

ADJUNCT FACULTY HANDBOOK

The information provided here is specifically directed to adjunct faculty of Cayuga Community College. Additional information is also contained in the [College Catalog](#) and the [Student Handbook](#).

Responsibilities of full-time faculty members are specified in the *Contract between the Board of Trustees of Cayuga County Community College and the Cayuga County Community College Faculty Association*. Full-time faculty should refer to the contract for more detailed information.

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MISSION, VISION, AND CORE VALUES

MISSION

Academically, financially, and geographically accessible to a diverse student population, Cayuga Community College provides a strong liberal arts foundation for further study and career preparation. The College also addresses identified community needs through targeted training and personal enrichment programs. By sustaining academic excellence within a supportive learning environment, the College, a careful steward of human and fiscal resources, serves as a valuable asset to the development of our local, regional, and global communities.

In all areas, we are committed to continuing high standards of excellence. A structure basic to all degree programs guides Cayuga's commitment to learning. Courses are designed to develop students:

- powers of judgment
- ability to engage in logical and analytical thinking
- historical and global perspective
- knowledge of the products and processes of imagination and human achievement
- appreciation of the arts
- basic understanding of science and scientific methods, as well as the impact of science and technology on modern life
- power to question and critique – a framework appropriate to our complex and constantly changing world.

Aware that a diverse student body presents various financial, social, and physical needs, Cayuga affirms a policy that invites all who can benefit from higher education, and all with the desire and ability to learn. We provide access to transfer for the baccalaureate degree and beyond. Our commitment extends to all students who have the desire and ability to meet the challenges of academic, physical, financial, and social barriers to education.

We are committed to creating an environment that offers all students the freedom and encouragement to explore new avenues and possibilities and to fostering a climate marked by recognition and respect for students, staff, and faculty. Such collegiality leads to the development of community within the College and a sense of attachment to the wider community we serve – local, national, and global. As an integral part of the ongoing exchange within our community, dialogue leads to ongoing review and evaluation and a commitment to change when change is warranted.

VISION

As an interactive community united by a passion for academic excellence and human service, Cayuga Community College makes the globally significant locally relevant.

CORE VALUES

The statement of core values that are endorsed by the faculty, staff, and Board of Trustees of Cayuga Community College can be found in the [College Catalog](#).

Responsibilities of Adjunct Faculty Members

RESPONSIBILITIES OF ADJUNCT FACULTY MEMBERS

The information provided here is specifically directed to adjunct faculty of Cayuga Community College. Additional information is also contained in the [College Catalog](#) and the [Student Handbook](#).

Responsibilities of full-time faculty members are specified in the *Contract between the Board of Trustees of Cayuga County Community College and the Cayuga County Community College Faculty Association*. Full-time faculty should refer to the contract for more detailed information.

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Supervision

SUPERVISION

Adjunct faculty are supervised by the chairs of the academic divisions. Scheduling, room assignments, class cancellations, and other administrative matters are arranged by the Registrar, Director of Community Education, and the division chairs. Chairs are responsible for such academic matters as instruction, curriculum and textbook selection. In Fulton, the Dean of the Fulton Campus handles administrative arrangements.

Course Outline

COURSE OUTLINE

All adjunct faculty at Cayuga are required to provide a course outline to each student at the beginning of each semester. Adjunct faculty must provide a copy to the student and the division chair and/or department head. The course outline will be based on the college-approved course syllabus available from the division chair and/or department head.

THE COURSE OUTLINE (*minimum requirements*)

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. Notice of Accommodations to Disabled Students:

Adjunct faculty members are encouraged to incorporate the following statement into their course outlines or to share it with students in some other appropriate manner.

Students with disabilities who may need accommodations in this class are invited to contact the Office of Disability Services as soon as possible to ensure that accommodations are in place when needed. Office of Disability Services:

Auburn Campus

Center for Academic Success
220 Library Building
315-255-1743 ext.2422
dservices@cayuga-cc.edu

Fulton Campus

Learning Commons
315-592-4143 ext. 3027/3023
dservices@cayuga-cc.edu

Arranging for accommodations is a confidential process.

Adjunct faculty members are encouraged to include a statement outlining their policy addressing academic dishonesty and plagiarism. Procedures for dealing with student misconduct are outlined in the [Student Handbook](#) and the [Right-to- Know](#) document.

Access to [Turnitin.com](https://www.turnitin.com), a subscription database designed to identify projects containing unoriginal material, is available by contacting the Library, ext. 2296.

Adjunct faculty should see their division chair for a model course outline.

Course Content

COURSE CONTENT

The content of each credit-bearing course is specified in a syllabus developed and approved by the academic division. Adjunct faculty are expected to adhere to the course syllabus; approval for any significant departure from the syllabus must be obtained from the division chair.

Textbook Adoptions and Book Orders

TEXTBOOK ADOPTIONS AND BOOK ORDERS

Selection of textbooks and required course materials is subject to the approval of the division chair and/or department head. Following approval, book orders are processed by the [College Bookstore](#). Book orders must be placed four months in advance to provide adequate time for processing and delivery.

Scheduled Class Sessions

SCHEDULED CLASS SESSIONS

To comply with State Education Department and College policies, all scheduled class meetings must be held for the full-class period, although a class break of up to fifteen minutes may be allowed during longer evening classes. Adjunct faculty are expected to be present and to conduct the class for the full period. Responsibility for meeting the class may not be delegated to another person; the scheduled time or place of class meetings may not be changed; nor may a class be canceled (*except in case of illness or emergency*) without advance approval by the division chair.

Class Cancellations

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

the appropriate college official, so that students may be informed and inconvenience to them minimized. Depending on the course in question, contact one of the following areas:

Type of course:	Contact:	Dial:
Auburn weekday courses	College switchboard	“0”
Auburn Sunday courses	Director Adult Learning	2835
Auburn Evening courses	College switchboard	“0”
Nursing courses	Director of Nursing	2384
Fulton courses	Fulton Campus	592-4143

When a class is canceled for any reason, it is the instructor’s responsibility to reschedule it with the approval of their division chair and/or the Associate Vice President, Dean of Fulton Campus as appropriate.

Attendance

ATTENDANCE

Students are expected to attend each meeting of their registered courses. Experience demonstrates that regular attendance enhances academic success. Cayuga’s attendance policy allows instructors to withdraw a student from a course due to excessive absences. The College recognizes that there are times when students may miss class, and has instituted a policy that takes this into consideration.

There are NO EXCUSED ABSCENCES under this policy. All absences can be counted, regardless of the reason for the absence, including but not limited to field trips, illness, athletic trips, court appearances (other than jury duty) and other personal reasons.

Students are responsible for keeping track of their number of absences. Instructors are not required to notify a student orally or in writing before dropping a student from a course due to excessive absences.

Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Participation in classroom activities including lectures, films, guest speakers, class discussions, and group activities all contribute to student success in college level coursework. If one is not in attendance one cannot participate. Instructors may include class participation as one component

of evaluation and grading. Therefore, lack of attendance may influence a student's ability to do well in a course where participation is highly valued by the instructor.

A COURSE THAT MEETS FOR THE FULL SEMESTER

Class or Lab Meets	An instructor may withdraw a student from a course if absences exceed:
Once weekly	3
Twice weekly	6
Three times weekly	9
Four times weekly	12
Five times weekly	15

A COURSE THAT MEETS FOR FIVE WEEKS

Class or Lab Meets	An instructor may withdraw a student from a course if absences exceed:
Once weekly	1
Twice weekly	2
Three times weekly	3
Four times weekly	4
Five times weekly	5

Students enrolled in a course that meets for other than the full semester or 5 week sessions may be withdrawn when they have been absent more than 20% of the scheduled class meetings.

A withdrawal initiated by an instructor or the student will result in a grade of "W". Students may initiate a formal course withdrawal through the Registrar's Office before 5:00 p.m. the last day of the course. The deadline for withdrawing from week-end courses is before 5:00 p.m. on the Friday prior to the last day of the course.

A stricter alternative attendance policy may be applied within a curriculum, with the approval of the division and the Vice President of Academic & Student Affairs. An instructor will notify students in writing when it is necessary to apply a more restrictive and approved policy due to educational requirements.

LATENESS AND LEAVING CLASS EARLY

If a student is late, leaves and returns during, or leaves the class before the class is over, he/she may, at the discretion of the instructor, be considered absent. Students are required to wait a

minimum of ten minutes before leaving a class if an instructor is not present at the beginning of a class period, unless instructed otherwise.

LATE REGISTRATION

Students may change their schedules during the drop/add late registration period. However, the missed classes that occurred before the student added the course may, at the discretion of the instructor, count as absences in the student's attendance record for that course.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

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

Involuntary Withdrawal Policy

INVOLUNTARY WITHDRAWAL POLICY

A student is subject to involuntary withdrawal from a course when, in the opinion of the instructor, the student engages in disruptive behavior. If a student has been warned about specific behavior and continues to present a disruption, the instructor may request the student's withdrawal from the course by submitting to the Vice President of Academic and Student Affairs, in writing, the facts of the case.

An instructor will issue an oral warning to a student regarding the unacceptable behavior. If the instructor is still dissatisfied with the student's behavior that occurs after the oral warning, a written warning will be issued to the student. The written warning will describe specifically what behavior changes must occur if the student is to remain in the course. If the instructor requests an involuntary withdrawal after issuing a written warning, the Vice President, if he/she concurs, may withdraw the student from the course. The Vice President may also mediate the situation in order to facilitate a change in the disputed behavior, or deny the request of the instructor.

In certain serious situations, the student may be withdrawn from the course and also face disciplinary action by the College without prior warning. Serious situations include, but are not limited to, verbal abuse, violence, threats of violence, intimidation, persistent behavior that

prevents the instructor from maintaining order and carrying out classroom activities, and behavior that is or could be a violation of federal, state and local laws.

Evaluation

EVALUATION

Evaluation is approached in a variety of ways: student feedback, observation, review of course outlines, student work, and others. Adjunct faculty should contact their division chair or department head for information on forms and processes.

Final Exams, Grades, Attendance and Grade Books

FINAL EXAMS, GRADES, ATTENDANCE 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 those courses which require a comprehensive final examination, the final examination period provided for 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 and subject to the approval of the Dean of Academic and Student Affairs. It is, therefore, acknowledged that the academic calendar will provide for sufficient class

meeting time through the last week of classes to satisfy the state's minimum clock to credit hour requirement without use of the final examination period.

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 to Banner within 48 hours after the final examination is given, or the last day of classes if no final is given during exam week. Three copies of the final examination must be submitted at the same time. If no final exam is given, the instructor will be asked to sign a statement to that effect. 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.

Auburn Campus: many final examinations are scheduled for Spartan Hall. Please check with your division chair, the Registrar's Office, or the Director of Community Education for Spartan Hall exam procedures. Because a number of different instructors from a variety of courses may be sharing the area for final examinations, it is important to be aware of the examination procedures.

Adjunct instructors are also required to return their attendance/grade books to the Registrar's Office/Fulton campus 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.

Reading of Notices

READING OF NOTICES

Adjunct faculty are relied upon to inform students about a number of important deadlines, activities, and opportunities throughout the semester. Please read to classes any announcements that are distributed via campus mailboxes or email.

Communicating with E-Mail

COMMUNICATING WITH E-MAIL

Adjunct faculty should communicate with the College using a college e-mail address. Most e-mail addresses use this form: **LASTNAME@CAYUGA-CC.EDU**. All email addresses end with **@cayuga-cc.edu**, which is also the address of the college web site.

For information about and to make arrangements for email accounts contact the Data Center:

Auburn – ext. 2868

Fulton – ext. 3041

A complete list of employee e-mail addresses is available in the Human Resources Office.

Non-Registered Students

NON-REGISTERED STUDENTS

Individuals who come to class but do not appear on the class roster should be sent to the Registrar or a counselor to register for the course.

Change of Classroom

CHANGE OF CLASS ROOM

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.

Location of class:	Request change through:	Dial:
Auburn day	Registrar	2215
Auburn evening	Community Education	2229
Auburn Sunday	Director of Adult Learning and confirm with Coordinator of Baccalaureate Programs	2835 2267

Fulton day	Fulton Administration Office	3013
Fulton evening and Sunday		3014

Advisement and Registration

ADVISEMENT AND REGISTRATION

Each semester, there is a designated period of time for current students to register for classes for the next semester (specific dates for advisement and registration are indicated on the academic calendar). Students are strongly encouraged to take advantage of the advisement period to get first choice of classes and times that best meet their needs. Adjunct faculty should encourage students to make advisement and registration appointments with their assigned advisors as this is an important part of keeping students engaged in their education at Cayuga.

Once the advisor assignments are completed students may determine who their advisor is by checking their Unofficial Transcript in Self-Service BANNER. There is a shortage of advisors; therefore not all students are assigned an advisor. The variables that determine which students are assigned to a designated advisor may change each academic year. Students who are not assigned to an advisor may seek academic advisement by making an appointment with a Student Development Counselor.

All full-time students must be registered by an advisor. While part-time students are encouraged to seek academic advisement, they are not required to meet with an advisor before registering and may register directly through the Registrar's office.

Policies & Procedures

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POLICIES & PROCEDURES

- [College Catalog](#)
- [Student Handbook](#)
- [Right to Know](#)

These publications contain essential information about the schedule, policies, and regulations governing the academic and student life of the College as well as the school calendar. These

publications are available on the college website and may also be obtained from the Student Development Office. Faculty should refer to them when appropriate.

Additional information about specific college policies and procedures can be found here:

- [Affirmative Action Policy Statement](#)
- [College Vehicle Use](#)
- [Copyright Guidelines](#)
- [Drug-Free Workplace](#)
- [Emergency/Weather Closing & Delays](#)
- [Keys](#)
- [Placement Testing](#)
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- [Tuition Waiver for Dependents](#)

Tuition Waiver for Dependents

TUITION WAIVER FOR DEPENDENTS

a. Policy

The employee, his/her spouse, and his/her 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.

b. 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.

Travel for College

TRAVEL FOR COLLEGE

Adjunct faculty should contact their division chair for information regarding reimbursement for college-related travel expenses.

Telephone Usage Guidelines

TELEPHONE USAGE GUIDELINES

Personal local calls should be limited in both number and duration. Personal long distance calls are a personal expense. In an emergency, personal long distance phone calls should be made by using a cell phone, charging a credit card, or reported to the college Business Office who will initiate billing for the call.

Student Records (Privacy Act)

STUDENT RECORDS (PRIVACY ACT)

a. Directory Information

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.” Students currently

enrolled at this institution may object to the release of certain categories of “directory information” pertaining to them by providing written notification to the Registrar’s Office within fourteen (14) days following the first day of classes. The categories of “directory information” at this institution are:

- Name, campus and home address, telephone numbers, dates and attendance; and
- Previous institutions, major field of study, degrees conferred; and
- Past and present participation in sports and activities, physical factors (date and place of birth).
- Student class schedules are considered directory information when requested by:

Properly identified current students.

Properly identified federal, state or local investigative officials.

Parents of a dependent student.

The failure of any student to specifically object to the release of certain or all categories of “directory information” within time indicated will be interpreted as approval.

b. Student Records

The Family Education Rights and Privacy Act of 1974 provides for additional protections related to the access of student records. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. If a student is 18 years of age or older, only the student may grant permission for access to their records; written permission from the student is required to provide access to the student’s records even for the student’s parents. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student Grievance Process

STUDENT GRIEVANCE PROCESS

The College protects the rights and freedoms of students. Accordingly, procedures are established to provide for an orderly, fair, and prompt resolution of student grievances concerning academic issues, as well as consumer, discrimination, and sexual harassment complaints. Policies, procedures and submission forms are available on the college website, and in designated College offices.

a. Academic Grievance

If a student has an academic complaint, or believes that he or she has 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 main office on the Fulton campus or you may download the documents from the college website.

b. 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 Student Development Center on the Auburn campus, and in the main office on the Fulton campus, or you may download the documents from the college website.

c. 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 the students (director of student development). The Discrimination Grievance Policy and submission form are available in the Office of Human Resources and in the Student Development Center on the Auburn campus, and in the main office on the Fulton campus, or you may download the documents from the college website.

d. 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 student development). The Sexual Harassment Policy and submission form are available in the Office of Human Resources and in the Student Development Center on the Auburn campus, or in the main office on the Fulton campus, or you may download the documents from the college website.

Sexual Harassment Policy Statement

SEXUAL HARASSMENT POLICY STATEMENT

Cayuga Community College is committed to providing a working and learning environment free from discrimination and harassment. Sexual harassment is an improper form of behavior that will not be tolerated on this campus. The State University of New York's policy is to ensure fair treatment to all individuals. Protection from sexual harassment is afforded to students as well as employees.

The Federal Equal Employment Opportunity Commission has defined 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 as a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Posters and Advertisements

POSTERS & ADVERTISEMENTS

Individuals desiring to place posters or advertisements in College buildings pertaining to non-college events must receive permission from the office of Student Development. Such posters and advertisements will be stamped as approved for posting and may only be posted on designated bulletin boards.

Placement Testing

PLACEMENT TESTING

All students who apply to Cayuga for matriculation into a degree or certificate program are required to take placement tests in English and mathematics. Any non-degree-seeking student who wishes to take an English or mathematics course must take the placement test prior to registering. Students who have successfully transferred an acceptable college course in English and/or math from another college will not be required to take that portion of the placement testing sequence. The mathematics placement test is waived for students who have taken calculus. These students will automatically be placed in Cayuga's Calculus I class. Students who request placement into Calculus II will be given a separate examination by mathematics faculty.

These placement tests will measure students' skill level in three key areas – reading comprehension, mathematical skill, and overall writing ability. The tests have been developed by the College Board. The system is called ACCUPLACER. The results of these tests will determine which classes students are prepared to take.

Accuplacer tests may be taken a maximum of two times. A third administration will only be authorized 1) after at least one semester has passed, and 2) there is sufficient evidence suggesting that the student is likely to achieve a higher placement test score as a result of a meaningful change in circumstances or additional training/skill development, course or instruction.

Students cannot re-take placement tests to avoid enrolling in a developmental course they have previously enrolled in (after the drop/add period) and either withdrew from or failed.

For information on current cut scores and placement rules, contact the Center for Academic Success.

Placement Appeal Process

An appeal process is available for students who disagree with their course placement. This appeal is directed to the appropriate division chair, and must be evidence-based. Evidence must demonstrate the student's ability to succeed in the follow-on course. Such evidence may include a high school transcript, SAT/ACT scores, or final grades from other higher education institutions.

Keys

KEYS

Key requests by full-time faculty are to be submitted in writing to the office of the V.P. of Administration and Finance. Key requests for adjunct faculty are to be submitted in writing to the appropriate division chair. Keys issued to college personnel must be turned in to the Human Resources Office upon termination of appointment. Keys issued for special purposes / events must be returned at the time specified.

Emergency/Weather Closing & Delays

EMERGENCY/**WEATHER CLOSING** & DELAYS

a. Weather Closings & Delays

The safety of all students and staff is of primary concern in hazardous weather situations. Discussion occurs regularly during the day when a weather emergency potentially could affect College operations.

- The decision to cancel classes and activities for the day is made by 5:45 a.m.
- The decision to delay opening a campus is made by 5:45 a.m.
- The decision to cancel evening classes and activities is made by 4:00 p.m.

Announcements of closings or delays are sent to several media outlets and posted on the College website. Sources for information include:

The College website at www.cayuga-cc.edu – the latest information will appear in a bright yellow bar at the top of the homepage

- Automated messages on the College phone at
- (315) 255-1743 for the Auburn Campus
- (315) 592-4143 for the Fulton Campus

Local radio stations (may provide more complete information than TV stations)

- WMBO/WPCX, Auburn
- WSYR/WYYY, WBBS, Y94FM, WSEN, WFBL, WNTQ, WAQX, FM 91.3, Syracuse
- WFSW, WLLW, Seneca Falls
- WRV96.7FM, Oswego
- WZZZ, Fulton
- WGVA, WNYR 98.5FM, Geneva
- WNYR, Rochester

Area television stations

- [WSTM-TV3 and WTVH-TV5](#)
- [WSYR-TV9](#)
- [News 10 Now](#)

When an early closing occurs during the day, an e-mail is sent to inform College employees.

b. Non-Weather Related Closings & Delays

Occasionally, a power outage or other non-weather-related circumstance will necessitate cancellation of classes. In this case, the information will appear first on the College homepage at www.cayuga-cc.edu. If possible (depending on the time of day), information may also be carried on area broadcast stations.

Drug-Free Workplace

DRUG-FREE WORKPLACE

The College is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Schools and Communities Act, Amendments of 1989, Public Law 101-226, the College will not tolerate the unlawful possession and use of controlled substances (drugs) and alcohol on its premises. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Cayuga Community College owned or controlled property.

Copyright Guidelines

COPYRIGHT GUIDELINES

The United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.), allows copyrighted works to be used without securing permission from the copyright owner by observing a “fair use” of the material. The [Copyright Guidelines](#) statement describes the boundaries of fair use of copyrighted material used in research, in the classroom, for library reserves, and for interlibrary loan. Instructors are encouraged to adopt a reasonable application of the guidelines set forth in this statement, with the understanding that those who willfully disregard the copyright policy do so at their own risk and assume all liability.

College Vehicle Use

COLLEGE VEHICLE USE

The college vehicles are available to staff members for legitimate College business. The safety, control and availability of these vehicles is in everyone's best interest. Further, the College insurance carrier requires that vehicle drivers be informed of procedures and practices related to the safe operation of College vehicles.

a. Reservations

1. The College Business Office administers vehicle reservations. Reservations are handled on a first-come, first-served basis. However, reservations for local travel may be "bumped" for long distance travel.
2. Each staff member requesting a College vehicle must submit his/her current DMV conviction stub and driver's license for photocopy to the Coordinator of Security. This is an insurance requirement. Staff members with major violations may be refused the use of a vehicle.

b. Availability

1. College vehicles are located in designated parking spaces adjacent to the tennis courts. The vehicles should be returned to these spaces and refueled as a courtesy to the next user.
2. College vehicles are to be used for college business only and are not to be used for personal business.

c. Rules and Regulations

1. Report any mechanical or safety problems to the director of buildings and Grounds immediately.
2. If a staff member is unfamiliar with the vehicle or would like a review of operator controls, the staff member is required to meet with the Director of Buildings and Grounds to review operator controls.
3. Staff members are prohibited from driving a College vehicle if they have consumed alcohol or drugs, other than prescribed medicine indicating no driving restrictions.
4. The safe operation of the vehicle is in everyone's best interest. All traffic regulations are to be obeyed and seat belt use is mandatory. Speeding and radar detectors are prohibited.
5. Unauthorized passengers are prohibited.

6. Report all accidents immediately to the college Business Office.

Affirmative Action Policy Statement

AFFIRMATIVE ACTION POLICY STATEMENT

Cayuga County Community College is an equal opportunity/affirmative action employer and educational institution. As such, it does not discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, sexual orientation, age or disability. The College is authorized under federal law to enroll non-immigrant alien students. Cayuga welcomes people with disabilities and does not discriminate on the basis of a disability in accordance with Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act (1990). The Affirmative Action Officer for employees is the Director of Human Resources.

It is the policy of the college and the requirement of Title IX of the Education Amendments of 1972, and Part 85 of Title 45 of the Code of Federal Regulations, not to discriminate on the basis of sex in educational programs, activities and admission. Inquiries concerning the application of this law and regulations may be referred to the Affirmative Action Officer.

Stipend Increases

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 Vice President of Academic and Student Affairs.

Campus Safety

OFFICE OF PUBLIC SAFETY

AUBURN:

M211

ext. 2461

Officer's Cell phone: 315-246-4708

FULTON:

F122

ext. 3057

Officer's cell phone: 315-246-0116

The Office of Public Safety employs a Director of Public Safety and a staff of Public Safety Officers who are responsible for the enforcement of college rules and regulations as well as federal, state, and local laws. Public Safety Officers are employed from various New York state police agencies, and as such are authorized to carry firearms and make arrests.

For information on additional services offered by the Office of Public Safety, refer to the annual [Right to Know](#) document.

TOBACCO, ALCOHOL, ILLEGAL DRUGS, AND WEAPONS

- [Tobacco, Alcohol, Illegal Drugs, and Weapons](#)

EMERGENCY PROCEDURES

For additional information on Cayuga Community College's Emergency Response Policy and Procedures, refer to the *Emergency Quick Reference Guide*, available in the Office of Public Safety (Auburn: M211, Fulton: F122).

- [Evacuation Procedures](#)
- [To Report a Fire, Medical, or Other Emergency](#)
- [Biological Threats](#)

- [Bomb Threats](#)
 - [Chemical Spill](#)
 - [Fire Emergency](#)
 - [Medical Emergency](#) (physical, emotional, or psychiatric)
 - [Terrorist/Sniper/Hostage](#)
 - [Utility Failure](#) (water, electricity, heat, or telephone)
-

Tobacco, Alcohol, Illegal Drugs, and Weapons

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TOBACCO, ALCOHOL, ILLEGAL DRUGS, AND WEAPONS

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TOBACCO PRODUCTS

In accordance with New York State Public Health law, the use of any tobacco product is prohibited in all college buildings, as well as in any outdoor areas designated as no-smoking.

ALCOHOL

The use and possession of alcoholic beverages are not permitted on college owned or controlled property, except for occasions expressly sponsored or authorized by the President's office.

ILLEGAL DRUGS

The College is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Schools and Communities Act, Amendments of 1989, Public Law 101-226, the College will not tolerate the unlawful possession and use of controlled substances (drugs) and alcohol on its premises. The unlawful manufacture, distribution,

dispensation, possession or use of a controlled substance is prohibited in and on Cayuga Community College owned or controlled property.

WEAPONS

The use, manufacture, or possession of firearms or other weapons such as explosives, firebombs, or other destructive devices are prohibited on campus (including buildings, vehicles, and property) except by law enforcement officials acting in performance of their duties.[/vc_column_text][[/vc_column]][/vc_row]

Evacuation Procedures

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.

MOBILITY IMPAIRED STUDENTS AND STAFF

Mobility impaired individuals should be assisted to the nearest exit, if on a ground floor, and assisted directly to a designated safe zone outside the building.

On a floor other than ground level, mobility impaired individuals should be assisted to a designated assembly area. Do not use elevators in an evacuation. At the designated assembly area, an appointed evacuation marshal will facilitate evacuation of the individual. If no evacuation marshal is present, use the red emergency phone to contact the campus switchboard and request assistance.

Report a Fire, Medical, or Other Emergency

TO REPORT A **FIRE**, MEDICAL, OR OTHER EMERGENCY

Campus:	Time:	Dial:	To Reach:
AUBURN	During business hours	0	Campus Switchboard Operator
	After business hours	911	County Emergency Services
FULTON	During business hours	0	Campus Switchboard Operator
	After business hours	911	County Emergency Services

Red emergency phones (Auburn campus) are to be used only to report a campus emergency. These telephones will connect the caller directly with the campus switchboard operator who can then relay a message to the appropriate authority. Emergency phones are located in these areas on the Auburn campus:

- Men's Locker Room
- Women's Locker Room
- Main Building (2nd floor evacuation area)
- Technical Building (3rd floor evacuation area)
- Library (lower level, evacuation area)

Push-to-talk intercoms (Auburn campus) are located in the 2nd & 3rd floor stairwells of the Technical Building. These connect directly the Campus Police Cell phone. Any misuse of an emergency phone may result in disciplinary action.

Biological Threats

BIOLOGICAL THREATS

Dial 0 for campus switchboard or Call 911 for county emergency services if you come in contact with a suspicious substance via letter, package, or other means.

As much as possible, do not disturb the substance, but cover the substance and anything containing it with an empty wastebasket, box, or cloth if available.

- Request anyone else in the area to move to a safe place, but to be available to speak with authorities when they arrive.
- Secure all means of entrance and exit to the area to prevent others from coming in contact with the substance.
- Immediately wash with soap and water any skin that touches a suspicious substance.

- Isolate yourself from others to prevent the possible spread of contamination.

If evacuation is ordered by appropriate college personnel, follow [evacuation procedures](#).

Bomb Threats

BOMB THREATS

Dial 0 for campus switchboard or Call 911 for county emergency services upon receipt of a bomb threat, or observation of a possible explosive device.

Be prepared to provide:

- Your name
- a description of the threat, including time, place, and type of explosive if possible
- identifying details such as the caller's voice and background noise
- contents of a written note or email.

If evacuation is ordered by appropriate college personnel, follow [evacuation procedures](#).

Chemical Spill

CHEMICAL SPILL

Dial 0 for campus switchboard or Call 911 for county emergency services in the event of a large chemical spill. Do not attempt to clean any spilled chemicals.

Be prepared to provide:

- A description of the nature and severity of the problem
- The exact location of the spill within the building
- A description of the chemicals involved
- Any known injuries and their severity

If evacuation is ordered by appropriate college personnel, follow [evacuation procedures](#).

Fire Emergency

FIRE EMERGENCY

Activate the nearest fire alarm by pulling the arm, then dial 0 for campus switchboard or call 911 for county emergency services if fire or smoke is observed. The fire department is immediately notified when a fire alarm is activated.

Be prepared to provide:

- Your name
- a description of the nature, severity, and exact location of the fire
- the nature and severity of any known injuries.

Do not attempt to fight the fire, unless you have specifically been trained in the use of a fire extinguisher.

Follow [evacuation procedures](#) immediately.

Medical Emergency

MEDICAL EMERGENCY

Physical, Emotional, or Psychiatric

Dial 0 for campus switchboard or Call 911 for county emergency services in the event an individual cannot take care of him or herself due to physical injury, illness, or psychiatric condition.

Be prepared to provide:

- Your name
- a description of the nature and severity of the medical problem
- the exact location of the individual within the building
- observation of violence, threats of suicide, weapons, or signs of intoxication

Remain with the individual until professional help arrives. Do not attempt to move an injured person unless there is imminent danger to you or the individual.

Terrorist, Sniper or Hostage

TERRORIST, SNIPER OR HOSTAGE

Dial 0 for campus switchboard or Call 911 for county emergency services as quickly as a situation makes itself known.

Be prepared to provide:

- Your name
- The location and a description of the situation
- The last known description of all individuals involved
- Descriptions of weapons involved

If evacuation is ordered by appropriate college personnel, follow [evacuation procedures](#).

Utility Failure

UTILITY FAILURE

Water, Electricity, Heat or Telephone

Dial 0 for campus switchboard, or walk to the switchboard if phones are inoperable in the event of utility failure.

Be prepared to provide:

- A description of the nature and severity of the problem
 - the exact location of the problem within the building.
-

College Forms

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COLLEGE FORMS

- [CAS Test Cover Sheet](#)
 - [Confidential Memorandum of Academic Accommodations](#)
 - [Degree/Certificate Survey](#)
 - [Discrimination Complaint](#)
 - Educational Technology Request
 - [Facilities Services Request](#)
 - [Facility Activity Reservation Room](#)
 - [Supplies Requisition Form](#)
 - [Photocopy/Typing Request](#)
 - [Sexual Harassment Complaint](#)
-

College Services

COLLEGE SERVICES

- [Admissions](#)
- [Adult Learning / University Center](#)
- [Bookstore](#)
- [Business Office](#)
- [Campus Chaplain](#)
- [Campus Services](#)
- [Cayuga Advantage Program](#)
- [Center for Academic Success](#)
- [Community Education](#)
- [Computer Labs](#)
- [Counseling For Employees \(EAP\)](#)
- [Counseling For Students](#)
- [Developmental Education](#)
- [Disability Services](#)
- [Educational Technology](#)
- [Faculty Resource Center](#)
- [Faculty Student Association](#)
- [Financial Aid](#)
- [Fitness Facilities](#)
- [Food Service](#)
- [Health Services](#)
- [Human Resources](#)
- [Identification Cards](#)
- [Library](#)
- [Lost And Found](#)

- [Mail Service](#)
 - [Maintenance Department](#)
 - [Notary Public](#)
 - [Office Supplies](#)
 - [Online, Hybrid And Web-Enhanced Courses](#)
 - [Registrar](#)
 - [Telephone And Voicemail Services](#)
-

Telephone And Voicemail Services

TELEPHONE AND VOICEMAIL SERVICES

AUBURN:

L114

ext. 2295

Installation and maintenance of telephone equipment and voicemail services, as well as training and support for telephone system features, are available through the Educational Technology office.

Fitness Facilities

FITNESS FACILITIES

AUBURN:

Spartan Hall

ext. 2325

Hours vary by semester and time of year.

Spartan Hall facilities include racquetball courts, gymnasium, aerobic machines, weight training equipment, and locker rooms. These facilities are available to college students, instructors, and staff, as well as Alumni Association members with Spartan Hall privileges during “open gym” hours.

College employees must be enrolled in one of several specific P.E. courses to use the Fitness Center. Information about tuition waivers is available in the Human Resources Office.

Registrar

REGISTRAR

AUBURN:

M243

ext. 2215, 2216, 2217, 2218

FULTON:

F

ext.

Monday – Friday 8:30 am – 5:00 pm

The Registrar's Office conducts continuous on-line registration and drop/adds, stores and updates student records, receives midterms and final grade reports, records student attendance, issues official and unofficial transcripts, certifies students for graduation, along with other record keeping transactions.

REGISTRATION

On-going registration allows students to register well in advance of the beginning of each term. New and returning part-time students may register in person, by phone or fax, email or US mail.

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 in the Registrar's Office in Auburn and in the main office in Fulton.

ATTENDANCE CERTIFICATION

Financial aid, State Education Department, SUNY and others require the College to provide a variety of information concerning student attendance, including the last day of attendance for students who withdraw from a course.

As a result of failure to report non-attendance or inaccurate attendance records, financial aid funds which may already have been disbursed to students must be returned to the government. In these circumstances, the College must try to collect the funds from the student. Therefore, it is very important that instructors maintain complete and accurate attendance records and respond to Registrar's Office request for information in a timely fashion.

GRADUATION PROCEDURES

Students must apply for a degree or certificate the semester before they intend to complete a program of study. Degree/Certificate Survey forms can be obtained from the Registrar's Office in Auburn, or the main office in Fulton. The form must be completed with an adviser or counselor, and returned to the Registrar's Office for processing. Students will be notified if their degree requirements are insufficient.

CHANGE OF STATUS

Students must notify the Registrar's Office in Auburn, or main office in Fulton, of change of name, address, or phone number.

MIDTERM GRADES

Midterm grades are optional. Grades are due by the date indicated on a memo from the Registrar, and no grades will be processed after that date. Only D and F grades are reported at midterm.

FINAL GRADES

Final grades are due 48 hours after the last class or 48 hours after the final exam is given, without exception.

TRANSCRIPTS

Academic transcripts must be requested in writing. No fee is required.

Online, Hybrid And Web-Enhanced Courses

ONLINE, HYBRID AND WEB-ENHANCED COURSES

AUBURN:

M317

ext. 2498

Through the SUNY Learning Network (SLN), and the ANGEL and Blackboard learning management systems, the College offers certain courses and degree programs online, as well as web-enhanced courses that allow instructors to post information online for courses that meet on campus. Adjunct faculty who are interested in offering a fully-online or hybrid course for the first time should contact the appropriate division chair well in advance, as the training process includes sessions in the semester that precedes the course offering.

Adjunct faculty teaching on-campus who want to enhance their courses by creating an online presence, such as posting their syllabus and other materials on the web, or using the gradebook, should contact the Director of Distance Learning for more information.

Office Supplies

OFFICE SUPPLIES

AUBURN:

Mailbox 277

Office supplies common to all departments (i.e, pens, pencils, paper clips, tape, binders, folders, envelopes, letterhead stationary etc..) are available by submitting a [Supplies Requisition](#) form, which is also available in the Campus Services Office. Orders are usually filled within 48 hours and delivered to mailboxes or to Campus Services for pick up.

Items used exclusively by a particular department should be requisitioned by the department using their own funds. These requisitions should be submitted to the Business Office.

Notary Public

NOTARY PUBLIC

AUBURN:
Business Office
M242
ext. 2256/235

Student Development Office
M224
ext. 2230

FULTON:
Main Office
ext. 3002

Notary Public service is provided for college employees and students who need to have documents notarized.

Maintenance Department

MAINTENANCE DEPARTMENT

AUBURN:
ext. 2238

FULTON:
ext. 3045

All maintenance and custodial requests should be made by completing a [Facilities Services Request](#) form and submitting it to the office of the Director of Buildings and Grounds.

In Auburn, forms are available in the Campus Services Office (M 261).

In Fulton, maintenance request forms are available in the “pub” folder on the staff shared M: drive.

Mail Service

MAIL SERVICE

AUBURN:
M261
ext. 2359

Mail is sent to the U.S. Post Office twice a day, Monday through Friday. Outgoing mail must be in the Campus Services office before 9:30 a.m. for morning pick-up and 4:20 p.m. for afternoon pick-up.

MAILBOXES

All full-time College employees are assigned individual mailboxes. Adjunct faculty may be assigned a mailbox if one is available. For assignment of a mailbox, a misplaced combination, or problems concerning mailboxes, contact Campus Services.

BULK MAIL

The office provides a bulk mail service for all College offices. Please note the following instructions:

Mailing must be at least 200 pieces.

- Every piece of mail must be identical in weight, size and content.
- Mail must be sorted and counted according to zip code before bringing it to the mailroom.
- Campus Services will do all the paperwork and affix postage.
- Provide the Campus Services Office with 48 hours notice for bulk mailings and avoid mailings on Friday.
- Contact the office staff for more detailed information on procedures.

OFFICIAL COLLEGE ADDRESS

Cayuga Community College
197 Franklin Street
Auburn, NY 13021-3099

OTHER MAIL SERVICES

BOCES Courier Service: BOCES provides a courier service between the College and the area country public schools serviced by the Cayuga Onondaga BOCES. Deposit your letter in the “Campus Mail” box and be sure that the letter is marked “BOCES Mail” with the person’s name and school location. Pickup is about 9:30 a.m. Monday – Friday.

Federal Express: For priority and overnight service the College uses Federal Express. Paperwork for this service is available in the Mailroom/Campus Services. It is the responsibility of the sender to fill out all the paperwork and wrap the package.

Intercampus Courier: For delivery of materials between the Auburn and Fulton campuses, a courier service runs each day. The courier leaves the Auburn campus at 9:30 a.m. and the Fulton campus at 11:00 a.m.

Lost and Found

LOST AND FOUND

AUBURN:

Information Desk	(campus switchboard)
Student Development Center	ext. 2230/2232/2223
Library circulation desk	ext. 2296
Office of Public Safety	ext. 2461

FULTON:

Office of Public Safety	ext. 3077
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Library

LIBRARY

AUBURN:

Library Building
ext. 2296

FULTON:

Learning Commons
ext. 3018

Monday – Thursday: 8:00 a.m. – 8:30 p.m.

Friday: 8:00 a.m. – 4:30 p.m.

Sunday Auburn: 12:30 p.m. – 7:00 p.m.

Sunday Fulton: 9:30 a.m. – 5:30 p.m.

Hours vary during summer, holidays, and Intersession.

The Cayuga Community College Library includes the Norman F. Bourke Memorial Library at the Auburn campus and the Learning Commons at the Fulton campus, as well as the Faculty Resource Center. While the Library primarily supports the campus community, borrowing privileges are granted to Cayuga students, faculty and staff, Cayuga alumni, residents of Cayuga and Oswego counties, and faculty and students from other SUNY colleges. Patrons may apply for library cards at the circulation desk at either campus. Privileges vary according to patron category.

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 an Instruction Librarian.

Auburn ext. 2291

Fulton ext. 3073

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 is 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](#).

Identification Cards

IDENTIFICATION CARDS

AUBURN:
M103
ext. 2461

FULTON:
F122
ext. 3077

College identification cards are used as a means of identifying students and staff, they allow staff members to use college facilities, and they are required at many events sponsored by the College. ID cards can be obtained in the Office of Public Safety during office hours. If no one is available in the office, staff may contact the campus switchboard operator to make arrangements with the public safety officer on duty.

Human Resources

HUMAN RESOURCES

AUBURN:
M242
ext. 2256

Monday – Friday
8:00 am – 5:00 pm

Summer:
Monday – Friday
8:00 am – 4:00 pm

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

STIPEND INCREASE

Adjunct faculty should consult division chairs for information regarding the stipend increase process.

TUITION WAIVERS

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.

SUNY TUITION WAIVERS

Adjunct faculty members planning to take graduate courses at units of the State University of New York are eligible to apply for SUNY tuition waivers. Application forms may be obtained from the Human Resources Office.

NYS TEACHERS RETIREMENT SYSTEM/NYS EMPLOYEES RETIREMENT SYSTEM

Adjunct faculty members are eligible to join the New York State Teachers Retirement System or the New York State Employees Retirement System, or if they already belong to one of the Systems, to continue contributions while employed by the College. Additional information is available in the Human Resources Office.

Health Services

HEALTH SERVICES

AUBURN:

M203

ext. 2203/2249

8 a.m. - 3:30 p.m. Monday - Friday

FULTON:

F114

ext. 3008

9 a.m. - 1:00 p.m. Monday - Friday

Hours vary during summer, holidays, and Intersession.

The College Health Services Offices are staffed by registered nurses. More detailed information pertaining to health services for students, including health and accident insurance, processing of insurance claims, immunization requirements, referrals, and health education, is provided in the [College Catalog](#), in the [Student Handbook](#), or by contacting either Health Services Office.

Food Service

FOOD SERVICE

AUBURN:

Subway: Monday-Friday 7:30 a.m. – 3:30 p.m.; Closed Saturday; Sunday 9:00 a.m. – 2:00 p.m.

Requests for food service should be made by contacting Stephanie Tucker, Subway Manager at stephanietucker87@gmail.com

FULTON:

Food services are available from a variety of local caterers with whom the College holds contracts. Additional information is available from the Fulton Administrative Offices.

Financial Aid

FINANCIAL AID

AUBURN:
M235
ext. 2470

FULTON:
F184
ext. 3009

The Financial Aid Office has applications and information about financial aid to help students pay college expenses. While appointments for students are advised and preferred, walk-ins are accommodated when possible.

a. Full-time students

A number of financial aid programs for full-time students, including federal programs; Pell, FSEOG, Federal Work Study, and student loans. Full-time students may apply for the NYS Tuition Assistance Program (TAP) and Cayuga grants and scholarships. These programs are based upon need, established through evaluation of application information.

b. Part-time students

Part-time students taking three or more credits may be eligible for federal Pell Grant or NYS Aid for Part-time Study. Students taking six or more credits may be eligible for student loans. Additionally, there are a number of college grants and scholarships for which part-time students may be eligible. Remember that taking attendance is important for determining financial aid eligibility.

Faculty Student Association

FACULTY STUDENT ASSOCIATION

AUBURN:
M224
ext. 2225

FULTON:

F
ext.

The Faculty-Student Association of Cayuga Community College, through an environment that encourages broad input and open, collaborative decision-making, responds to and supports the cultural, educational, and social needs and interests of its community members. FSA is comprised of administrators, faculty, and students, and works to promote extracurricular, social, and cultural engagement among the College's students and faculty. Through the student activity fee, FSA funds the Student Activities Board, the Student Government Organization, the Cayuga Collegian student newspaper, Harlequin Theatre Productions, the College radio station WDWN, and a variety of student clubs and activities.

For more information, contact the Center for Student Engagement.

Faculty Resource Center

FACULTY RESOURCE CENTER

Auburn:

Library
ext. 2425

Fulton:

Learning Commons
ext. 3018

Monday – Thursday: 8:00 a.m – 8:30 p.m.

Friday: 8:00 a.m. – 4:30 p.m.

Sunday Auburn: 12:30 p.m. – 7:00 p.m.

Sunday Fulton: 9:30 a.m. – 5:30 p.m.

Hours vary during summer, holidays, and Intersession.

The Faculty Resource Center provides instructors and staff access to computer technology and instructional resources to enhance class presentations and professional activities.

Services and resources available in the Faculty Resource Center include:

- Computers with Windows XP, MS Office
- Publication software programs including Photoshop, MS Publisher
- Scanners
- Access to a black and white, and color printer
- Typewriter

- Office supplies
- Book collections focusing on teaching and higher education
- A space for relaxing and meeting with colleagues
- Technical Assistance

Technical Assistance is available by appointment.

Educational Technology

EDUCATIONAL TECHNOLOGY

AUBURN:

Library Building
ext. 2295

FULTON:

ext.

Equipment used in the classroom is the responsibility of Educational Technology. Instruction and training is available for instructors and staff on the use of computers, video projectors, DVD players, amplifiers and overhead projectors used to educate in the classroom. Arrangements can also be made to loan laptops and video projectors for off-campus use. Educational Technology will also duplicate legally acquired and non-copyright protected VHS and audio cassette tapes, DVDs, and CDs, and provide videotaping of classes.

Developmental Education

DEVELOPMENTAL EDUCATION

AUBURN:

M-260
ext. 2304

FULTON:

Learning Commons
ext. 3028

Cayuga recognizes that some students are not fully prepared for the academic expectations of college. As a result, a number of guidelines and strategies have been implemented to help prepare learners to experience success in college and to support their persistence toward attainment of a college degree. In support of these objectives, Cayuga embraces the goals of developmental education, as established by the National Association for Developmental Education (NADE):

- to preserve and make possible educational opportunity for each postsecondary learner;
- to ensure proper placement by assessing each learner's level of preparedness for college coursework;
- to develop in each learner the skills and attitudes necessary for the attainment of academic, career, and life goals;
- to maintain academic standards by enabling learners to acquire competencies needed for success in mainstream college courses;
- to enhance the retention of students;
- to promote the continued development and application of cognitive and affective learning theory.

Remedial courses in mathematics, reading, and writing are available for any student who lacks the skills necessary for academic success. These skills are measured by a series of placement tests, administered by the Center for Academic Success. Contact the Center for Academic Success for more information about placement testing, and the appropriate division chair for information related to remedial coursework.

Disability Services

DISABILITY SERVICES

AUBURN:

L222

ext. 2242

FULTON:

Learning Commons

ext. 3027

Services and accommodations for all students with disabilities are coordinated through the Office of Disability Services, located within the Center for Academic Success. The Office of Disability Services 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 Disability Services may include but are not limited to:

Note takers

- Time extension for tests
- Alternative test sites
- Technology to assist reading and writing
- Magnification devices
- Physical accommodations, such as special classroom seating or architectural accessibility

Campus Services

CAMPUS SERVICES

AUBURN:

M261

The Campus Services staff handles typing, duplicating, mailings, computer work and revisions, Scantron Optical Reader, telefacsimile, and other appropriate duties when workload permits.

All materials submitted to the Campus Services Office should be legible and well-organized. Please allow a minimum of 24 hours for staff to type and/or copy material. All material duplicated at Cayuga must be directly related to instruction or business activities of the College.

a. Photocopying

Xerox copy machines for staff use are located in the outer office of the Campus Services Office and are available whenever the building is open. The machine operates with a 4-digit code available from Campus Services.

Copying of ten copies or more should be requested from the machine operator in the Campus Services Office by completing a [Photocopy/Typing Request](#) form. Instructors of Sunday classes should submit requests during the week and pick up completed copy requests at the campus switchboard.

b. Copyright

Strict attention should be paid to the copyright law when photocopying copyrighted material. See the Copyright Guidelines for more information.

c. Scantron #8200 Optical Reader (Test Scorer)

The Scantron Optical Reader has the capability of reading/scoring test and surveys. Staff should contact Campus Services for specific details regarding its use. Please note the following guidelines:

- Campus Services will provide the proper answer sheet forms to staff. Staff are responsible for making their own “key” for each test/survey. See Campus Services for specifics.
- Campus Services will run the test/surveys through the Scantron. Staff will not have access to this machine. Twenty-four (24) hour notification is required for the Scantron process.

d. Telefacsimile (FAX)

The Campus Services fax number is (315) 255-2117. When the Campus Services Office receives a fax message, it will be put in the recipient’s mailbox; however, this office cannot deliver messages to individual offices.

To send a fax message, use 8 1/2 “x 11” white (not colored) paper. The message should be legible and as sharp an image as possible as the machine operates on the basis of contrast. A Completed “fax transmission” form (available in Campus Services) must be included to direct the message to its proper destination.

Counseling For Students

COUNSELING FOR STUDENTS

AUBURN:

M224

ext. 2230, 2232, 2223

8:30 a.m. – 7:00 p.m. Monday and Tuesday

8:30 a.m. – 5:00 p.m. Wednesday, Thursday, and Friday

FULTON:

ext. 3058

8:30 a.m. – 5:00 p.m. Monday, Wednesday, Thursday and Friday

8:30 a.m. – 8:00 p.m. Tuesday

Hours vary during summer, holidays, and Intersession.

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.

Instructors 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 department head. The Student Development Center does provide consultation and advice upon request.

Counseling For Employees (EAP)

COUNSELING FOR EMPLOYEES (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 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: <http://www.helppeople-eap.org>.

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

Computer Labs

COMPUTER LABS

Microcomputer labs are available for registered students, faculty, and staff to use computer technologies for academic work, research, and personal enrichment. These facilities are not open for use to the general public. Computer resources are also available within the Auburn Center for Academic Success and the Libraries at both the Auburn and Fulton campuses.

AUBURN:

M331
ext. 2333

Monday – Thursday: 7:50 a.m. – 10:00 p.m.

Friday: 7:50 a.m. – 5:00 p.m.

Sunday: 11:00 a.m. – 6:00 p.m.

Hours vary during summer, holidays, and Intersession.

Room Number	Seats	Primary Use
M329	30	Open Lab
M331		Computer Lab Staff Office
M333	32	Open Lab
M334	25	Writing Lab for English Classes
M335	28	Open Lab
T214	25	Office Practices & Accounting Classes (no Internet)

FULTON:

Learning Commons

Monday – Thursday: 8:00 a.m. – 8:30 p.m.

Friday: 8:00 a.m. – 4:30 p.m.

Hours vary during summer, holidays, and Intersession.

Room Number	Seats	
Learning Commons	30	
F145	24	
F147	28	
F148	24	

HARDWARE FACILITIES

Labs are networked to a Windows 2003 server which provides Internet access along with file and print services. Each lab has an LCD projection system connected to the instructor's workstation.

SOFTWARE

Microsoft Office (Word, Excel, Power Point, Access), Programming Languages: Java, Visual Basic, C, as well as a wide range of disciplinary based software.

POLICIES AND PROCEDURES

The Policies and Procedures Brochure details conditions of lab usage and should be distributed by instructors to classes using the labs at the beginning of each semester. These brochures are available in M331 in Auburn and at in the main office of the Fulton campus.

ASSISTANCE

To facilitate independent learning, instructional assistants and student workers are available to help students.

Community Education

COMMUNITY EDUCATION

AUBURN:
R209
ext. 2228

Cayuga Community College offers a variety of credit-free courses for personal enrichment. Credit free courses are posted on the College website under COMMUNITY.

The College also offers hundreds of credit-free courses on the Web. Most start on the second Wednesday of each month. For information visit www.ed2go.com/cayuga.

The Center for Community Education and Workforce Development designs training programs to help employers and employees thrive in a competitive marketplace. For more information visit www.cayuga-cc.edu/community/.

Cayuga Advantage Program

CAYUGA ADVANTAGE PROGRAM

AUBURN:

294-8529

Cayuga Advantage is a partnership between Cayuga Community College and local school districts to award college credit for college courses taught in secondary school settings to qualified high school students. These courses cover material at the college level, are more challenging and academically rigorous than high school courses, and require greater independence of thought and action. Cayuga Advantage courses are listed as Cayuga Community College courses on academic transcripts without any notation of delivery mode or setting, and are accepted for credit by virtually all SUNY institutions with a final grade of 'C' or better. Acceptance of transfer credit by private institutions is determined on a case-by-case basis.

Cayuga Advantage instructors are considered adjunct faculty and are entitled to the same rights and privileges as other CCC adjunct faculty. Detailed information can be found in the Cayuga Advantage Guide for High School Officials. Direct specific questions to the Cayuga Advantage Program Office.

Campus Chaplain

CAMPUS CHAPLAIN

AUBURN:

M214

ext. 2261

Those who want spiritual guidance, or who wish to extend Christian fellowship to others, may contact the campus chaplain.

Business Office

BUSINESS OFFICE

AUBURN:

M232

ext. 2450

Paychecks are ready on a bi-weekly basis in the Business Office for day adjunct faculty. Those teaching evening or on-line web courses are paid twice a semester and paychecks are mailed unless otherwise requested. Direct deposit is encouraged. New IRS W-4's are also available in the Business Office.

Bookstore

BOOKSTORE

AUBURN:

Spartan Hall, lower level

ext. 2386

253-6367

FULTON:

F122

ext. 3043

315-592-4143

Hours vary during summer, holidays, and Intersession.

Cayuga's Bookstore is operated by Follett Higher Education Group in conjunction with the Faculty-Student Association (FSA). Stock includes course-required texts and materials, along with stationery and office supplies, popular reading, calculators, giftware, stamps, Cayuga apparel, and other miscellaneous items. MasterCard, Visa, and Discover are accepted for purchases over \$5. Personal checks are accepted (with proper identification) for up to the amount of purchase. Two-party checks are not accepted. There is a \$25 service fee for a returned check.

Ordering textbooks: Textbook information is needed by March 31st for summer and fall semesters, and by October 15th for intersession and spring semesters.

Instructor desk copies: While waiting for a desk copy from a publisher, instructors may purchase the book from the Bookstore and receive a full refund when it is replaced by an unmarked copy in salable condition. This situation may be avoided by sending in requests for desk copies at the time of textbook adoption (selection).

A 10% discount privilege on supplies is extended to student organizations and College departments using an approved purchase order.

Adult Learning / University Center

ADULT LEARNING / UNIVERSITY CENTER

Auburn

M-316
ext 2229

This office provides guidance to non-traditional students and/or those individuals seeking advanced degrees onsite at Cayuga through our partner colleges (e.g., Keuka ASAP).

Admissions

ADMISSIONS

AUBURN:

M228
ext. 2241

FULTON:

ext. 3003

Counselors in the Admissions Office are available for pre-admission advice, registration for first-time students, and scheduling of classes. While appointments for students are advised and preferred, walk-ins are accommodated when possible.

Center for Academic Success

CENTER FOR **ACADEMIC SUCCESS**

AUBURN:

L-222
ext. 2293

FULTON:

Learning Commons
ext. 3028

8:00 a.m. – 8:30 p.m. Monday – Thursday

8:00 a.m. – 4:30 p.m. Friday

Hours vary during summer, holidays, and Intersession.

The Center for Academic Success works with students at all levels to enable them to reach their full educational potential. The CAS also offers resources to help instructors develop alternative approaches to instruction. Professional specialists in writing, reading, mathematics, and study skills are available to address academic deficiencies and to sharpen the skills necessary for college success.

Peer tutors are trained to assist students in a variety of courses and majors. The tutor-training program is recognized and certified by the College Reading and Learning Association. Tutor trainees can enroll in the College's one-credit Foundations of Tutoring course, or participate in an equivalent series of workshops. This preparation ensures that tutors can assist their peers consistently and effectively.

The Center for Academic Success provides:

- Academic and leadership skill development
 - Access to computer software programs
 - Access to SUNY Learning Network
 - Placement testing
 - Individual and small-group professional and peer tutoring
 - Alternative testing arrangements
 - Skill-building workshops and seminars
-