

Adjunct Faculty Handbook



Auburn Campus
197 Franklin Street
Auburn, NY 13021

Fulton Campus
11 River Glen Drive
Fulton, NY 13069

<https://cayuga-cc.edu/>

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Part One: Teaching, Learning and Class Administration

Adjunct faculty are a valued part of Cayuga Community College and key to the success of our students, college and community. This handbook provides helpful information to supplement other resources including:

College Website <https://cayuga-cc.edu/>

College Catalog <https://www.cayuga-cc.edu/admissions/catalog/>

Student Handbook <https://www.cayuga-cc.edu/students/resources/student-handbook/>

Academic Advising FAQ's Handbook
<https://www.cayuga-cc.edu/pdf/students/academic-advising-handbook.pdf>

Agreement between the Cayuga Community College Part-Time Faculty Association and The Board of Trustees of Cayuga Community College
<https://www.cayuga-cc.edu/about/human-resources/onboarding/>

Additionally, there are many professionals available to answer questions and support the good work of adjunct faculty including Division Chairs, Assistant Division Chairs, Program Coordinators, the office of the Provost and Vice President for Academic Affairs, the Centers for Student Engagement, the Learning Commons, Library, Academic Support and more.

Our Mission

Cayuga Community College is a supportive and inclusive institution where students are encouraged to grow, discover their highest potential, and advance their educational and professional goals.

Our Vision

Cayuga Community College will improve the quality of life in communities we serve by promoting student success and providing accessible learning opportunities that lead to valuable career and transfer pathways.

Our Core Values

We pursue and uphold these values with integrity.

Opportunity – We provide high-quality, affordable, accessible education that fosters openness, curiosity and creativity in our students.

Diversity – We work to foster a sense of belonging for all members of our community by honoring all voices and perspectives and respectfully acknowledging each person comes from a unique background and has had distinct experiences.

Equity – We strive to remove barriers to student success, create an inclusive student experience, and provide support so students can achieve their full potential.

Civility – We strive to build a college community where we treat each other with respect and all members are invited to engage in genuine discourse, active listening and civil dialogue.

Collaboration – We pursue dynamic partnerships with industry, workforce, education and community agencies that have a positive impact on the communities we serve.

Supervision

Adjunct faculty are supervised by the Chair and/or Assistant Chairs of their academic division who support and evaluate faculty performance through such means as student feedback, observation, review of course materials, individual conferences, etc.

Class scheduling, cancellations, room assignments, key distribution, office supplies and other administrative matters are arranged by various college offices in collaboration with Division Chairs and Assistant Chairs. Chairs and Assistant Chairs are also responsible for such academic matters as instruction, curriculum and textbook selection.

Course Outlines/Syllabi

All faculty are required to provide a course outline/syllabus to each student (and their Division Chair) at the beginning of each semester. The course outline will be based on the college-approved course syllabus available from the Division Chair or Assistant Chair. The minimal requirements for all course outlines are listed below.

1. Instructor Information – how, when, where students may contact the instructor.
2. Course Description – overview of the class
3. Course Objectives – observable, assessable outcomes
4. Required Text and Materials
5. Criteria for Grading – including all factors that could affect a student’s grade
6. Course Policies – i.e., attendance, plagiarism, etc.
7. Course Schedule
8. Verbatim statement on accessibility resources: “Students with documented disabilities who may need accommodations in this class are invited to contact the Office of Accessibility Resources for an appointment to discuss their needs. Since accommodations require early planning, students are encouraged to contact Accessibility Resources as soon as possible, to ensure that accommodations are in place when

needed. Appointments can be made by contacting the Office of Accessibility Resources at (315) 294-8633 (Auburn) and (315) 593-9323 (Fulton).”

9. Verbatim statement on tutoring availability: “The Learning Commons offers a variety of tutoring services on each campus including: drop-in math and writing peer tutoring support; individual appointments with a professional math or writing specialist; individual peer tutoring appointments for most subjects; study groups; and online tutoring support. Students should complete a tutor request form on the College website or visit or call the Learning Commons for their academic support needs.
10. Faculty are encouraged to include a statement outlining their policy addressing academic dishonesty and plagiarism. In cases of plagiarism or academic dishonesty, an instructor may apply a failing grade which preempts a student’s right to withdraw from the course. To apply the failing grade, the instructor should have indicated the potential consequence of plagiarism or academic dishonesty on the course outline, defined or given examples of same on the course outline, and ensured distribution of the course outline to all students in the class. There must be solid evidence of the alleged plagiarism or academic dishonesty if a failing grade is to be assigned under these circumstances. The decision to assign a failing grade under these circumstances must be made in consultation with the Division Chair.

Textbooks and Course Materials

Selection of textbooks and required course materials is subject to the approval of the Division Chair. Following approval, book orders are processed by the College Bookstore. Book orders must be placed well in advance to provide adequate time for processing and delivery.

Email and Information Technology

Faculty should communicate with students and college employees using their college e-mail address. Cayuga’s Help Desk is available at 315-294-8568, ext. 2268, or helpdesk@cayuga-cc.edu for assistance with email and other information technology applications.

Cell Phones and Personal Electronic Devices

Students are expected to be present, pay attention, and participate during classes. Use of cell phones or other electronic devices during class time may be considered a classroom disruption as defined in the Instructor’s course syllabus.

To Report an Emergency

(Fire, medical, safety, conduct, behavioral etc.)

Dial “0” (zero) from any campus phone, or dial 911 to reach Emergency Services. You can also contact the Office of Public Safety from any college phone at ext. 2461 in Auburn, or ext.

3067 in Fulton. From an outside line, please dial (315) 255 1743 ext. 2461 in Auburn, or (315) 592-4143 ext. 3067 in Fulton.



Cayuga is among the SUNY campuses that use **Rave Alert System** as their notification system to notify college students, faculty and staff of possible emergencies.

Our Rave Alert notices are intended only for situations involving imminent danger to health or human safety. These may include severe weather, snow closings, utility failure, major road closings, fire or hazardous-material spill in the area, and bomb or weapon threats.

Every Cayuga student and employee has an account in myCayuga, the College's information system. You can use your myCayuga account to sign up for our Rave Alert service. Then, if Cayuga Community College generates a Rave Alert notice, it will be sent to you via the phone (text) and/or e-mail contact information you provide.

It's important to understand that while this service is intended to enhance public safety for the campus community, it does not represent a guarantee. Reliability depends on human factors such as accuracy and timeliness of information, and on technical factors such as cell phone network coverage, in-bound traffic on telephone land lines, and availability of power to the college server and your computer. Students, faculty and staff are encouraged to take advantage of the Rave Alert service as a prudent measure while continuing to exercise normal attention to personal and community safety.

Rave Alert sends notices at no charge; however, your provider's standard charges will apply for carrying text messages sent by Cayuga Rave Alert System.

How to Sign Up for RAVE Alert

A valid Cayuga e-mail address is required. If your Cayuga e-mail account has not been set up you may get an error warning stating you are not eligible to register. Once your Cayuga e-mail account becomes active you should then be able to sign up for the Rave Alert System.

1. Log into your myCayuga account at <https://my.cayuga-cc.edu> using your Cayuga email address and password.
2. Once logged in, click the Personal Information.
3. Click the Cayuga Rave Emergency Alert System link.
4. Follow the instructions in myCayuga and enter your information as needed. Include your primary e-mail address and cell phone number.
5. Review your information and click Continue to save.
6. Once you submit your information, allow up to 24 hours for it to be entered in the Rave Alert database. Normally, entry is done once per day. Alerts will not be sent to you until your information has been entered in the Rave Alert database.

Evacuation Procedures

When a fire alarm sounds, or upon notification by appropriate personnel, staff and students should leave the building by the nearest exit, indicated on evacuation exit maps posted throughout campus, and proceed to a safe zone outside and away from all building entryways, roadways, and sidewalks. Do not use elevators in an evacuation. Staff and students may re-enter buildings only after being notified by evacuation marshals or other authorized personnel.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act of 1974 protects the rights of students to inspect and review certain education records and prohibits the nonconsensual release of personally identifiable information for such records which is not “directory information.” The college’s FERPA policy can be found at: <https://www.cayuga-cc.edu/students/services/registrar/ferpa/>

Scheduled Class Sessions

To comply with State Education Department and College policies, all scheduled class meetings and laboratories must be held for the full-class period, although a class break of up to fifteen minutes may be allowed during longer classes. Faculty are expected to be present in the classroom or laboratory as scheduled.

It is understood that on occasion, there will be a need for a substitute instructor on a short-term basis. While adjuncts shall be afforded the right to make a recommendation as to who shall be the substitute, Division Chairs shall have the final discretion in this regard. Furthermore, the College shall have the ability to approve activities in lieu of cancelled classes which shall include workshops for students through the Centers for Student Engagement and Academic Advisement.

Class Cancellations

If unavoidable circumstances, such as illness, family emergency, or hazardous driving conditions prevent an instructor from meeting a class, it is important to give the earliest possible notice. To cancel a class, please email cancellations@cayuga-cc.edu for your cancellation to appear on the College website and TV monitors, and for students who have signed up for the class cancellation alert system to be notified. Class cancellations are posted Monday-Friday, 8am-4:30pm. For immediate notice of class cancellations to your students outside of the College’s office hours, please email or otherwise message your students directly.

Change of Classroom

Occasionally, changes of classroom may be necessary. For many reasons, it is important to request the change and confirm the availability of the room prior to making the change. Requests are accommodated on a first-come, first-served basis. Room requests for upcoming

terms will be accepted and scheduled after the release of the final schedule of classes has been published. For internal room bookings, e-mail Haley Vitale at Hvitale@cayuga-cc.edu.

Class Attendance

If a student is late, leaves and returns during, or leaves the class before the class is over, they may, at the discretion of the instructor, be considered absent.

Withdrawal for Non-Attendance

Please pay particular attention to the dates and deadlines chart emailed and posted on the website by the Registrar's Office for the time period in which W-NA (Non-Attendance) can be entered for a student with non-attendance. It is imperative that students who have never attended your course be given a final grade of W-NA to prevent financial aid from being disbursed to these students. **W-NA should always be reported as a final grade and should never be reported as a mid-term grade.**

Attendance Policy for Fully and Partially Synchronous Courses (On-Campus, Online Synchronous, and Hybrid Courses)

Students in fully and partially synchronous courses are expected to attend each scheduled meeting of their registered courses since experience demonstrates that regular attendance enhances academic success. Instructors may include class participation as one component of student evaluation and grading. As a result, lack of attendance may influence a student's ability to do well where presence and participation is highly valued by the instructor. Therefore, it is the student's responsibility to understand and adhere to all policies relating to attendance and consequences for non-attendance listed in their instructor's course syllabus.

Attendance Policy for Online Asynchronous Courses

Attendance in an online course is defined as an active post or submission within the course including discussions, written assignments, and tests. This standard will be used to determine all attendance issues, including but not limited to reports of never having attended, reports of last date of attendance, and final grades of F and WF in the course, due to lack of attendance.

Attendance Exemptions Related to Disabilities

Federal law (ADA and Section 504) requires colleges and universities to consider reasonable modification of attendance policies if needed to accommodate a student's disability that impacts attendance. Determination of eligibility for a disability-related modification to the attendance policy is made on a case-by-case basis through the Office of Accessibility Resources. Reasonable attendance modifications are determined through a conversation with the instructor, student, and Accessibility Specialist. Students with questions about how their disability may impact course attendance should contact the Office of Accessibility Resources.

Attendance Exemptions due to Religious Beliefs

If a student is unable to attend classes on certain days because of religious beliefs, the following policy (Section 224-a of the Education Law as amended) applies:

You shall not be expelled from or be refused admission to an institution of higher education for the reason that you are unable, because of your religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days. If you are unable, because of your religious beliefs, to attend classes on a particular day or days you shall, because of such absence on the particular day or days, be excused from any examination, study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to students who are absent from school, because of their religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which they may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

If classes, examinations, study, or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study, or work requirements shall be made available on other days where it is possible and practicable to do so. No special fees shall be charged for these classes, examinations, study, or work requirements held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to you because of your availing yourself of the provisions of this section.

If you are aggrieved by the alleged failure of any faculty or administrative official to comply in good faith with the provisions of this section, you shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of your rights under this section.

As used in this section, the term institution of higher education shall mean schools under the control of the board of trustees of the State University of New York or of the board of higher education of the City of New York or any community college.

Registrar

AUBURN:

Student Services Suite
315-294-8516 or ext. 2216
registrar@cayuga-cc.edu

The Registrar's Office processes registration, drop/adds, withdrawals, and updates student records, receives midterms and final grade reports, issues official transcripts, certifies students for graduation, evaluates and posts transfer credit along with other record keeping transactions.

On-going registration allows students to register well in advance of the beginning of each term. New students may register online or in-person. Returning part-time students may register online, in person, by phone, or email.

Withdrawal and Refund

Students notifying the Registrar's Office of intention to withdraw before the first scheduled class will be entitled to a 100% tuition refund. After this time period, refunds will follow a published schedule, available online.

Graduation Procedures

Students must apply for a degree or certificate the semester before they intend to complete a program of study. Students can apply for graduation online through their MyCayuga. Students will be notified if their degree requirements are insufficient.

Change of Status

Students must notify the Registrar's Office of any change of name, address, or phone number. The forms to make the change are location on the website.

Grading

Questions regarding how to submit grades, how to submit an electronic change of grade or how to submit an incomplete should refer to the Grading Handbook emailed out by the Registrar's Office periodically throughout the semester.

Midterm Grades: Please pay particular attention to the dates and deadlines chart emailed and posted on the website by the Registrar's Office for the time period in which mid-term grades can be entered for a student. If instructors choose to report D and F grades at mid-term, they will be given a window of time to enter them. This grade is for guidance purposes only and is not entered on a student's permanent record. **Please make sure that you are entering grades under mid-term grades and not under final grades.** W-NA's are not mid-term grades.

Final Grades: Final Grades are due 48 hours after a class final exam is given. If no final exam is given, please let the Registrar's Office know and the grades are due 48 hours after the final class. Except in cases of plagiarism and non-attendance, final grades must not be entered until the conclusion of the course.

Official Transcripts

Official transcripts must be ordered through our online transcript services, Parchment. Students may order hard copy or electronic transcripts.

Final Exams, Grades and Grade Books

- Assignment of final course grades is a primary responsibility of the instructor, to which rigorous standards of professionalism and accountability apply. For courses that require a comprehensive final examination, the final examination period designated in the academic calendar will be used.
- A comprehensive examination is understood to be one of a summary nature, whether administered by an individual instructor or by a department, which tests students on the entire content, thrust, or sweep of a course and ordinarily occupies more than fifty-five minutes of class time. In contradistinction, a “final test” which reflects only a portion of the course material, such as the last four quarterly tests, and which would not occupy more than fifty-five minutes of class time, would not be considered a comprehensive final examination in this sense, and so would not need to be scheduled during the final examination time frame-although an instructor might choose to do so.
- It is assumed that the mode of learning or subject matter of some courses will not lead to a comprehensive final examination, as determined by the Division Chair in consultation with the faculty teaching those courses. Instructors whose courses do not culminate in a comprehensive examination might, however, elect to use the final examination period for a last non-comprehensive test, as intended to provide closure to or a summary reflection on the course experience, such as a student sharing or term projects.
- Course grades must be submitted within 48 hours after the final examination is given, or the last day of classes if no final is given during exam week. Completed final exams must be retained for one year.
- GRADES WILL BE: A, A-, B+ B, B-, C+, C, C- D+, D, D-and F with special grades for Incomplete or Withdrawal, Repeated, and Audit.
- Adjunct instructors are also required to return their attendance/grade books to the Registrar’s Office when they submit their final set of grades for the semester. A copy of the information should be retained for future reference.
- Federal law protects the confidentiality of student grades and records. Except when authorized by the student in writing, such information may not be disclosed to any party other than authorized college staff.
- Questions about how to submit mid-term grades, final grades, print your final exam from Brightspace or print your grade book from Brightspace should refer to the Grading Handbook emailed out by the Registrar’s Office periodically throughout the semester.

Incomplete Grade

An Incomplete is a temporary grade given when a student is unable to complete a small part of the course requirements or is unable to take the final examination due to illness or other justifiable circumstances. A Faculty requesting an Incomplete must fill out a Request for

Incomplete Form, available in MyCayuga, listing the valid reason for not completing all requirements and the terms and conditions set by the instructor to complete the course. Please note: if a student has received a grade of Incomplete at the end of the semester, it will not be possible to change that grade to a W.

All coursework must be completed by the 20% mark of the following 15-week semester; otherwise the incomplete will be changed to F, or the default grade provided by the instructor. In rare cases for certain courses where appropriate (for example, internships that are not offered at the beginning of a semester), an additional extension may be given until the end of the following 15-week semester upon the instructor's approval. Please note that an F grade may result in academic probation or academic dismissal.

Incomplete grade must be completed by:

Fall semester	20% mark of the Spring semester
Spring semester	20% mark of the Fall semester
Intersession	20% mark of the Spring semester
Summer session	20% mark of the Fall semester

Students should be advised to consult the Financial Aid Office if they are seeking an incomplete. Incompletes may have implications for financial aid.

Documented Late Course Withdrawal

After the 60% mark of the semester, a student may not withdraw from a course unless, in the judgment of the course instructor, they have a serious, documented reason for doing so.

The student must have a serious reason to seek course withdrawal after the 60% mark of the course (such as illness or death in the family). The student should discuss course withdrawal with the course instructor. The student must provide the course instructor documentation in the form of a Documented Late Course Withdrawal Form, available from the Registrar's Office or the college website, along with supporting documentation, such as a health care provider's verification of student illness (physical or psychological) or of major illness of an immediate family member; copy of obituary, listing relationship of deceased to student; letter from student's employer; or written statement explaining extenuating circumstances for review. This form and documentation must be submitted to the course instructor for review. If in the judgment of the instructor the student's request for late withdrawal is valid, the instructor at their discretion may then issue the student a "W" for the course. **The faculty instructor will submit the Documented Late Course Withdrawal Form and the appropriate documentation to the Registrar's Office by the close of business on the last day of the course where it will be kept on file.** Please refer to the College Calendar for the specific date of the last day of classes for each part of term.

Late withdrawals can have serious impacts on the financial aid of students and the finances of the institution. Therefore, the use of late withdrawals should be limited. Students are cautioned to speak with the Financial Aid Office before withdrawing from a course, as withdrawing may compromise their financial aid.

Grades / Quality Points per credit hour

A 4.0	A - 3.7	
B+ 3.3	B 3.0	B- 2.7
C+ 2.3	C 2.0	C- 1.7
D+ 1.3	D 1.0	D- 0.7
F 0.0		

Definitions

W-NA = Assigned/Inputted by faculty during the defined W-NA period to a student who has never attended the class

W = Student completes a Schedule Adjustment Form during the defined period (after refund period ends and BEFORE the 60% mark) who no longer wishes to remain in the class. To Withdraw AFTER the 60% mark, the student must complete a Documented Late Course Withdrawal Form and receive faculty approval. Faculty MUST submit approved form to the Registrar's Office no later than last day of classes. Registrar inputs status.

F = Assigned/Inputted by faculty during final grading to a student who does not pass the course

Part Two: Additional Resources and Policies for Students, Faculty and Staff

Advisement and Registration

Academic Advisement is the ongoing process of learning about course and degree requirements, understanding college policies and procedures, and developing and implementing a plan for students to meet to meet their academic goals. Academic advisors help students select courses and offer advice on academic matters. Matriculated students are assigned an advisor early in the semester (before midterms). They receive an email with their advisor assignment and they can also find it in their **Degree Evaluation** in [myCayuga](#). Students who wish to change their advisor should contact the Centers for Student Engagement and Academic Advisement.

Registration is the process of enrolling in courses for the upcoming term.

While students can be advised at any point, early advisement and registration is encouraged. Each semester a period of 2 weeks called Advisement/Registration is set aside for current students to register for the next semester's courses. Students are strongly encouraged to speak with their advisor to register for courses that meet degree requirements. Advisors post office hours of availability, and students are encouraged to sign up for an appointment.

Download our Academic Advising FAQ's Handbook <https://www.cayuga-cc.edu/pdf/students/academic-advising-handbook.pdf> to learn more about academic advisement, course registration, policies and transfer planning.

Financial Services

AUBURN:

M235

315-294-8470 or ext. 2470

financialservices@cayuga-cc.edu

Cayuga is committed to accessible, affordable higher education. Financial aid is available in the form of grants, student loans, work-study jobs, and scholarships. Some or all of the costs of a student's tuition, fees and books may be covered by financial aid, and additional aid may be available to help cover personal expenses such as housing, meals, and transportation. Financial Aid awards decisions are based on need, eligibility, and available funds.

The types of financial aid awarded include Federal Direct Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Academic Competitiveness Grants, and Cayuga grants and scholarships. Financial aid comes with responsibilities for attendance and maintaining satisfactory grades.

To apply for federal assistance, a student (and parents of dependent students) must file the Free Application for Federal Student Aid (FAFSA) annually. New York State residents must also complete the Tuition Assistance Program (TAP) application annually.

Placement Testing

Mathematics and English course placement is completed by the Admissions Office through official transcript review. The completion of a placement test may be necessary at the discretion of Admissions and/or to challenge placement level. Guidelines for placement are set by Cayuga Community College mathematics and English faculty. Guidelines for math placement include a review of high school mathematics grades, the transfer of equivalent college mathematics courses from an accredited institution, or the completion of a mathematics placement test. Guidelines for English placement include the review of high school grade point averages, the transfer of equivalent college English courses from an accredited institution, or the completion of an English placement test. Cayuga's Admissions Office will notify students at the time of acceptance if testing is required. **NOTE:** Acceptance by the College does not guarantee admission into any given degree program.

Learning Commons - Library

AUBURN:

Library Building
315-294-8596 or ext. 2296
Library@cayuga-cc.edu

FULTON:

Learning Commons
315-593-9319 or ext. 3019
Cay_ref@cayuga-cc.edu

A dynamic partner in the instructional process, the Library supports and enhances teaching, learning, and research for all members of the college community by promoting scholarship, fostering intellectual autonomy, and encouraging lifelong academic and personal achievement. The Library provides a robust user-centered environment for teaching and learning, and actively supports the educational mission of the College through our collections, instruction, and services, both on campus and online.

Instruction: The Library teaches the campus community to locate, evaluate, and apply information for academic and personal use through credit courses, workshops, course-related sessions, and individual assistance. Library instruction classes can be tailored to specific subjects and assignments, and can be arranged by contacting a Librarian.

Reserves: Instructors may place personal or library resources on reserve to supplement course materials. While some reserve materials do not circulate and are used "in-house" only for a short time period, other items may circulate for longer periods with the permission of the faculty member.

Inter-Library Loan: Materials may also be borrowed from either campus using Inter-Campus Borrowing (ICB), or from other institutions using Inter-Library Loan. Faculty are encouraged to make recommendations for books and materials to be added to the Library's collections.

Resources: Facilities include individual and group study areas, computer workstations, and wireless Internet access. Special equipment and assistance are available for users with disabilities. Cayuga's collections and those of other libraries in the SUNY system are accessible through the online library catalog. Collections include books, videos, DVDs, CDs, journals, magazines, and newspapers, along with special collections, such as career, juvenile, law, and local history resources. Access to a variety of research databases is available through the library website. For more information and to view library collections and resources, access the Library web page.

Learning Commons – Academic Support

AUBURN:

Learning Commons
315-294-8593 or ext. 2293
Mrossman@cayuga-cc.edu

FULTON:

Learning Commons
315-593-9328 or ext. 3028
Digaetano@cayuga-cc.edu

The Learning Commons offers a variety of tutoring services on each campus including: drop-in math and writing peer tutoring support; individual appointments with a professional math or writing specialist; individual peer tutoring appointments for most subjects; study groups; and online tutoring support. Students should complete a tutor request form on the College website or visit or call the Learning Commons for their academic support needs.

Office of Accessibility Resources

AUBURN:

Learning Commons
315-294-8633 or ext. 2333
Karen.Grella@cayuga-cc.edu

FULTON:

Learning Commons
315-593-9323 or ext. 3023
Karen.Grella@cayuga-cc.edu

Services and accommodations for all students with disabilities are coordinated through the Office of Accessibility Resources, located within the Learning Commons- Academic Support. The

Office of Accessibility Resources extends appropriate and reasonable accommodations to every student with a qualified, documented disability.

Federal laws (Section 504 of the Rehabilitation Act of 1973, and the 1990 Americans with Disabilities Act) protect qualified individuals with disabilities from discrimination on the basis of disability and guarantee equal opportunity for access to programs and services. The College complies with all applicable federal, state, and local laws and regulations regarding reasonable and appropriate services and accommodations for students with documented disabilities. Accommodations and services accessed through the Office of Accessibility Resources may include but are not limited to:

- Time extension for tests
- Alternative test sites
- Note takers
- Assistive Technology such as text-to-speech software and screen readers
- Magnification devices
- Physical accommodations, such as special classroom seating or architectural accessibility

Counseling for Students

AUBURN:

Wellness Center

315-255-1743 or ext. 2226

Jblowers1@cayuga-cc.edu

FULTON:

F285

315-593-9310 or ext. 3010

Cbentle2@cayuga-cc.edu

The Student Development Center offers a variety of counseling and advisement services that help guide students as they make decisions regarding issues such as educational planning, career paths, and transferring to four-year colleges, and makes referrals for personal counseling in the community. Counselors are available to assist students in Auburn and in Fulton.

Faculty with concerns about issues such as disruptive behavior or incivility on campus, students' academic progress, or questions about mental or physical health are urged to first confer with their Division Chair or Assistant Chair. The Student Development Center does provide consultation and advice upon request.

Employee Assistance Program (EAP)

As a benefit to employees and their families, the College provides an Employee Assistance Program (EAP) through Crouse Irving Memorial Hospital. HelpPeople is a professional counseling service that provides free and confidential assistance to employees with issues such as substance abuse, marital, personal, or financial problems. Inquiry about or contact with

HelpPeople is strictly confidential and privacy is absolutely guaranteed. This is a voluntary employee benefit.

To make an appointment, call a HelpPeople counselor at (315) 470-7447 or **Toll Free (800)-777-6110** weekdays from 8:30 a.m. to 4:30 p.m. A 24-hour answering service is available to leave messages and for immediate referrals of emergencies. Information is available online at: <https://www.helppeople-eap.org/>

A policy statement and additional information regarding procedures for referral are available through the Human Resources Office.

Health Services

The College Health Services Office is located in Auburn and staffed by a Coordinator who is also a Registered Nurse. More detailed information pertaining to health services for students, immunization requirements, referrals, and health education, is provided in the [College Catalog](#), in the [Student Handbook](#), or by contacting the Health Services office.

Human Resources

AUBURN:

R313

315-294-8556 or ext. 2256

Lsuppes1@cayuga-cc.edu

A payroll schedule will be provided to all adjunct faculty by Human Resources and the Business Office before the start of each semester.

Adjunct faculty members are eligible to participate in the following retirement programs: NYS Employee Retirement System (ERS), NYS Teachers Retirement System (TRS) or the Optional Retirement Program (ORP/TIAA-CREF). Retirement Program elections will be reviewed with Adjunct hires by Human Resources. Election forms must be submitted to Human Resources within 30 days of hire.

Cayuga Tuition Waiver for Employees and Dependents

Adjunct faculty members may enroll in credit courses at the College free of charge, on a space-available basis, and subject to the total amount of credits taught in a given semester. Applications for tuition waivers are available in the Human Resources Office.

Policy: The employee, their spouse, and their dependent children will receive a tuition waiver for the balance of tuition not covered by the New York State Tuition Assistance Program. Part-time tuition waiver enrollment will be on a space-available basis. Tuition waiver forms are available in the Human Resources Office and must be approved by the Director of Human Resources.

Eligibility Tests: For a dependent (not spouse) to be eligible for tuition waiver the dependent must meet the five tests listed below (the same tests as for the Federal Income Tax Law) regarding dependent exemptions:

Test 1: Relationship – must be an immediate family member (daughter, son).

Test 2: Marital status – if married, cannot file joint return

Test 3: Citizen or resident – must be U.S. citizen or resident alien.

Test 4: Income – gross income must be less than the Federal Income Tax Law allotment. See current #1040 instructions schedule for dollar amount.

Test 5: Support – must have provided over one-half of the person's total support during last calendar year.

For a complete interpretation of the law, please see the current Internal Revenue tax information booklet.

SUNY Tuition Waiver

Adjunct faculty members planning to take graduate courses at other colleges or universities within the 64-campus State University of New York (SUNY) system are eligible to apply for SUNY tuition waivers. Application forms may be obtained from the Human Resources Office.

Stipend Increases

Quantitative Requirements: While there is the potential for stipend increases, all adjunct faculty at Cayuga Community College shall hold the academic rank of lecturer.

Normally, a lecturer is eligible for a salary promotion equal to **assistant professor** after teaching a minimum of eight semesters (summer and evening courses excluded) and earning **six graduate hours beyond a Master's degree or six graduate hours since the date of initial employment at the College, or equivalent combination of experience in the profession in disciplines where this is warranted.** These credit hours must be in the appropriate discipline.

Normally, a lecturer is eligible for a salary promotion equal to **associate professor** after teaching a minimum of 18 semesters (summer and evening courses excluded, 10 of which must be at the salary level equivalent to that of assistant professor) and earning **15 graduate hours beyond a Master's degree or 15 graduate hours since the date of initial employment at the College.** These credit hours must be in the appropriate discipline. If 30 graduate hours are possessed, then a minimum of 16 semesters of teaching is required.

Normally, a lecturer is eligible for a salary promotion equal to **full professor** after teaching a minimum of 28 semesters (summer and evening courses excluded, 10 of which must be at the level equivalent to that of associate professor) and earning **30 graduate hours beyond a Master's degree or 30 graduate hours since the date of initial employment at the College.** These credit hours must be in the appropriate discipline. If 45 graduate hours are possessed, then a minimum of eight semesters of teaching with an associate professor stipend are required.

Therefore, the total number of semesters taught would be either 24 or 26 depending on the number of graduate hours possessed when the applicant initially received the associate professor stipend.

Qualitative Requirements: Excellence must be demonstrated by the applicant in the following areas: teaching, departmental service, student evaluations and professional growth. Community service may be considered in decisions regarding salary promotions.

Procedures: Adjunct faculty will submit the following materials to the Division Chair in making application for a stipend increase. (These materials must be received by the Division Chair no later than October 1 for a stipend increase to be in effect by the spring semester and June 1 for an increase in the fall semester.):

- A letter of application, addressed to the Division Chair, summarizing the reasons a stipend increase is warranted.
- A current vita.
- Proof of effective teaching as evidenced by the following:
 - Results of student evaluations throughout the period the applicant has been employed at the College;
 - Sample course outlines utilized for classes taught;
 - Sample assignments;
 - Sample final examinations; and,
 - Classroom observation(s) at the discretion of the Division Chair.
- Evidence of professional development:
 - Current transcripts of graduate work completed;
 - Listing of professional publications and/or presentations; and,
 - Professional conferences attended.
- College service provided by adjunct faculty member:
 - Complete listing of all committees and/or task forces on which the adjunct faculty member has participated; and,
 - Complete listing of all college projects in which the applicant participated.
- Other (as deemed appropriate by the applicant).

Recommendations for salary promotions for adjunct faculty will be made by the Division Chair to the Provost and Vice President for Academic Affairs.

Community Education and Workforce Development

AUBURN:

R209

315-294-8841 or ext. 2841

Purcell@cayuga-cc.edu

The Office of Community Education and Workforce Development offers a wide variety of noncredit career training and personal enrichment courses both on-campus and online. Also, the

college's Veterans Affairs School Certifying Official is located in this office for students who are utilizing VA educational benefits.

Grievance Policies and Procedures

It is the policy of Cayuga Community College to protect the rights and freedoms of students and other members of the campus community. The College has created internal policies and procedures to address student and consumer complaints and grievances. Policies exist for academic, consumer, discrimination, and sexual harassment complaints.

Academic Grievance

If a student has an academic complaint, or believes that they have been harmed by an inequitable or inappropriate implementation of the academic regulations and procedures of the College, the academic grievance procedure shall be followed. Students are encouraged to discuss academic concerns with their instructor first. If not satisfied with the outcome of these discussions, the student may then appeal the decision to the instructor's Division Chair or immediate supervisor. Although the policy does allow for informal as well as formal complaint procedures, students should be aware that there are time limits designated in the policy, and they should seek assistance in resolving an academic conflict as quickly as possible. The academic grievance policy and submission form are available in the Academic Programs office on the Auburn campus and in the campus administration office on the Fulton campus.

SUNY Transfer Credit Appeal Process

When you transfer into any SUNY school, you will receive a transcript evaluation as close to the time of admission as possible, but no later than the payment of your enrollment deposit. The transcript evaluation will show how your prior courses will be accepted in transfer and apply toward your major. If you do not agree with your SUNY college's decision on the granting or placement of credit that you earned at a prior SUNY institution, you have the right to submit an appeal to your campus transfer representative. To file an appeal, please visit <https://forms.office.com/r/rr447bg1LR>.

If you still do not agree with your campus' decision, or you have not received a response within 15 business days, you may appeal to the SUNY System Provost. You can submit the appeal by filling out a Student Appeal Form and sending it along with requested material via email to TransferCredit@sysadm.suny.edu, or send via certified mail to:

Provost and Vice Chancellor for Academic Affairs
SUNY System Administration
One University Plaza
Albany, NY 12246

The SUNY Provost will respond to your appeal within five business days from receipt of the completed appeal application. If the decision finds merit to change the course to meet a major

requirement, the receiving institution will be notified to take appropriate action. If you have questions about this process, please contact Thomas Hanford at Thomas.Hanford@suny.edu.

Academic Grievance Process for Online Out-of-NY-State Students

For students who want to contact their own state officials: Institutions delivering courses by distance education are required to provide students or prospective students with contact information for filing complaints with the State approval or licensing entity in the student's state of residency and any other relevant State official or agency that would appropriately handle a student's complaint. The full process and links to state contact information is provided at nc-sara.org/student-complaints.

Consumer Complaint

The College has adopted an internal grievance procedure for the equitable resolution of complaints that do not relate to any other internal grievance procedure. The Consumer Complaint Procedure does not include complaints that are academic (Academic Grievance Procedure), or related to any form of discrimination as defined in the Discrimination Grievance Procedure, or related to sexual harassment, as defined in the Sexual Harassment Policy, or any other complaint for which the College has established a more specific complaint or grievance process. The Consumer Complaint Procedure and submission form are available in the Office of Human Resources and in the Centers for Student Engagement and Academic Advisement on the Auburn campus, and in the campus administration office on the Fulton campus.

Discrimination Grievance

The College has adopted an internal grievance procedure providing for prompt, equitable, and confidential resolution of complaints alleging discrimination on the basis of age, color, disability, national origin, race, religious creed, gender, sexual orientation, or veteran status. Complaints emerging from the Auburn campus, Fulton campus, or any other operation of the College should be addressed either to the affirmative action officer for employees (Director of Human Resources) or to the affirmative action officer for students (Director of Centers for Student Engagement and Academic Advisement). The discrimination grievance policy and submission form are available in the Office of Human Resources and in the Centers for Student Engagement and Academic Advisement on the Auburn campus, and in the campus administration office on the Fulton campus.

Sexual Harassment Grievance

The College is committed to maintaining a work and educational environment free from sexual harassment and has adopted an internal grievance procedure for the reporting and resolution of sexual harassment complaints. Complaints emerging from the Auburn and Fulton campuses or any other operation of the College should be addressed either to the affirmative action officer for employees (Director of Human Resources) or to the affirmative action officer for students (Director of Centers for Student Engagement and Academic Advisement). The sexual

harassment policy and submission form are available in the Human Resources Office and the Centers for Student Engagement and Academic Advisement on the Auburn campus, and in the campus administration office on the Fulton campus.

Other Complaints

Other complaints or grievances may be handled by the New York State Education Department's Office of College and University Evaluation.

Sexual Harassment Policy

The Cayuga Community College Board of Trustees actively endorses the principle and spirit of equal opportunity in employment and education. It is the policy of this Board to recruit, hire, train, pay, promote, discipline, provide benefits and maintain all other conditions of employment in accordance with applicable federal, state, and local law without regard to gender. Any type of verbal or physical harassment or behavior that disrupts or interferes with another's work or educational environment, or which creates an intimidating, offensive or hostile work or educational environment will not be tolerated. This includes employees, students, and any other individual engaged in business with the College, and individuals participating in a College-sponsored activity.

It is each employee's responsibility to maintain a workplace and educational environment free from sexual harassment. Sexual harassment reports will be thoroughly investigated, and violations of this policy treated as serious disciplinary infractions. No employee or student shall be subjected to retaliation for any good faith report of sexual harassment or for participating in an investigation.

Confidentiality of all sexual harassment reports is fundamental to the College's procedures. However, since the reports may be subject to discovery in a lawsuit or a proceeding before the New York State Department of Human Rights, the College cannot guarantee that the reports will be kept confidential.

DEFINITION

The Federal Equal Employment Opportunity Commission and Cayuga Community College define sexual harassment as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment and/or a student's participation in academic courses, programs, or activities.
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or educational decisions affecting a student.

3. such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, and/or a student's educational experience or learning environment.

Examples of verbal or physical conduct include, but are not limited to:

1. physical assault;
2. direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, letters of recommendation, or salary.
3. a pattern of conduct that would or is intended to cause discomfort or humiliation or both that include: comments of a sexual nature; sexually explicit verbal or written statements, questions, jokes, or anecdotes; propositions of a sexual nature; subtle pressure for sexual activity; touching, patting, hugging, brushing against a person's body; remarks about sexual activity, experience, or orientation; displays of inappropriate sexually-oriented material where others can see it; repeated or unwanted staring; impeding or blocking movement; gesturing.
4. continuing to express sexual or social interest after being informed directly that the interest is unwelcome.

Procedures

1. Any instance of sexual harassment should be reported to the appropriate Affirmative Action Officer (AAO) as soon as possible. Students will report alleged incidents of sexual harassment to the Affirmative Action Officer for Students (Director of Student Engagement); employees, individuals doing business with the College or attending College-sponsored activities, will report alleged incidents of sexual harassment, when the alleged harasser (respondent) is an employee of the College, an individual doing business with the College or attending a College-sponsored activity, to the Affirmative Action Officer for Employees (Director of Human Resources). If the respondent is a student, the incident will be reported to the Student Affirmative Action Officer. In these instances, the College Student Code of Conduct and Judicial Affairs Policy and Procedures will be followed. A complaint should be filed as soon as possible, but no later than sixty (60)* calendar days after the most recent alleged incident. This limitation does not apply to additional incidents which may be applied to establish a pattern of persistent harassment. **Note:** The complainant may also wish to file a complaint with the New York State Division of Human Rights or the Equal Employment Opportunity Commission, and may need to do so even if a college investigation is still in progress. Be advised Federal and State laws impose specific deadlines from the date the sexual harassment occurred to the date by which the complainant must file a complaint.
2. Any individual who believes they have been sexually harassed by another employee or student is encouraged, if appropriate, to discuss with the offender their perceptions of harassment in an effort to stop the offensive behavior.

3. If the above step is not appropriate or does not resolve the complaint, the complainant is encouraged to report the alleged harassment to the appropriate AAO. Upon receiving this oral report, the AAO will begin a written record of the complaint.
4. The AAO will confer with the complainant to obtain a clear understanding of the facts surrounding the allegation of harassment. The AAO will determine if the initial information warrants an investigation. If the alleged behavior is consistent with the definition of sexual harassment, and in the judgment of the AAO, requires further investigation, the AAO shall request that the complainant submit an official written complaint. The AAO may attempt but is not required to negotiate a resolution to a complaint before a written complaint is submitted. An official complaint must be submitted in writing, using the form provided by the AAO, and contain the name and address of the complainant and a detailed description of the allegation(s) of the alleged incident(s).
5. Any official investigation, as may be appropriate and consistent with the institutional and legal requirements of confidentiality, shall be conducted by the AAO following receipt of an official sexual harassment complaint. This procedure consists of thorough investigations affording all interested persons an opportunity to submit information and documentation regarding the complaint. If the respondent is an employee of the College, the immediate supervisor and the appropriate Vice President will be informed by the AAO that an investigation is in process.
6. The AAO may hold as many meetings with the complainant and the respondent as are necessary to investigate the complaint. In addition, the AAO may meet with any witnesses to the alleged harassment. Employees represented by a collective bargaining unit are entitled to union representation. The complainant and respondent will notify the AAO within five (5) calendar days of a meeting if representatives will be present.
7. The investigation shall be completed and a written report of its results communicated to the complainant, the respondent, and the appropriate Vice President within sixty (60) calendar days of receipt of the official written complaint. The complainant will be informed in writing of their right to appeal the complaint.
8. The complainant appeal shall be made in writing within fourteen (14) calendar days of the complainant's verified receipt of the written determination and shall be submitted by employees to the Vice President of Academic and Student Affairs if the complainant is a student and to the Vice President of Administration if the complainant is an employee of the College. The Vice President to whom the complainant has appealed shall have access to case-specific and relevant information, inquire as necessary and appropriate to the case, and shall make a determination and inform the complainant of such, in writing, within thirty (30) calendar days of receipt of the request for reconsideration.
9. Any complainant who is dissatisfied with the decision of the aforementioned Vice President may appeal that determination in writing to the Office of the President within seven (7) calendar days of verified receipt of said decision. Any appeal shall focus on the process by which a determination was made. Within fourteen (14) calendar days of receipt of the appeal, the President of the College shall review the decision to determine that there was compliance with stated procedures, that the process was fair and equitable, and that the outcome satisfies due process. A written determination shall be issued to the

complainant and other interested parties. Regardless of the final determination, the complainant shall be informed of the right to file a complaint with the appropriate state or federal agency. The right of a person to a prompt and equitable resolution of a complaint submitted hereunder shall not be impaired by the person's pursuit of other external remedies.

10. Appropriate remedial action designed to stop the offending behavior shall be taken by the College. The discipline of any College employee would be pursuant to the College conduct regulations consistent with any relevant collective bargaining agreement and College policy.
11. At any point during the investigation of a sexual harassment complaint, the College may, in good faith, negotiate a satisfactory resolution between the complainant and the respondent. If a satisfactory resolution is not mutually agreed upon, the investigation shall continue through all remaining steps outlined according to the policy.
12. If a sexual harassment complaint involves the AAO, a Vice President will serve as temporary person, and the President of the College and the Chair of the College Board of Trustees will serve as receivers of appeals. If a sexual harassment complaint involves a Vice President or the College President, the Chair of the Board of Trustees shall appoint a temporary ombudsperson and shall serve as receiver of any reports or appeals.

* The Affirmative Action Officer may extend any and all timelines within this policy with good cause.