshops and customized training programs. Programs include: Management, Leadership, Supervisory Skills, Service Excellence, Business Communications and Computer Training. All programs can be customized to meet the training and development needs of businesses, hospitals, educational institutions and other organizations located in Orange County. The Business Solutions/Professional Development Department offers information technology training and industry certification programs, as well as web design and developmental courses.

Community Enrichment

To serve the varied educational needs of Orange County residents, the college offers a myriad of vocational, recreational and remedial programs for the community. Specialized courses are also offered to fulfill state licensing and professional certification requirements. Additional programs include:

Youth Program

Enrichment and recreations courses are offered both on and off campus.

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.

Driving Programs/Alcohol Substance Abuse Counselor Training

The College cooperates with the New York State Department of Motor Vehicles to offer the NYS Drinking Driver Program the 5 hour Prelicensing course for permit holders, and the 6 hour National Traffic Safety Institute point and insurance reduction/defensive driving course. SUNY Orange is approved by the NYS Office of Alcoholism and Substance Abuse Services Academy to offer the Credential Alcoholism and Substance Abuse (CASAC) counselor education training program for students who wish to pursue careers as alcohol/substance abuse counselors..

English-As-A-Second-Language (ESL)

The College offers an extensive ESL program with classes at the beginner, intermediate and advanced levels. In addition, more specialized classes allow students to practice pronunciation, improve their workplace English or increase their vocabulary. Classes are offered at both the Middletown campus and the Newburgh campus.

High School Equivalency Program

SUNY Orange has established several classes throughout Orange County for individuals who are looking forward to improving their job opportunities by earning their High School Equivalency Diploma. Emphasis will be on improving writing and math skills using creative thinking and problem solving strategies. If you are ages 17 or 18, call (845) 341-9532 or (845) 341-9543 to make an appointment for the High School Equivalency program coordinator to meet with you and your parent or guardian. If you are 19 or older, you may register in person at the Registrar's Office on campus in Middletown or Newburgh or with a credit card by telephone.

Testing Center

SUNY Orange's Testing Center provides testing and exam services to SUNY Orange students and community members. Our mission is to offer a reliable and secure testing environment in order to give test takers a fair opportunity for academic and professional success. For more information, email us at testcenter@sunyorange.edu, or call the CAPE office at 845-341-4890.

SUNY Orange has signed an agreement with Pearson VUE, the computer-based testing business of Pearson, to offer exams to candidates pursuing key industry certifications from many of the leading information technology programs at the Testing Center on its Middletown campus.

Over Sixty Program

SUNY Orange permits individuals sixty years of age or older to audit credit courses on a space available basis without payment of tuition according to NY State Law Article 126, Section 6303. Full classroom participation is encouraged; no grades are given nor are credits earned. (Noncredit courses, health professions courses and some studio classes are not included in the Over Sixty Program.)

Registration for Over Sixty students is held on the first day of the Fall and Spring terms. All students are required to complete an audit registration form and, if they are NY State residents, a Certificate of Residence.

For questions regarding the Over Sixty Program or to receive a credit course bulletin please call the Registration Office at 845-341-4129.

Chapter 9: Supplementary Information

Advertising/Publications and Media Relations

All advertising of the College and its events is the responsibility of the Office of Institutional Advancement. This includes media advertising, publications, posters and e-mail marketing. All advertising intentions must have been incorporated in annual publications and advertising requests made by departments to the Office of Institutional Advancement during the College's annual budget process. Once submitted, the requests must be approved in the subsequent year's College budget before any action is taken. The Office of Institutional Advancement has developed a "Style and Usage Guide" that provides guidance on logo usage and other matters related to branding, publications and communications. This includes branding expectations and communication tips for brochures, flyers, video promotions, internal communication tools, social media usage and the College web site. Any newsworthy information for the purpose of publicity of the College, division, department, or college employee is the overall responsibility of the Office of the Vice President for Institutional Advancement. This includes press releases, media interviews, media inquiries, press statements, etc. All media requests made directly to faculty/staff should be forwarded to the Communications Officer or the Vice President for Institutional Advancement. 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:

<http://www.sunyorange.edu/media/guidelines.shtml>

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

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

Medical Emergency Procedures

Protocols to address health and mental health-related concerns are outlined in the Wellness Faculty & Staff Guidebook available on the Wellness Center web site at:

<http://www.sunyorange.edu/wellness/guidebook.shtml>

The Faculty & Staff Guidebook outlines separate protocols for:

1. Health-Related Concerns
 - A. In the classroom
 - B. Outside the classroom
2. Personal Concerns (Emotional, Social, Academic & Mental)
3. Suicide Prevention (How to address suicidal thoughts or intent)

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

Rules and Regulations for Maintenance of Public Order on the Campus of Orange County Community College can be found in the Student Handbook available at:

http://www.sunyorange.edu/studentactivities/docs/Student_handbook_2012-2013.pdf

1. Statement of Purpose - The following rules are adopted by the Board of Trustees in compliance with Section 6450 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. These rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and the Board of Regents within ten days after adoption. Nothing herein is intended, nor shall

it be construed, to limit or restrict the freedom of neither speech nor peaceful assembly, and it is not intended by any provision herein to curtail the rights of students, faculty, or staff to be heard upon any matter affecting them in their relations with this institution.

In the case of any apparent violation of these rules by such persons, which in the judgment of the chief administrative officer or his designee does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissive methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their eviction from any premises of the institution where their continued presence and conduct is in violation of these rules.

2. Application of Rules - These rules are not intended to repeal, supersede, or preclude any other rules or policies relating to the same subject matter except to the extent they are inconsistent therewith. The rules hereby adopted shall govern the conduct of students, faculty, and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, and also upon or with respect to any other premises or property under the control of this institution used in its teaching, administrative, service, cultural, recreational, athletic and other programs and activities.

3. Prohibited Conduct - No person, either singly or in concert with others, shall:

a. Willfully cause physical injury to another person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has a lawful right not to do.

b. Physically restrain/detain any other person, nor remove such person from any place where he is authorized to remain.

c. Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.

d. Without permission, express or implied, enter into any private office of an administrative officer, member of the faculty, or staff member.

e. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.

f. Without authorization, remain in any building or facility after it is normally closed.

g. Refuse to leave any building, facility or area after being requested to do so by an authorized administrative officer.

h. Obstruct the free movement of persons and vehicles in any place to which these rules apply.

i. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, meetings, an administrative function, or deliberately interfere with the freedom of any person to express his views, including invited speakers.

j. Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such person.

k. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

l. Be involved in any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

4. Freedom of Speech and Assembly; Picketing and Demonstrations - No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty neither solely for the expression of his views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

5. Penalties - A person who shall violate any of the provisions of these rules shall:

a. If he is a trespasser or visitor without specific license or invitation, be subject to ejection or arrest by local police.

b. If he is a licensee or invitee, have his authorization to remain upon the campus or other

property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection.

c. If he is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.

d. If he is a faculty member on probation or on tenure, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant, including suspension or censure.

e. If he is a staff member in the classified service of the civil service, be guilty of misconduct, and be subject to the penalties prescribed in the civil service law.

f. If he is a staff member other than one described in paragraphs (d) and (e), be subject to dismissal, suspension or censure.

6. Procedure - The chief administrative officer or his/her designee shall inform any licensee or invitee who shall violate any provision of these rules that his/her license or invitation is withdrawn and shall direct him/her to leave the campus or other property of the institution. In the event of his/her failure or refusal to do so, such officer shall cause his/her ejection from such campus or property.

In the case of any other violator, who is neither a student nor faculty or other staff member, the chief administrative officer or his designee shall inform him/her that he/she is not authorized to remain on the campus or other property of the institution and direct him/her to leave such premises. In the event of his/her failure or refusal to do so, such officer shall cause his/her ejection from such campus or property. Nothing in this paragraph shall be construed to authorize the presence of any such person at any time prior to such violation or to affect his/her liability to prosecution for trespass or loitering as prescribed in the Penal Law.

In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and recommendations to the chief administrative officer shall be made under the "Code of Student Conduct" for the disposition of charges.

In the case of a faculty member, charges of misconduct in violation of these rules shall be made by the chief administrative officer or his designee and thereafter heard and determined by the Board of Trustees of Orange County Community College within 30 days.

In the case of a staff member, charges of misconduct in violation of these rules shall be made by the chief administrative officer or his/her designee and thereafter heard and determined by the Board of Trustees of Orange County Community College within 30 days.

7. Enforcement Program - The chief administrative officer shall be responsible for the enforcement of these rules and he/she shall designate in writing the other administrative officers who are authorized to take action in accordance with these rules when required or appropriate to carry them into effect.

In any case where violation of these rules does not cease after warning and in other cases of willful violation of these rules, the chief administrative officer or his/her designee shall cause the ejection of the violator from any premises which he/she occupies in such violation and shall initiate disciplinary action as herein before provided.

The chief administrative officer or his/her designee may apply to the public authorities for any aid which he/she deems necessary in causing the ejection of any violator of these rules and he/she may request the county attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.

Smoking Regulations

SUNY Orange Tobacco Use Policy

Orange County Community College bans the use of tobacco products 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.

Amended: May 14, 2013

Effective: Jan. 1, 2014

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

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Appendix

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.

Bursar

www.sunyorange.edu/bursar/

Certificate of Residency

Library

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

Course Reserve Addition
Faculty/Staff Application for RDA
Interlibrary Loan Request
Library Complaint Form
Newburgh Campus/ILA Loan Request
Order Request Form
Request for Reconsideration of Library Resources

Records and Registration

www.sunyorange.edu/academic_services/

Attendance Roster
Audit Form
Change of Grade Request
Credit Registration
Curriculum Change Request
Drop-Add
Incomplete Grade
Instructor Withdrawal Report
Non-credit Registration
Personal Data Sheet for Non-Matriculated Students
Withdrawal forms

Vice President for Academic Affairs

www.sunyorange.edu/academic_affairs/index.shtml

The following forms are available on the P:Drive in the folder of the Vice President of Academic Affairs:

Distance Learning Course form
Personal/Educational Leave Request

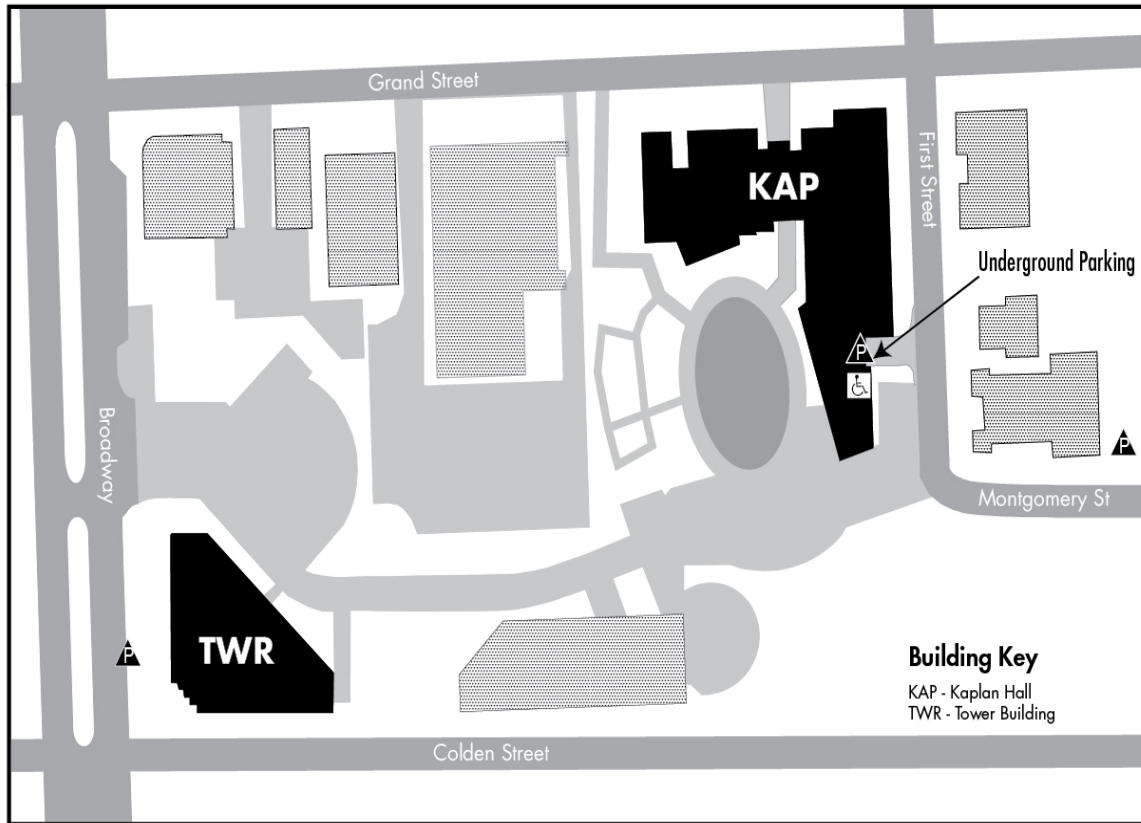
Vice President for Administration & Finance

www.sunyorange.edu/vpa/policy.shtml

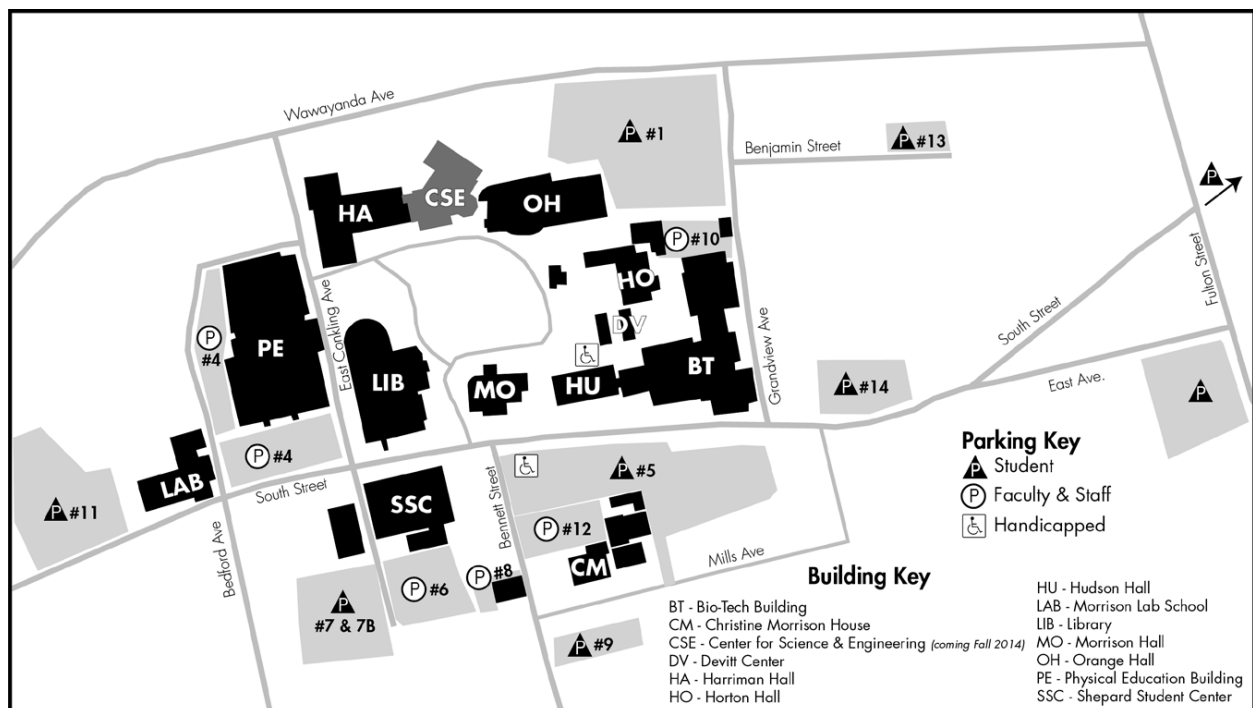
Application for Use of Facility – <http://www.sunyorange.edu/cs/>
College Sponsored Travel – Forms are available on the P:Drive in the folder of the Vice President of Administration & Finance

Appendix B: Campus Maps

Newburgh



Middletown



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.shtml>

The following organizational charts are available:

- [SUNY Orange](#)
 - [Office of the President](#)
 - [Vice President for Academic Affairs](#)
 - [AAVPs and Chairs](#)
 - [Business Math Sci Tech](#)
 - [CAPE](#)
 - [Health Professions](#)
 - Lab School
 - [Liberal Arts](#)
 - [Library](#)
 - [Senior AVP Newburgh Campus](#)
 - [Academic Support Services](#)
 - [Educational Partnership](#)
 - [OCCC Association](#)
 - [Vice President for Administration & Finance](#)
 - [Business Office](#)
 - [Facilities Administration](#)
 - [Human Resources](#)
 - [Institutional Planning, Research & Assessment](#)
 - [Vice President for Information Technology Services/CIO](#)
 - [Vice President for Institutional Advancement](#)
 - [Vice President for Student Services](#)
 - [AVP Enrollment Management](#)
- [AVP Student Engagement & Completion](#)

Appendix D: Awards and Recognition

SUNY Orange Recognition of Excellence Awards are granted through the The Professional Recognition and Awards committee. 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:

http://sunyorange.edu/ctl/teaching_awards/index.shtml

Faculty Merit Awards

Below you will find 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 Chairs Association as well as member of the Faculty Association may submit recommendations. Deadline date for faculty merit recommendations to be sent to the Office of Human Resources is April 1.

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:

- teaching and/or administrative effectiveness
- mastery of specialization (exclusive of objective criteria) – licenses; honors; degrees in professional field.
- professional growth and development (exclusive of objective criteria) – continuing education; publications; research.
- contributions to one's professional field – leadership in professional organizations; consultations; publications; research
- 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.
- college services – committee work; campus governance.
- 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.
- student advisement – effectiveness in career counseling job placement; transfer to upper level colleges and universities; personal guidance.
- 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

TYPES OF MERIT AWARDS

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.