

# **Academic Policy Manual**

Siena College  
Office of Academic Affairs  
Fall 2011

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## AAUP Statement on Professional Ethics

The statement that follows was originally adopted in 1966. Revisions were made and approved by the Association's Council in 1987 and 2009.

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### Introduction

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The *Statement on Professional Ethics* that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and the Committee on Professional Ethics, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 *Statement of Principles on Academic Freedom and Tenure*, the 1958 *Statement on Procedural Standards in Faculty Dismissal Proceedings*, or the applicable provisions of the Association's *Recommended Institutional Regulations on Academic Freedom and Tenure*.

### The Statement

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth

as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to

their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## Course Syllabus Requirements

The following items should be discussed in your syllabus:

1. Learning Goals and Outcomes (links to PPT)
2. Faculty Attendance Policy (others link to pages)
3. Academic Integrity
4. Grading Policy
5. Office Hours
6. Examinations
7. Student Registration with Services for Students with Disabilities
8. Emergency Closing Procedures

**Sample Syllabus** (will be linked)



This tutorial will be linked to the Course Syllabus page

# Writing Student-Centered Learning Goals/Outcomes

A tutorial created by the Siena Assessment Planning Committee



## Faculty Attendance Policies, College Policy on

*The following policy on Faculty Attendance Policies was approved by the Board of Instruction and has been effective since September 2004.*

1. Faculty members establish their own class attendance policies and must provide these policies to students at the beginning of the semester (in writing and/or posted on a public website). This policy should also be verbally communicated during the first class (and laboratory) session of the semester (within the drop/add period). Please be certain that your current policy is included in your syllabus and that your syllabus is on file with your School office.

For all courses that have any required activities scheduled outside of class time, faculty must include the required activities with their attendance policy. In addition, students must be given sufficient advance notice, at least 4 weeks in advance of the date and time of these activities.

For all courses that will conduct exams outside of class time, faculty must include with their attendance policy the time and the day (e.g., Wednesdays 6-8 p.m.) at which the exams will be administered.

Faculty members must provide the attendance policy for each of their next semester's classes (and labs) to their department heads within 48 hours of the final submission of the next semester's schedule. The academic deans must post these attendance policies no later than the date that the schedule for the next semester is made available on-line to students.

2. It is each faculty member's discretion as to whether missing class for any purpose (bereavement, health/medical, personal business, varsity intercollegiate athletic contest, or any other activity) is an excusable absence. Faculty should establish attendance policies that treat all students equally. If a faculty member excuses a student for participation in any other college-sponsored activity, the faculty member must also excuse a student for participation in a college-sponsored varsity athletic contest.

3. At the beginning of the semester, faculty must review the scheduled college-sponsored activities for each student in her/his class (that brings these activities to the faculty member's attention) and must determine how the absences will be handled. If the absences will affect a student's grade and/or the student's ability to successfully complete the course requirements, the student must be informed immediately (as early as is possible within the drop/add period).

4. Class attendance policies are not in effect during a vacation period (vacations as listed in the Academic Calendar) and between terms when classes are not in session, unless attendance at a class-related-activity is specified by the faculty member in the course syllabus at the beginning of the semester.

5. In conformance with College policy, when course exams are held outside of class time, if a student is absent due to a conflict with a scheduled contest, the student is "excused" and subject to the faculty member's policy regarding excused absence from an examination period.

6. It is often necessary to reschedule contests after the semester has commenced (often due to weather-related cancellations). The Athletic Department and student-athletes should inform faculty of these changes in schedule as soon as is possible. Faculty should be flexible and reasonable in handling these changes. For these cases, the stated attendance policy is in effect and the faculty member should as soon as is possible inform a student if the changes in schedule will affect the student's grade and/or the student's ability to successfully complete the course requirements.

7. If a post-season athletic contest, scheduled by the MAAC or the NCAA, conflicts with a course examination, an affected student is excused from the examination and the faculty member will provide a make-up exam (or other appropriate accommodation) at another time within the examination period or no later than 24 hours after the last day of the examination period.

8. The VPAA, Deans, and Registrar should attempt to make up the final examination schedule as early as possible. The earliest date would most likely be at the end of the last "add" date. Also, this would most likely involve changes in many practices, including the deadline for faculty requests for "examination exceptions/special-scheduling".

Auditing students must be advised that if attendance standards are not met, the instructor will notify the Registrar, and a grade of "W" will be assigned.

Please note that the U grade is calculated as a failure and should be used when a student fails a course because of absences.

**It is advisable that each faculty member keep accurate, verifiable attendance records for all students and notify the AVPAA if any student misses more than three classes in succession through the SKIPS hotline at [SKIPS@siena.edu](mailto:SKIPS@siena.edu).** The Registrar's staff will verify the status of the student. It is the student's responsibility to complete the appropriate withdrawal procedure or be subject to the same grading criteria as attending students. There have recently been lawsuits regarding disagreements between faculty and students concerning unverified absences. This is also important with regard to veterans' benefits regulations.

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## **Academic Integrity Policy**

### **Forms**

[Academic Integrity Violation Form Form.pdf](#)

[Appeal of Sanction Form](#)

### **Committee**

The Academic Integrity Committee (AIC) is composed of three full-time students, in good academic and social standing, appointed by the Student Senate, and three full-time faculty members, one from each School, elected for a three-year term by the respective School faculty. The chair of the committee, appointed by the Vice President for Academic Affairs, is normally the Associate Vice President for Academic Affairs (or designee).

### **Committee Meetings**

The committee will be called by the chair. The chair has no vote. The committee will be called if; a) a faculty member submits an Academic Integrity Violation Accusation Form (AIVAF) and requests that the committee review the case; b) a student appeals a faculty sanction; or c) if an AIVAF is submitted that represents the second accusation against a student.

The first hearing will normally occur within two weeks of submission of the form, unless determined otherwise by the chair of the committee. The committee will meet as frequently as necessary until all the evidence has been reviewed and all the witnesses have been interviewed. After a complete review, the committee shall arrive at a decision, using a standard of "more likely than not." A finding requires a two-thirds majority of the committee. Imposition of sanctions likewise requires a two-thirds majority.

Once the AIC meets to deliberate on a case it has several options. It may:

1. Uphold the appeal/overrule faculty sanction. In this case all records will be destroyed.
2. Deny appeal/uphold faculty sanction. If student appeal is denied, the student may appeal directly to the VPAA.
3. Take additional steps and create an additional sanction if pattern of cheating is revealed either during the appeal process or separate from it. If an additional sanction is implemented, the student may appeal to the VPAA.

In the case of repeat offenses or of particularly egregious offenses, the committee may impose other sanctions including suspension for one term, suspension for one year or dismissal from the college. The precise sanctions to be invoked will be determined at the discretion of the committee.

Committee meetings and hearings are closed. Legal counsel may not participate in any way

during the hearing. All correspondence and procedures of the committee will be treated with and held in strict confidentiality.

### **Student Rights and Responsibilities**

A student accused of academic dishonesty has the right to see a written accusation of the alleged misconduct. The student has the right to be apprised of all evidence and testimony. The student shall also be given time to prepare a defense against the charges, but this should not be for a period of more than two weeks. In the case of a graduating senior a determination shall be made as expeditiously as possible. A student must submit an appeal of sanction within two weeks of receiving the sanction.

In the event that a violation is resolved by the faculty member, a record of the sanction and subsequent agreement between the faculty member and accused student will be placed on file with the AIC. A copy of this record will be sent by the AVPAA to the accused student. If the student disagrees with the contents of the record, the student may appeal. [See "Committee Meetings . . . b) a student appeals a faculty sanction" on p.1 of this policy.]

In the event that an AIVAF is filed in proximity to graduation concerning a graduating student, the student will be allowed to take part in commencement activities, but the granting of a diploma will be placed on hold until all reviews and proceedings have been concluded.

### **Student Advocate during Appeal Process**

The AIC will designate a procedural advisor to assist the student during any proceedings. The Director of Academic Advising is one person who might serve in this position.

### **Faculty Role in the Process**

Faculty will be strongly encouraged to submit a form for all academic integrity violations that receive an academic sanction.

Faculty will be able to ask the committee to consider a harsher sanction in the case of an egregious academic offense. This includes first offenses.

### **Procedures following submission of Academic Integrity Violation Accusation Form**

**First Offense:** The AIC will review the form and supporting documentation. Included in this correspondence will be an outline of the appeal process. Student will receive a letter from the AVPAA that an AIVAF has been filed in the Academic Affairs Office. Regardless of the outcome of the AIC discussion, students will be required to meet with the AVPAA to review the accusation and the importance of academic integrity. A copy of the conversation of that meeting will be placed in the student's file.

**Second Offense:** A student will receive a letter from the AVPAA. The student will receive an automatic suspension. This suspension will go into effect one week after the sending of the

letter. If the student makes an appeal to the committee, the suspension will be temporarily lifted pending the appeal.

### **Record Keeping**

Files will ordinarily be kept in the office of AVPAA for five years or until one year after graduation. The files will be consulted only if a subsequent AIVAF has been filed by a faculty member.

### **Final Appeal**

If the student is found guilty, then he or she may appeal to the Vice President for Academic Affairs within ten working days for reversal of the decision or for mitigation of the sanction(s). Likewise, if a student admitted responsibility outright, he or she may appeal the sanction(s) of the Committee within ten working days. There is no appeal beyond this point. If the Vice President for Academic Affairs should reverse the finding or mitigate the sanction(s), the reasons must be explained either in writing to the Committee or in person before the Committee.

## Grading Policy, Office Hours and Examinations

### Grading Policy

We are required by New York State Education Law to provide our students with explicit information concerning the means by which grades will be determined. This is mandated by New York State Education Department regulation 52.2(e)(4) which states:

*Academic policies applicable to each course, including learning objectives and methods of assessing student achievement, shall be made explicit by the instructor at the beginning of each term.*

Please take particular care in calculating grades for graduating seniors since grades appearing on a student's academic record at the time of graduation will not be changed after the date of graduation, unless unusual and extenuating circumstances exist and the VPAA approves the change.

### Office (Consultation) Hours

Full-time faculty members are expected to be available a minimum of five hours each week for conferences with students. Faculty with 3/4 Contracts are expected to be available a minimum of four hours each week. These hours should be between 8:30 a.m. and 5:00 p.m., Mondays through Fridays and may not include "Free Periods" (MWF, 12:25 - 1:30 p.m.). In addition to notifying your students, please forward to your school office a copy of your office hours so that the school summary can be compiled.

### Examinations

Institutional policy regarding examinations is published in the Siena College Catalog. Please review this policy and remind your students about these regulations. PLEASE note that **class exams may not be held during free period.**

Final written examinations are required in each course and are scheduled for the entire College at the close of each semester.

**FINAL EXAMS: Examinations must be conducted in each course during the time specified in the final examination period, unless other arrangements have been made and approved by your Department Head and the Academic Affairs Office. NO EXAMS ARE TO BE GIVEN ON A READING DAY! ALSO, NO "FINAL" EXAMS ARE TO BE GIVEN AS THE "LAST CLASS."** Our academic calendar counts the time scheduled for final exams as part of the time used to meet the minimum number of minutes of instruction for a semester. Avoiding the exam period by giving a so-called "final" during your last class cheats your students out of valuable instructional

time and, in many cases, reduces your total academic contact time below the state-mandated minimum. (Beginning with fall 2012, all required minutes will be incorporated in the academic calendar without consideration of final examinations.)

Every instructor schedules other tests and examinations which in his or her judgment are required either by the objectives of the course or by the specific needs of the students. Credit will not be granted in any courses until all assigned examinations have been taken. Instructors will hold final examinations on file for a period of one year. A student who is absent from any examination without an excusable reason will receive an F for that examination and will not be permitted to take it at a later date. When a student has missed a final examination in December or May for some valid reason, a make-up examination may be taken. The make-up examination must be taken within one month from the closing of the semester at the convenience of the instructor. Under no circumstances will a student who has already taken a final examination be permitted to take a reexamination.

Examinations must be consistent with the course syllabus. School policy requires all instructors to provide their school office with a copy of the examination. **Final grades must be submitted through Self Service for Faculty according to the schedule distributed with the final grade rosters.**

## **Student Registration with the Office of Services for Students with Disabilities**

Siena College values the uniqueness of all students and is committed to supporting students with documented disabilities in order to provide them with reasonable accommodation that meets their individual needs. To register with the Office of Services for Students with Disabilities, a student must complete a student data sheet, release form, and provide current, comprehensive documentation of his/her disability. In addition to registering with the Office, students requesting accommodations must meet with the instructor no later than the first week of class. Inquiries should be made to the Office of Services for Students with Disabilities, 515 Loudon Road, Loudonville New York 12211; telephone 518-783-4239. We encourage faculty to put this information on their syllabi.

## Emergency College Closure and Reopening

(Faculty should include this text in their syllabi.)

### **Pandemic / Emergency Preparedness**

1. You are instructed to bring all texts and a copy of the syllabus/course schedule home with you in the event of a college closure. The academic calendar will be adjusted upon reopening, so be prepared for the possibility of a short mini-semester, rescheduled class/exam period, and/or rescheduling of the semester, depending on the length of the closure.
2. If your situation permits, you should continue with readings and assignments to the best of your ability, per the course schedule.
3. You will be given instructions regarding how to deal with paper assignments requiring library or other required research by me, as needed.
4. I will use online office hours to maintain contact with my students. You will be able to “check-in” with questions that you have. If you do not have internet access available, I will also provide my home phone number and home address, as needed. Remember, internet, mail delivery, and telephone services may also be impacted by a pandemic or other emergency event.
5. Finally, stay connected to information regarding the college’s status and reopening schedule by monitoring the Siena website, [www.siena.edu](http://www.siena.edu).

(Link to Emergency Information, 2887.asp)





## SAMPLE SYLLABUS

### Department of Economics

Economics 102, Principles of Economics, Macro  
Fall 2009

Section 01 (8:15 am - 9:10 am; MWF), Siena Hall 322

**Instructor:** Dr. Linda Richardson  
**Office:** Siena Hall 219  
**Office hours:** by appointment; please call 783-2307  
**Contact:** 783-2307 [or richardson@siena.edu](mailto:richardson@siena.edu)

### School of Business Mission Statement (*School website*)

The **mission** of the **School of Business** is to offer values oriented, intellectually stimulating educational programs that prepare students for business careers and continuing intellectual and professional development. The School of Business places paramount importance on teaching and learning in an atmosphere enriched by business collaboration, professional activity, and scholarship. This is accomplished by integrating the College's liberal arts and Franciscan traditions with current business theory, skills, and practices.

### Course Description (*from the catalog*)

### Student Learning Objectives/Outcomes (*See [Tutorial](#)*)

By the end of the course, students should be able to:

### Readings

Text:

Reserve Articles:

### Performance Evaluation (*Short description of each with amount it counts*)

Exams

Homework

Paper

Presentation

Final Exam

Letter grades will be assigned using the following system: (*Describe the system being used.*)

## **My Teaching Methodology** (*Short description of style or characteristics used in class*)

### **Policies** (*Short description of classroom practices*)

1. Attendance policy –
2. Late homework assignments –
3. Revising homework assignments –
4. Quizzes –
5. Make-up exam –
6. Missed presentations –
7. E-mail –
8. Quality of written work –
9. School closings –
10. Student athletes –

#### **11. Academic Integrity Policy**

Academic dishonesty will not be tolerated. Students who commit such acts expose themselves to punishments as severe as dishonorable dismissal from the College. The following quote is from the Siena College Catalog:

*Academic dishonesty can take different forms, including, but not limited to: cheating [dishonesty in a test situation], plagiarism [dishonesty in the presentation of written materials], and computer abuse. In any situation in which a student is unsure of what constitutes academic dishonesty, it is the student's responsibility to raise the question with his or her instructor."*

It is also each student's responsibility to be familiar with the student guidelines on academic honesty, "Academic Integrity and the Siena Student," which can be found in Siena Life.

**Students suspected of violating academic integrity will be referred to the Academic Integrity Committee for final determination.**

#### **12. Accommodations Policy**

Siena College is deeply committed to ensuring that students with documented disabilities are provided with the resources and supports necessary to effectively address their individual educational needs. Students with disabilities in need of accommodations pertaining to courses must first register with the Director/Office of Services for Students with Disabilities (OSSD) at 518-783-4239. To register with OSSD, a student must complete a data sheet, release form, and provide current, comprehensive documentation of her/his disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Upon receipt of written notification from the Director (OSSD) of the accommodation/s that a student needs for a particular course, the faculty member will work in collaboration with the student (and the Director of the OSSD, as needed) to address this request to the fullest extent possible. As part of this process, a student requesting course accommodations must meet with each course instructor no later than the first week of class. For more information, students can view online the Siena College Academic Policy Manual section entitled: "Student Registration with the Office of Services for Students with Disabilities" located under the **A c a d e m i c A f f a i r s s e c t i o n @** <http://www.siena.edu/academics/policies/policymanual/>.

### **13. Emergency Preparedness**

Take your text and a copy of the syllabus home with you in the event of a college closure. Continue with readings and assignments according to the course schedule; some assignments may be posted on Blackboard or sent to you via e-mail. If possible, online office hours will be established. **Information regarding the status of the College's status and reopening schedule may be monitored on the Siena website, [www.siena.edu](http://www.siena.edu).**

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## Section 3

# Faculty Information for Student Advising

## Transfer Credit, Substitution and Waivers Policies

### Transfer Credit

#### Transfer Students

- Verify that the Transfer Student's college has the appropriate accreditation. For School of Business – AACSB accredited Schools of Business, only for 300/400 level courses.
- Review transcripts for courses that are C or above. Assign credit as is posted in Banner database.
- If a course is not in the database, the Assistant Dean analyzes the course description that is on the originating college's website. If necessary, he / she will consult with the Department Head for that course or with the Assistant Dean in the appropriate School. In the School of Business, all courses require Department Head review.
- If a course is not assigned an attribute for College Core in Siena database, the Assistant Dean evaluates and may seek input from the other Assistant Deans. Credit is then assigned as either "core" or "elective" credits.
- The Assistant Dean (or Faculty Advisor in the S of S) explains to the student how the transfer credits fulfill requirements in his/her degree. This is typically done in the initial meeting that includes registration for courses.

#### Current Students

*Full-time students may take a course elsewhere even if the same course is being offered at Siena during that semester:*

- Students submit their CAPP report, course description, and Transfer Credit Permission Form to the Dean's office for pre-approval.
  - **S of S:** are required to have transfer courses pre-approved by the Dean to ensure adequate meeting time requirements.
  - **S of B:** Meet with Assistant Dean who completes Transfer Credit Permission Form after reviewing appropriateness of course.

- **Fall/Spring/Summer semesters**
  - Review the course:
    - Online lab courses are never approved.
    - Verify that the other college has the appropriate accreditation. For School of Business – AACSB accredited schools, only for 300/400 level courses.
    - Check to see if course is in the Banner database. If a course is not in the database and cannot be easily assigned a Siena equivalent, the Assistant Dean contacts the Department Head for that course or the Assistant Deans of the appropriate School. In the School of Business, all courses require Department Head review.
    - Review length of class time and ensure that the credits are listed as semester rather than trimester, etc.
    - Verify that it is not a course which must be completed at Siena; i.e. capstone courses, and cannot be transferred.
  - Review the CAPP report to confirm that the student:
    - Hasn't transferred in the maximum number of transfer credits.
    - Will be able to complete half of their major/minor at Siena with the proposed addition of the transfer course.
    - Has the required gGrades to ensure that the proposed transferred course won't negatively impact the student's ability to complete major/minor and overall GPA with a 2.0.
    - **In S of B** has : aAt least one-half of all Business classes must be from Siena (AACSB-requirement).
    - Needs the course (including electives)

### **Hudson-Mohawk Association - Cross Registration**

Providing that all the points above regarding transferability of the course are met and the student is completing no more than 19 credits, courses that are in the Siena curriculum and those not in the Siena curriculum may be considered if it the course is consistent with the student's program.

### **Courses for Matriculated Siena Students that have Not been Pre-Approved**

- **S of S:** Requires students show proof of the length of the course and then complete appropriate paperwork as above so that they know what the procedure is for the future.
- Assistant Deans review the courses and determine equivalents as above. Determine best placement of the course considering CAPP information.

- Assistant Deans complete Transfer Credit Evaluation Form and send it to the Registrar's Office. S of LA sends electronic copies to student; S of S sends paper copy to student at local address; S of B either provides a copy during approval meeting or mails a copy to the student. All schools have copies placed in the student's file.

## **Substitution and Waivers**

### **Criteria Used when Considering a Substitution and/or Waiver**

Level, content and credit of the course to substitute compared to required course

### **Major/Auxiliary\*/Core\*\* Requirements - All Schools**

Request for substitutions or waivers of a major requirement are submitted to the Assistant Dean by Department Heads, faculty, and students. S of LA and S of S consult with the Department Heads or Dean when necessary. S of B requires approval of Department Heads for all courses.

Albany Medical/Siena College or Actuarial Science major and Multimedia minor requires a request from the Program Director and consultation with the Department Heads and/or the Dean of School of Science when necessary.

### **Notes:**

\*In the S of S, requests for substitutions or waivers of a major's auxiliary requirement must be submitted to the Assistant Dean by the Department Head of the student's major. The Assistant Dean will consult with the Dean when necessary.

\*\*In the S of S, requests for substitutions or waivers of a core requirement must be submitted by the student's advisor. The Assistant Dean will consult with the School of Liberal Arts Assistant Dean when necessary.

### **Honors Requirements**

Request for substitutions or waivers for the Honors Program must come from the Honors Program Director.

## **Appeal of Assigned Grades**

Students have the right to dispute a grade within 60 days of receipt of a grade report. The procedure for appeal is as follows:

A student who believes that an error has been made in assigning a grade should discuss the basis upon which the grade was determined with the instructor within 60 days of receipt of a grade report. If after this review of the grading criteria for the course and the student's performance in it, the student is not satisfied with the assigned grade, an appeal may be made to the department head. Such appeal should be made in writing, stating the basis upon which the grade is questioned and requesting a departmental review. If following the review the student is not satisfied with the departmental decision, appeal may be made to the School Dean. If the situation is not resolved at the school level, a final determination for disposition of the matter will rest with the Vice President for Academic Affairs in consultation with the School Dean.

## Internal Complaint System

The purpose of this document is to inform students of the Internal Complaint System at Siena and to serve as a guide for students who wish to file a complaint about any aspect of Siena's operations/policies/procedures or about the actions of any student, visitor, or employee of Siena College.

### Procedures and Guidelines

1. Complaints, other than those being filed against persons, should be directed, in writing, to the appropriate Administrator (Director/Dean)/ Department Head/Faculty Member. It is the responsibility of that person to address the situation and, if possible, see to it that it is corrected. This must be done within a reasonable amount of time which will, of course, depend upon what must be done to rectify the situation. The Administrator (Director/Dean) / Department Head/ Faculty Member should inform the student in writing of the measures that were taken or are being taken to address the issue. If a student does not receive a response from the Administrator, Department Head or Faculty Member within one month from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Dean. If a complaint about an academic matter is not responded to by a Dean within two weeks, the student may bring the complaint to the Vice President for Academic Affairs.

2. Complaints being filed against a person or person, should be directed, in writing, to that person's immediate supervisor. If the complaint is a matter that should be dealt with through the Human Rights Committee (see Human Rights Policy and Procedures), the supervisor shall direct the student to the Chair of that committee. The supervisor must document this referral. If the complaint is not a matter for the Human Rights Committee, then it is the responsibility of the supervisor to address the issue with the respondent. The supervisor must inform the student, in writing, of the measures that were taken or are being taken to address the issue. If a student does not receive a response from the supervisor within one month from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President.

3. In all instances of a student filing a complaint, the student must be assured in writing that no adverse action will be taken against the student for filing a complaint.

4. All documentation regarding a complaint as well as its disposition, with the exception of Human Rights Committee matters, must be securely stored in the office of the person who received the complaint and acted upon it. These records must be maintained for a period of six (6) years from the date final action was taken on said complaint. Human Rights complaint actions are to be securely maintained (only the Chair of the Human Rights Committee will have access to said records) for a period of six (6) years from the date final action was taken on said complaint.

5. If a student feels that a response to a complaint is unacceptable and/or unreasonable, the student may bring the complaint to the immediate supervisor of the person who

initially acted in response to the matter. If a student does not receive a response from that supervisor within two weeks from the date of originally filing the complaint with that person, the student may then bring the complaint to the appropriate Vice President.

In addition to utilizing Siena's Internal Complaint System, if appropriate, students may file complaints with the New York State Department of Education.

# Office of Services for Students with Disabilities: Procedures

## Registration

### Registering with the Office:

Accommodations will only be granted to students who have registered with and provided documentation of their disability to the Disability Services Office. To register, students must complete a student data sheet and submit proper documentation of their disability. To ensure appropriate accommodations, documentation should be current and demonstrate how the disability limits participation in courses, programs, services and activities. Documentation should be forwarded from the student's high school, certified psychologist, licensed or otherwise properly credentialed professional, that provides information for both establishing a disability and identifying possible accommodations. Students are then scheduled for a meeting with our office to discuss an individualized accommodation plan. All documentation and personal information are held in strict confidence unless authorized for release by the student in writing.

Once registration with the Office is complete, the student will receive a summary of his/her approved accommodations by mail. If the student agrees with the approved accommodations, he/she will sign the letter and return it to the Office of Services for Students with Disabilities. Copies of the letter will be forwarded to the student's academic advisor and faculty members as requested by the student.

### Advanced Registration:

Students with disabilities may request early registration. Early registration allows the students with disabilities to register during the first time slot in their class. This would allow a sophomore student to register first in the sophomore class.

## Attendance

Class attendance and participation is a key component of education. Each faculty member is responsible for providing students with a copy of his/her attendance policy. Faculty members make final determination of what is an excused or unexcused absence. The student is encouraged to discuss the attendance policy with the faculty member at the beginning of the semester. If a student anticipates a problem with attendance which can not be resolved with the faculty member, they should meet with the Director of Services for Students with Disabilities to discuss alternatives.

## Faculty Notification

When a student registers with the Office and requests academic accommodations they are provided with a Confidential Notice of Accommodations which they provide to their respective faculty members.

## **Emergency Evacuation Procedures**

Faculty and supervisory staff with disabled people under their direction shall meet with them as soon as possible after introduction of these people to the College to discuss evacuation procedures in case of fire or other emergency.

Evacuation of disabled people who are otherwise ambulatory, such as blind or hearing impaired, should take place normally with other building occupants. These people can benefit from an escort and should be provided one from within the class or work area. It should be noted that a blind person familiar with a building might have superior ability to escape through smoky conditions than a sighted person.

Evacuation of people who are dependent upon equipment for their mobility should not use elevators unless directed to do so by the fire department. As stairs are often times difficult if not impossible to traverse, these individuals must be protected in place awaiting the arrival of the fire department.

Individuals that cannot evacuate the building due to these mobility problems should proceed to the nearest safe stairway in the building with a prearranged escort. Once the stairs have begun to clear of other evacuating people, enter the stairway and remain on the landing near the door with your escort. Make sure that your instructor, supervisor, or other reliable person has been advised prior to leaving the area that you are still in the building and where you are. They then, should notify arriving firefighters or police officers. Fire and police personnel will come to your location and either assist you in evacuation or provide you information regarding the necessity of any further action for your personal safety. If the stairway becomes smoke filled or unsafe before their arrival, move back into the building and proceed to another usable stairway. If no other stairway is available, find a room that is tenable, close the door and telephone the Safety and Security Department for help (911). If no telephone is available, try to wave a coat or similar large object out a window to gain attention.

Faculty and staff who have mobility restricted individuals under their direction must make arrangements to notify security, police, and fire authorities of the location of these people within the involved building. This should be done in person outside of the building. This is critical to the procedure and the safety of these individuals.

## **Additional Information**

The following links may be helpful for students seeking information on services for students with disabilities:

- [Alternative Format Text](#)
- [Alternative Testing Arrangement](#)
- [Auxiliary Aids and Services](#)

## Student Eligibility for Study Abroad

Following is the section on student eligibility excerpted from the International Programs Policy Manual. The complete manual may be found at this link: xxxxxxxx (to be added)

### I ELIGIBILITY

Study abroad is a privileged educational opportunity, one which offers a uniquely rewarding experience but at the same time presents some significant challenges. As a first step toward success, the student applicant must meet certain defined standards and expectations, demonstrating evidence of both academic and personal suitability for a semester abroad. The following criteria are designed to help determine whether a student possesses the academic preparation and personal maturity to meet successfully the demands of living and studying in a foreign country, and whether Siena College will recommend a student as an “ambassador” of Siena on a study abroad program.

#### 1. Interview

An interview with the Director is required of all students who wish to study abroad. A discussion of the student’s academic and personal achievements and goals leads to an assessment of the student’s suitability for study abroad, and leads also to recommendations regarding an appropriate study abroad program. Such recommendations and, ultimately, approval by the Director for the student to submit an application for a particular program are based first on curricular / academic needs in conjunction with a student’s qualifications. A student’s individual interests, affinity with the host culture, language ability, previous travel experience, co-curricular activities, financial needs, and other relevant issues may also be discussed as part of the advising process, and figure prominently in the student’s program choice. Additional meeting times may be required.

Through this advising process the Director may determine that a student is not adequately prepared, academically and/or personally, to succeed during a semester abroad, either in general or for a specified program. Should the Director not recommend a student for study abroad in general, or for a particular program, the Director will discuss with the student the particular reasoning behind the decision.

The Director gives written approval for the study abroad program choice. Minimally this takes the form of a signature on the application submitted to a program.

#### 2. Recommendation from Dean of Students

The Dean of Students reviews each applicant’s disciplinary record and current probationary status, if applicable. Based on the review, the Dean recommends or does not recommend the student for study abroad. The recommendation is made verbally to the Director of International Programs. Students on probation during the period of application may be denied permission to study abroad. A student

whose disciplinary probation coincides, or will coincide, with the period abroad will be denied permission. The decision to deny permission to study abroad based on a student's social standing rests with the Director of International Programs.

A student on probation who does not receive the endorsement of the Director of International Programs will not be permitted to study abroad during the period the sanction is in effect, regardless of the student's acceptance into a study abroad program. Permission to study abroad may be rescinded if a student is placed on probation or is suspended or dismissed prior to departure. If this is the case and permission is rescinded, the student is responsible for all non-recoverable expenses incurred. Students may not apply to study abroad or transfer into Siena College any credits earned from study abroad programs while suspended or dismissed.

A student who participates on a study abroad program without the prior authorization of the International Programs Office will not be permitted to transfer any credits into Siena upon his or her return.

### **3. Declared major**

A student must have a declared major at the time of application.

### **4. GPA requirement**

A minimum overall GPA of 2.75 at the time of application is required.

The GPA requirement works in conjunction with the minimum standard expected by the majority of Approved Programs. Many Approved Programs require a 3.0.

Exceptions to the minimum GPA might be considered for extraordinary reasons, such as a specific academic need. For example, a Spanish major with a GPA below 2.75 may be given authorization to study abroad in a Spanish-speaking country.

A student with a GPA below 2.75 may appeal for permission to study abroad. A letter of appeal, addressed to the Director of International Programs, must describe the student's rationale for study abroad and, specifically, how it fits into the student's academic plan. The Director of International Programs may grant the exception, but the final decision rests with the Vice President for Academic Affairs.

The Director will not approve participation on a program with lower standards solely for the sake of accommodating a student with a GPA below 2.75. A student who does not meet Siena's eligibility requirements for academic reasons will not receive authorization to participate on a program simply because the student is able to meet the lower eligibility requirements or standards of a particular program. This would undermine the quality of programs which Siena College has endorsed and which appear on the Approved list.

A student who is ineligible for study abroad for academic reasons may not receive credit for a program for which prior authorization has not been granted.

## **5. Transfer students**

If a transfer student, completion of a minimum of one semester of full-time study at Siena is required before undertaking study abroad.

- 6. Class standing** Normally, a student is a junior or a first-semester senior during the time abroad.

Juniors form the vast majority of students from the United States who study abroad, so as juniors and first-semester seniors, Siena students will live and study abroad with the appropriate peer cohort. It is expected that juniors and first-semester seniors will have reached a level of maturity and be well enough grounded in their major discipline to undertake advanced studies in a foreign university setting.

Exceptions are made for students with curricular restrictions, which include Social Work majors, ROTC students, and, in certain circumstances and with the recommendation of the faculty advisor, students (especially in the School of Science) who have complex sequencing of required courses. These students may request to study abroad as second-semester sophomores.

Students are highly discouraged from studying abroad in their last semester (second-semester seniors). In exceptional circumstances a student may present a valid rationale for studying abroad as a second-semester senior. Students are allowed to complete their academic career abroad only through special authorization from the Vice President for Academic Affairs, who will consult with the Director of International Programs on the suitability of the proposal. Since it is difficult, at best, to receive a foreign transcript in time for graduation, as a condition for approval the student must sign a waiver indicating that he/she understands that grades will not likely be received in time to be cleared for graduation.

First year students and first-semester sophomores are not eligible to study abroad.

## **7. Deadlines / Limited Enrollment**

The Office of International Programs sets application deadlines. Siena deadlines rarely match those of a study abroad program provider or a foreign university. The Siena deadline is often in advance of that of the program provider, but it is nonetheless the Siena deadline to which the Siena student must adhere. This is to allow for appropriate pre-advising, including attendance at the Pre-Departure meeting, and issuance of necessary paperwork (i.e. visa documents) which must occur within the semester prior to going abroad. Once a deadline has passed a student may not expect to be authorized for study abroad. The student may be offered an opportunity to apply for a subsequent semester.

In some cases a program will have an enrollment cap and will fill before an application deadline. Most applications are rolling and are processed on a first-come, first-served basis. Room on a program cannot be guaranteed simply because a student expresses interest in advance of a deadline. The office website will post when programs fill.

## **8. Maintaining standards**

Once approved for study abroad, the student must continue to maintain all standards which govern eligibility. If academic or social standing, or academic integrity, is compromised, then approval may be rescinded. If this occurs, the student is responsible for all financial or other obligations as determined by Siena College or the study abroad program. The student who participates on a study abroad program without prior authorization will not receive credits in transfer upon his or her return.

## **Student Athlete Handbook**

The complete Student Athlete Handbook may be accessed at this link: xxxxx (to be added)

## Career Center Recruiting Policy for Employers

Postings that discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status will be rejected and not posted to our students.

Jobs and internships based out of an individual's home will be posted and managed by the Career Center.

Siena College espouses the Franciscan values of service to others, and respect for all individuals. Organizations that do not follow these values may not be invited to post positions to Siena students nor come to campus for the purposes of recruitment.

Resume book access will not be provided to:

- Individuals with no land address for their business
- Individuals who do not have an e-mail address specific to their organization (i.e. gmail, yahoo, etc)
- Third-party recruiters

We reserve the right to restrict resume book access to any organization, at any time, for any reason.

Position postings that involve marketing alcoholic beverages and/ or other products which may harm an individual's health may be rejected.

Job postings must not involve on-campus solicitation, posting of materials on campus, or sale of products or services to students. Such postings will be rejected.

In no case will the Career Center refer, electronically or otherwise, students to agencies that charge fees to the job seeker, and such job postings will be rejected. **EXCEPTION:** This does not apply to fees for Federal and State licensing requirements such as real estate, securities, etc.

In accordance with the Family Educational Rights and Privacy Act, the Career Center releases candidate information only with the written permission of the employment candidate and only to the identified employers. Re-disclosure of candidate information is not permitted.

## Career Saint Privacy Policy

This policy only applies to access to *NACELink Network(r)* (known at Siena College as *CareerSaint* ) via Siena College's Career Center. Siena College's Career Center is a participant in the *NACELink Network(r)*. This policy does not apply to any other uses of Siena College's networks or systems.

Student and alumni profile data, resumes and accompanying documents will reside on *NACELink Network(r)* servers. *NACELink Network(r)* servers are hosted by the Symplicity Corporation, which is a web-based recruiting system in alliance with the National Association of Colleges and Employers (NACE). NACE is a non-profit professional organization for career centers and employers. Student and alumni data may be used internally within Siena College for reporting purposes only. Data presented to third parties will be in aggregate form only.

Students and alumni have the option of including a resume in a file viewable by employers who recruit at Siena College. If a student or alumnus does not want the resume to be viewed by employers, he/she should so indicate on the *Privacy Tab* in the Profile section of *CareerSaint*. Simply change the selection to "no" next to the question, "Include in Resume Books".

Job postings on the *NACELink* system may or may not be reviewed and screened before posting. Users of the *NACELink* system are urged to research postings and use discretion when applying. **Do not disclose social security numbers, bank account numbers, credit card information or other highly sensitive information when applying for jobs and internships.**

View *NACELink*'s privacy policy: [http://www.nacelink.com/nl\\_privacy\\_policy.php](http://www.nacelink.com/nl_privacy_policy.php)

## Important Commencement and Graduation Information

**Commencement** is a ceremony.

**Graduation** signifies the official completion of all degree requirements.

**They are NOT the same thing - Attending Commencement does not mean you Graduated!**

### **ACADEMIC REQUIREMENTS:**

In order to be eligible to attend the **Commencement Ceremony** in May you must:

1. Complete a Degree Application in the Registrar's Office by the end of the first week in February (or have completed all degree requirements in the previous summer or fall term).
2. Be **registered** for courses necessary to complete ALL degree requirements in the Spring term as of the last day to drop courses with a WP/WF. (Including approved Spring transfer credit courses, for which you are registered, that may not be completed until after the ceremony).

In order to be considered a **May Graduate** you must:

1. Complete a Degree Application in the Registrar's Office by the end of the first week in February.
2. \*Successfully complete ALL course requirements for your degree program **PRIOR** to the Commencement Ceremony. (Including the receipt of final transcripts for courses approved for transfer credit in the spring)

**\*This is a NYS Education Department Regulation**

If you were eligible to attend Commencement but did not meet **all** graduation requirements **prior** to the May ceremony (including Spring Study Tour classes) you must:

1. Complete a Degree Application in the Registrar's Office by the end of the first week in June to be considered for an August 31 graduation date.

**Note:** Once all requirements are met with final grades and/or transcripts for transfer credit purposes have been processed, the Registrar's Office will provide an official statement on request indicating all degree requirements have been met (for job or graduate school purposes) and that the diploma will be awarded as of August 31.

## **PROSPECTIVE GRADUATE CONDUCT REQUIREMENTS:**

All students, including prospective graduates, are subject to all disciplinary action up to and including suspension, expulsion, and non-participation in Senior Week and Commencement activities at the sole discretion of the College.

Siena College students must not only comply with all degree requirements to obtain a Siena College degree and/or to participate in Commencement activities, but also must follow all College rules and policies affecting their student status, including, but not limited to, those set forth in the *Siena College Catalog*, as well as those enumerated in *Siena Life*, the student handbook.

For this reason, it is important to understand that the term “student” is inclusive of completing all degree requirements until commencement exercises are complete and the student / graduate has vacated the campus (see *Siena Life* and/or College Catalog for the complete definition of “student”).

## Commencement and Graduation FAQs

**Q. If I am one course short of meeting my degree requirements, can I attend Commencement?**

A. NO, you must be registered for courses necessary to complete all degree requirements for the Spring Semester as of the last day to WP/WF.

**Q. I am taking an on-line class that will not finish until the week after Commencement. Can I attend Commencement?**

A. YES, if you are registered for courses and/or have written approval for the transfer credit that will meet ALL degree requirements as of the last day to WP/WF.

**Q. I am taking an on-line class that will not finish until the week after Commencement. If I pass it, will I be a May graduate?**

A. NO – all requirements must be met and documented prior to Commencement in order to be a May graduate. **This is a NYS Education Dept. regulation** – not a Siena policy issue.

**Q. I am taking an on-line or Study Tour class that will not finish until after Commencement and I have a job offer that requires proof of my degree. What do I do?**

A. First, complete a Degree Application for an August graduation date. Second, get the Registrar's Office your final grade/transcript as soon as possible. Third, request an official letter from the Registrar's Office indicating that you have completed all of your degree requirements and your diploma will be awarded as of August 31.

**Q. If I drop a course in March that is required for my degree, will I be able to attend Commencement?**

A. NO

**Q. I took an “Incomplete” in a course last Fall that has been changed to an “F” but I am working with the Professor to complete the course. Will I be able to attend Commencement?**

A. MAYBE . if all other requirements are being met with your current registration and the instructor documents the fact that you are working on the course in question, you will be allowed to attend.

**Q. I just received a grade change that gives me honors (Cum Laude, etc). Will the honors designation appear in the Commencement Program?**

A. MAYBE - If the grade change was received before the last day to WP/WF, it will appear in the Program, pending the printing timeline. Final honors will appear on the diploma and transcript once all of the last semesters grades have been processed and all graduation requirements have been met.

**Q. My CAPP report indicates all of the areas have been “Met”, but I will have less than 120 credits. Will I be able to attend Commencement?**

A. NO . All requirements must be met in order to attend, including 120 hours.

**Q. If my advisor says not to worry about an area that has a “Not Met” because the requirement should be waived, will I be able to attend Commencement and graduate in May?**

A. NO . Any requirement that is Not Met will prevent you from attending Commencement and graduating, unless there is written documentation from the School Office approving the waiver/substitution.

**Q. I don’t plan on attending Commencement. If I complete my Degree Application after the WP / WF deadline, can I still be considered a May graduate?**

A. MAYBE . if the Degree Application is received before the Commencement date and all requirements have been met, you will be considered a May graduate, but your name will not necessarily appear in the Commencement Program, pending the printing timeline.

**Q. I'm one course short in the Spring, but I am scheduled to take a CLEP Exam to get credit for the missing course. Can I attend Commencement?**

A. YES - if you provide written confirmation of your test information and the test results will be available prior to Commencement. However, depending on receipt of your request, your name will not necessarily appear in the Commencement Program, pending the printing timeline.

**Q. I plan on taking my last required class on-line this Spring but it has not been approved yet. Can I attend Commencement?**

A. NO

**Q. If I resolve an on-going problem after the WP/WF date, will I be able to attend Commencement?**

A. YES, but your name may not appear in the Commencement Program, pending the printing timeline.

**Q. I am a Senior going on a Study Tour class trip that takes place after Commencement. Can I attend Commencement?**

A. YES, you can attend Commencement if all of your degree requirements are being met with your Spring registration, including the Spring Study Tour class.

**Q. I am a Senior going on a Study Tour class trip that takes place after Commencement, will I be a May graduate?**

A. NO. All requirements must be completed prior to Commencement in order to be a May graduate. Therefore, you must complete a Degree Application for August graduation.

**Note:**

**These FAQs are provided to assist YOU! Please address YOUR personal questions regarding YOUR status to the Office of the Registrar, your School's Assistant Dean(s) or to your Advisor.**

## Section 4

# Faculty Administration and Workload Policies

## **Academic Department Head Responsibilities**

### **General Information**

1. Generally, only tenured faculty members are eligible for election as Department Head.
2. Elections are conducted by secret ballot with all tenured and tenure-track departmental faculty eligible to vote.
3. The term of office for a department head begins on June 1st. The outgoing department head completes the departmental “annual report”; the incoming department head assumes all summer department head duties.
4. Duties listed below may be delegated to other department members when necessary.

### **Administrative Responsibilities**

1. Prepares departmental course schedules.
2. Conducts department meetings and establishes specific work groups and subcommittees as needed.
3. Writes annual reports, planning and budgetary documents, and other reports requested by administration.
4. Revises the college catalog information, admissions, and departmental brochures.
5. Conducts necessary departmental correspondence.
6. Oversees departmental activities such as honor societies, newsletters, lecture series, scholarship awards, career colloquia, student award activities, receptions, etc.
7. Supervises work study students.

### **Departmental Representation**

1. Communicates department needs to the administration.
2. Staffs admissions activities.
3. Meets with the Dean and other Department Heads, as required.
4. Serves as point of contact for outside groups and organizations.
5. Attends Status Committee and Board of Instruction (BOI) meetings when appropriate.

### **Curriculum Leadership**

1. Initiates Program Reviews when necessary.
2. Considers / proposes departmental curriculum changes.
3. Reviews / prepares and approves curriculum proposals to be submitted to the School’s Curriculum Committee and / or the BOI.
4. Facilitates discussions on teaching.
5. Coordinates departmental Assurance of Learning assessment activities and reporting requirements.

### **Faculty Related Activities**

1. Arranges suitable staffing for all courses.
2. Supervises searches for full-time faculty positions.
3. Recruits, interviews, hires, and supervises adjunct faculty members.
4. Observes and evaluates the work of adjunct and untenured faculty.

**Note:** All adjunct faculty members must be evaluated by the Department Head in the first two semesters of their teaching assignment and then once every fourth semester thereafter

5. Assists faculty members throughout tenure, promotion, and sabbatical processes.
6. Writes letters of recommendation / non-recommendation for faculty members' requests for tenure, promotion, and sabbatical.
7. Encourages and assists professional development and scholarly activities of all faculty members.
8. Responds and seeks to address faculty concerns.

### **Student Related Activities**

1. Ensures appropriate academic advisement of departmental majors and minors.
2. Resolves individual issues related to departmental requirements or course offerings.
3. Processes complaints related to classes or faculty members.

## **Core Coordinator**

### **Position Description**

The Core Coordinator will be a tenured full-time faculty member. This individual will serve as Chair of the Core Advisory Committee, a standing subcommittee of the Board of Instruction. The Core Coordinator may attend all Board meetings as a non-voting member of the Board of Instruction.

Specific responsibilities include the coordination of all duties of the Core Advisory Committee. These include coordinating the following:

- Development of guidelines and review process for considering courses proposed for the Core.
- Partnership with the First-Year Seminar Coordinator as the themes of the Franciscan Concern courses and the First-Year Seminar are interrelated.
- Participation of Core faculty and other stakeholders in the development and implementation of the assessment process and plans for the Core.
- Continued conversation with the Siena community and other stakeholders focused on the continuous improvement of the Core.

The Core Coordinator receives a one-course reduction each semester.

### **Term of Office**

A two-year commitment is required, with the eligibility to renew for a second term. The Coordinator may be removed by a 2/3 vote of the Board of Instruction, following a full review.

### **Reporting Responsibilities**

As Chair of a standing subcommittee of the Board of Instruction, the Core Coordinator reports through the Board of Instruction to the Vice President for Academic Affairs regarding academic policy and curricular matters. In administrative matters such as unit plans, job performance, yearly reports and budget, the Coordinator reports directly to the Vice President for Academic Affairs.

## **Director, Siena College Honors Program**

### **Position Description**

- The Honors Director will teach two courses per semester, typically in the Honors Program.
- The Honors Director is a half-time administrative position.
- The Director will be a full-time, tenured member of the faculty.
- The Director will be elected by the faculty for a three-year term, renewable once.
- The Honors Director may be removed by a 2/3 vote of the Board of Instruction, following a full review.
- The Honors Director reports directly to the Vice President for Academic Affairs, for administrative and budgetary functions

### **Duties**

- Conduct Budget preparation, implementation and supervision
- Conduct short-term and long-range planning for the Honors Program
- Annual assessments and annual plan submission
- Coordinate / prepare Honors Program documents regarding course listings, program description, admissions, etc.
- Maintain student database
- Chair the Honors Program Committee
- Submit grant requests, as required
- Provide staff supervision / coordination, as required
- Present Honors Committee reports and concerns to the Board of Instruction
- Recruit and mentor faculty participating in the program
- Arrange for priority registration for Honors students in Honors courses
- Coordinate Study Abroad options for Honors students with Director, International Study Program

### **Curriculum Development**

- Coordinate curriculum design for colloquia
- Organize, schedule and implement Honors colloquia
- Solicit new Honors courses
- Orient Honors faculty
- Coordinate Honors theses and independent projects
- Establish / monitor teaching / learning requirements for the program, including Assurance of Learning assessment and reporting
- Coordinate with Deans to evaluate transfer-credit Honor courses

## **Recruitment / Retention of Honors Program Students**

- Develop promotional materials (i.e., brochures, course descriptions, etc.)
- Design and distribute Letter of Invitation to all Presidential Scholar applicants
- Coordinate recruiting sessions and interviews at designated Admissions on and off campus events.
- Conduct review and recruitment of current Siena College students who may be qualified for invitation to the Honors Program
- Select students for the Honors Program, in collaboration with the Honors Committee
- Provide overall assistance / mentoring to Honors Program students regarding Honors Program requirements, in coordination with students' academic advisors
- Recognize the achievements of Honors Program participants and graduates

## **Reassigned Time/Grant Release Policy**

Tenured and tenure-track faculty members may apply for a reassignment of teaching load up to a maximum of six (6) credit hours per year. Such applications may be for a minimum of one semester or a maximum of six consecutive semesters before reapplication.

The purpose of the Siena College reassigned time program is to promote and support faculty scholarship and advances in pedagogy. Guidelines for application will be drawn up by the Deans and the Vice President for Academic Affairs. The guidelines will indicate that projects should normally include the goal of peer-reviewed publication or presentation as an outcome. The College guarantees that all applications for reassigned time which meet the stated guidelines will be funded. Such funding will be phased in over a ten-year period. During the 2006- 2007 academic year the College will guarantee funding for 60% of tenured and tenure-track faculty for the purpose of reassigned time. This level of funding will increase proportionately each year, until, in the 10<sup>th</sup> year (2015-2016 academic year), funding shall be guaranteed for 100% of tenured and tenure-track faculty.

All new tenure-track faculty will automatically be granted three (3) credits of reassigned time during each semester of their six-year (twelve-semester) probationary period. These faculty will be expected to meet the standards for the mandatory two and four-year reviews.

Faculty may include reassigned time in grant proposals. This may be in addition to the College reassigned time program described above. The grant proposal must be supplemented with a written statement from the department chair about the suggested replacement needs of the department.

Faculty must teach a minimum of 12 credit hours per academic year. Faculty may not take a reassigned time load reduction and be compensated for an instructional or non-instructional overload during the same semester. Exceptions to this rule are allowed for department heads and in other circumstances specifically approved in advance by the Vice President for Academic Affairs.

Exceptions to the 12-credit minimum may be made by the VPAA for department chairs, the Faculty Committee chair, and other significant administrative assignments.

## Cancellation of Sections

1. Deans normally look at course enrollments at the end of the registration (pre-registration) periods and they use their judgment and experience in deciding to cancel sections. (For fall scheduling purposes, the deans will examine course enrollments on August 15. For spring scheduling purposes, the deans will examine course enrollments on December 1.)
2. Deans discuss low-enrolled courses with department heads (and other deans, if the course is a service course). A large percentage of part-time students register within 3 days of the first class. An assessment of the likelihood of higher enrollments for FT faculty should be made. Every effort to reschedule FT faculty should be made as soon as possible. The dean and department head should consider the likelihood of additional enrollment. Normally, during the academic year, courses with enrollments below ten (10) will be cancelled.
3. If the course is being taught by adjunct or in overload (for a FT faculty member), the Dean informs the faculty of the tutorial-pay policy.
4. If the course is being taught in load (for a FT faculty member), the Dean usually discusses this with the VPAA.
5. If a FT faculty member's course is cancelled before the start of a semester (or even after the add date in a semester), the Dean discusses with the department head the availability of alternate sections. (This is rarely done because "bumping" an adjunct is often not possible). Because this is rarely possible, usually the Dean and VPAA decide upon a reassignment for the faculty.
6. Sections are not normally cancelled after the start of the semester for the following reasons:
  - It is too late to change a FT faculty's schedule (although, we try to find another section or a reassignment).
  - It is too late to move a FT faculty into teaching a section being taught by an adjunct - the adjunct has a contract (and has already done a significant amount of preparatory work).

## Team-Taught and Tutorial Courses

### Team-Taught Courses

A team-taught course is usually designated as such via Board of Instruction.

1. It should be noted that any team taught course is only offered at the recommendation of the department head and dean (subject to VPAA approval).
2. If the course was designated as team-taught (via BOI), then faculty teaching the course each receive full contact credit the first time the course is taught. Contact credit is split/shared if/when the course is taught in a subsequent semester. It is expected that both faculty members will be available during class time.
3. If the course was not designated as team taught (via BOI), then the department head and dean must agree to the arrangement AND the contact credit is split/shared by the faculty.

### Tutorials

1. Tutorials are requested in writing by the deans and must be approved by the VPAA. There is a form for this and it must be completed before the registrar lists the course in Banner (at that time the course is available in the load report).
2. Tutorials are paid by the following formula: (number of credit hours) (number of students) (the part-time per credit hour tuition rate), subject to a maximum payment equal to what the faculty would receive as adjunct compensation or overload for a fully-populated equivalent section. Tutorial compensation is paid with the regular semester overload payment on March 15, November 15 or June 15.
3. Tutorials are generally authorized under the following circumstances:
  - a) The student needs the course to meet a curricular requirement and the course will not be offered (or be available to the student) before graduation; *and*
  - b) A full-time faculty member is willing to teach the course in overload (not in load); *or*
  - c) The tutorial can be offered in the summer (at the per-credit adjunct pay rate).

**Note:** A tutorial will *not* be authorized for a student who could have taken the course when it was regularly offered but elected not to.

4. Sometimes adjustments in tutorial-pay are made based on enrollments after the add date; however, we do not usually make adjustments when students withdraw between the add date and the withdraw date (the last withdraw date is two weeks before the end of classes).

## **Fulbright Awards**

If a faculty member is awarded a grant pursuant to the Fulbright-Hays Act, P.L. 87-256 ("Fulbright"), the College will take into consideration the amount of the award in order to compensate the faculty member at a level equal to the salary s/he would have earned had s/he been teaching full-time during the term for which the Fulbright has been awarded.

The type of leave and the benefits available to a faculty member who has been awarded a Fulbright grant will be guided by the relevant provisions of the Faculty Handbook.

## Offsite Courses

### **Mt. McGregor Correctional Facility**

In keeping with our mission to serve the marginalized in society, Siena College currently has a program in place whereby Siena courses are offered to inmates at the Mt. McGregor Correctional Facility of the New York State Department of Corrections in Wilton, NY.

The courses offered are existing Siena courses, taught by Siena full-time faculty or adjuncts on a completely voluntary basis with no compensation. Prospective inmate participants must be recommended for the program by the facility's administration and must pass a qualifying examination unless they have prior college credit. The students are enrolled on a non-matriculated basis for credit, which they may then apply to a degree program in which they might matriculate upon their release.

Questions concerning this program should be addressed to the Vice President for Academic Affairs.

## Section 5

### Faculty Committees

## Board of Instruction

### Charge:

The role of this committee is to advise the Vice President for Academic Affairs (VPAA) on matters relating to the educational activities of the college. It is principally concerned with the formulation of policy but does not render administrative decisions. Policies on the following matters, among others, are within the scope of the Board: curriculum, academic standards, academic discipline, instruction, instructional organization, and degree requirements.

Meets Tuesdays 4:00 pm in Siena Hall 217 when called by the VPAA.

### Election and Representation:

- Two faculty members from each School, elected by the respective School faculties.
- One At-Large member, elected by the entire faculty, and intended to offer Library Faculty members the opportunity to participate.
- Three students appointed by the Student Senate.
- The three School Deans, the Associate VPAA- Student Retention, the Associate VPAA- Institutional Effectiveness (non-voting), the Library Director or his/her designate, the Vice President for Finance and Administration, and the Vice President for Academic Affairs (Chair)

For further information, see pages on *Blackboard*, under the course “Board of Instruction,” in which all full-time faculty are enrolled. Procedures, agendas, minutes and proposal details are posted on this page.

## **Committee on Faculty Status**

### **Charge:**

This Committee shall have final disposition of matters relating to it, subject to the approval of the President and the Board of Trustees. These matters include:

- Promotion
- Tenure
- Termination of employment either before the end of the specified term or during a period of tenure
- Suspension
- Sabbatical leave
- Leave of absence without pay
- Part-schedule teaching

### **Membership and Length of Terms:**

The Committee on Faculty Status shall be composed of six tenured faculty members (two from each School, these being elected by the Faculty at large), and the three School Deans. The term of office for each of the elected members shall be four years, with the terms staggered. Successive terms are not allowed. The Vice President for Academic Affairs shall serve as chairperson of the Committee. In case of a tie, the Vice President for Academic Affairs shall cast the deciding ballot.

Elected members of the Committee on Faculty Status may not request the consideration of the Committee during their term on the Committee. This applies to all matters over which the Committee has jurisdiction.

If a dean requests consideration of the Committee, that dean must recuse himself/herself from all deliberations involving that consideration.

[See the Faculty Handbook section I, Governance Committees, for procedural information; and the college website path Academics/Academic Committees/Faculty Status Committee for current year application deadlines.]

## **Faculty Grievance Committee**

### **Charge:**

The function of the Committee shall be to hear claims of grievance presented by a faculty member or by the General Faculty Committee pertaining to the following:

- An adverse recommendation by the Committee on Faculty Status or an adverse decision by the President, as provided in Section I. B.8.
- Dismissal of a faculty member on tenure (see II.F.4).
- Inadequate notice of dismissal (see II.F.3.).
- Claims of grievance forwarded by the General Faculty Committee.

### **Membership and Length of Term:**

The Faculty Grievance Committee shall consist of six tenured members of the Faculty. Two members shall be elected from each School. All shall be nominated and elected by the Faculty at large. The terms of office shall be three years. The terms are such that the members elected each year shall be from different Schools.

The senior member of the Committee, in terms of years of service to the College, shall act as Corresponding Secretary. Until the membership of the Committee is established the Committee shall be chaired by the Corresponding Secretary.

[See the Faculty Handbook section I, Governance Committees, for procedural information.]

## General Faculty Committee

### Charge:

The General Faculty Committee shall serve as an advocate in matters of general welfare and interest including salaries, as well as in matters of individual faculty concern. The Committee may be charged with specific responsibilities by the faculty and may receive suggestions from the President, the Vice President for Academic Affairs, or any individual member in accordance with the rules of procedure adopted by the Committee.

Committee recommendations will encompass all aspects of the pertinent topic and include financial implications.

### Membership and Length of Term:

- Members of the Committee are responsible for informing their constituency of activities of the Committee.
- The General Faculty Committee is composed of four members plus a Chairperson.
- One representative is chosen from each of the three Schools and from among the Librarians.
- Elections are held in April for terms that begin the following September 1.
- The term of office is two years.
- Successive terms in the same capacity are not allowed, and the terms are staggered to provide continuity on the Committee.
- The Chairperson shall receive a one-quarter reduction of the teaching load.

### Chair:

The Chairperson is chosen by the entire full-time faculty.

### Meetings and Agenda:

- The Chairperson may call Faculty Meetings at his/her option during the academic year.
- The Committee is also authorized to request the President or the Vice President for Academic Affairs to call a Faculty Meeting.
- The dates of meetings and the agenda must be announced to all members of the faculty one week prior to the meeting except in extraordinary circumstances.

**Minutes:** Minutes are kept by the Recording Secretary and published/posted.

**Responsible to:** the faculty

[See the Faculty Handbook section I for procedural information.]

## Section 6

# Faculty Grant Information

## Committee on Teaching and Faculty Development

### Mission Statement

The Committee on Teaching and Faculty Development (COTFD) reports to the General Faculty Committee and supports the efforts of Siena faculty to achieve excellence in teaching and scholarship. The Committee oversees funding opportunities that support faculty development, sponsors presentations and luncheons covering topics relevant to teaching or faculty scholarship, coordinates mentoring opportunities for faculty, and publicizes the activities of the Committee and outcomes of the funding opportunities through its webpage.

### Fellowships and Grants: General Information

*Application packets are due February 1st by 4:00 PM. No late submissions will be accepted.*

The Committee on Teaching offers three distinct faculty funding programs. One program provides support for faculty research through Summer Research Fellowships and Research Assistance Grants. The second program provides funding for pedagogical development through Summer Pedagogy Fellowships and Pedagogy Assistance Grants. The third program provides funding for international travel through an International Summer Faculty Fellowship. There are separate applications for each type of award, with the exception that one can apply for a Summer Research Fellowship and Grant with a single submission. A list of past awards shows the variety of work that has been funded in the past.

### Faculty Research

Faculty may apply for either a Fellowship or a Grant or both. If applying for both, you need only fill out one application. However, a Faculty Research Grant requires additional budget information.

Summer Faculty Research Fellowships provide salary support for faculty conducting research or creative work during the summer months. Compensation for fellowships is equivalent to the summer stipend for a 3-credit non-teaching overload. If more than one fellowship is requested for a group project, separate applications must be submitted from each faculty member involved. This requirement is to ascertain that support for each faculty member can be separately justified. Fellowships are reported as income and are taxable.

Summer Faculty Research Grants are small grants that are awarded directly to faculty for assistance with research projects. Some examples of research-associated expenses which qualify for funding include, but are not limited to: special equipment not currently available to the researcher; project supplies; travel expenses for the researcher to related facilities or sites; computerized data sets or programs, and technical or clerical assistance.

The amount of the Summer Faculty Research Grant will vary in accordance with the needs documented in the application. There is no arbitrary minimum or maximum; however, the average award is approximately \$500.00. Requests for travel outside of the continental U.S. may only receive only partial funding due to the limited budget available for Faculty Research Grants.

### **Pedagogical Development**

Faculty may apply for either a Fellowship or a Grant or both. If applying for both, you need to fill out separate applications because of the differences in criteria.

Summer Pedagogy Fellowships provide summer salary support for faculty to develop teaching strategies that bring innovation or new methodologies to the classroom. This may include but is not limited to: 1) the development of a new course or modification of an existing course that implements new teaching strategies or new methodologies (Note: Development of a new course without evidence of innovative pedagogy is not sufficient for receipt of this funding); 2) the participation in a time-consuming and/or cost-prohibitive experience related to teaching that would otherwise be impossible; 3) travel to access resources that will facilitate use of innovative pedagogical techniques, or 4) consultation that will enhance one's teaching.

Pedagogy Assistance Grants are small grants, normally under \$1000, that are awarded to faculty for assistance with acquisition of materials, resources, or development of skills to bring innovation or new methodologies to the teaching/learning situation in existing or new courses. There is no predetermined minimum or maximum amount for each individual grant. The funds awarded will vary according to the needs and the merits of the proposal. Some examples of expenses which may qualify for funding include, but are not limited to the following: (a) audiovisual and technological materials such as videotapes, CD-ROMs, DVDs, and instructional hardware/software; (b) technical/technological support for a new pedagogical technique or materials; (c) travel expenses and registration fees for conferences, workshops, or visits to other institutions with resource sharing for faculty or students in related courses; (d) class projects on campus or in the larger community; (e) development of specialized class materials; (f) speakers, residencies, and/or colloquia for class enrichment; (g) clerical assistance.

### **International Travel**

The International Summer Faculty Fellowship provides funding up to \$5,000 to support international travel for the purpose of faculty development for full-time faculty members with the goal of enhancing the international perspective of curricular offerings at Siena College and integrating this perspective into campus life via the classroom. In addition to bringing new cultural knowledge to the curriculum, travel is intended to facilitate a faculty member's ability to increase his/her understanding of a culture very different from one's own and to allow a faculty member to share experiences unique to this culture with the Siena community both inside and outside of the classroom.

While abroad, faculty member are encouraged to build a collegial network that may lead to international institutional linkages and/or future research opportunities. International travel in its own right is not sufficient nor is simply attending or presenting at a conference or roundtable abroad. Appropriate faculty development activities while abroad may include but are not limited to: 1) participation in an international faculty development seminar (i.e., CIEE - <http://www.ciee.org>); 2) a formalized opportunity for cultural immersion organized through a fieldwork program, agency, or institution; or 3) a formalized program designed to facilitate cultural awareness and knowledge.

Preference will be given to an applicant who will diversify his/her teaching horizons as a result of spending a significant amount of time in a formal learning opportunity that takes place in a less represented, international destination. An applicant must demonstrate how this experience will be incorporated into a newly developed or preexisting course

## Information Literacy Grants

Siena College's Information Literacy Faculty Development Grants provide faculty with opportunities to develop creative approaches to teaching, learning, and assessment related to Information Literacy Competencies. Since 2002 (as of Fall 2011), fifty grants have been awarded. Projects have included assignments, learning modules, course revision, and assessment tools. Specific instructions are announced each semester by Catherine Crohan, Librarian. For a list of all past awards, see (*insert current link*)

The following are just a selection:

*How Did We Get Here? Information Literacy in Understanding the Historical Roots of the World Today*

Wendy Pojmann, Associate Professor of History

*Adding a Research Component into an Upper Level Computer Science Course*

Darren Lim, Associate Professor of Computer Science

*Using Graphic Visualization to Enhance Information Literacy*

Elizabeth Blum, Visiting Professor in Creative Arts

*Creating Archival Knowledge & Literacy: Archiving 9/11*

Carla Sofka, Associate Professor of Social Work

Sudarat Musikawong, Assistant Professor of Sociology

*Strengthening Student's Ability to Integrate and Effectively Utilize Resources Pertaining to Mental and Physical Disabilities into Written Assignments for the Human Behavior Sequence*

Diane Strock-Lynsky, Professor of Social Work

*Globalization of Markets and Ensuing Strategies: Leveraging Information*

Raj Devasagayam, Professor of Marketing

*Information Literacy Skills Inventory and Assessment for Biology Majors*

James Angstadt, Professor of Biology

For any questions about the grants, please contact Librarian Catherine Crohan ([crohan@siena.edu](mailto:crohan@siena.edu)).

## Section 7

# Public Safety Policies

## Emergency Information

This page is designed to inform the Siena College community about emergency preparedness and response. Siena College's Emergency Response Plan (ERP) has been established to provide advance planning for emergencies that affect the overall operation of the College. Through rapid response and communication, the Emergency Response Team (ERT) will assist in protecting the health and safety of our students, faculty, staff and visitors.

**There is currently no emergency facing the Siena College campus**, but in the event of an emergency, this space will be used to provide timely information for students, parents, faculty, staff, and other members of the College community. It will be updated regularly as new information becomes available.

### **Campus Emergency Phone Numbers:**

Office of Public Safety: 518-783-2376

Emergency number: 911 (from campus phone)/ 518-783-2999 (off campus phone or cell phone)

### **Helpful Resources:**

[2011-2012 Academic Year Emergency Planning for Students and Families](#)

[Archived Notices to the Siena Community](#)

[Pandemic Influenza Response Plan \(.pdf\)](#)

Related Information and Pandemic resources on the Web:

[CDC H1N1 information for Colleges / Universities](#)

[World Health Organization \(WHO\)](#)

[Pandemic and Emergency Evacuation information for students and families at Siena](#)

[Pandemic Flu Information](#)

[US Department of Health and Human Services](#)

[Center for Disease Control \(CDC\)](#)

[New York State Department of Health](#)

[Albany County, NY Department of Health](#)

### **Emergency Procedures and Preparedness:**

[Emergency Notification Updates at Siena](#)

### **Activation of the Emergency Response Team**

Not all emergencies require the same degree of response and each incident is evaluated on a case by case basis. Major emergencies and Disasters will require notification of the Emergency Response Team (ERT).

**Major Emergency** - any incident, potential or actual, which affects an entire building or buildings and would disrupt the overall operation of the College.

**Disasters** - any event or occurrence, which has taken place and has seriously impaired or halted the operations of the College.

The Director of Public Safety will notify members of the Emergency Response Team (ERT) and the community will be provided with information and instructions as quickly as possible.

(2887.asp)

## Policy on Building use during Ventilation Outage: School of Science

### Roger Bacon Hall and Morrell Science Center

Siena College is committed to providing a safe and healthy campus. Air quality is critically important to health. Air quality can be compromised when building engineering systems are not functioning as designed. This is especially true when hazardous materials (chemical and/or biological) are present. For this reason, the School of Science has a special policy for times when building ventilation is not functioning as designed. A common cause of inadequate building ventilation is a power outage.

Laboratory ventilation is designed to keep airborne concentrations of hazardous materials at low levels, so that individuals will not experience health effects from exposure to the materials. This is achieved by continuously changing the laboratory air at a rate of at least 6 air changes per hour. If air changes are insufficient, then airborne concentrations of hazardous materials can increase and occupants may experience deleterious health effects. Individuals working in laboratories are trained to recognize negative health effects of exposure. Properly operating ventilation keeps public areas, where occupants are not trained, free of airborne laboratory materials. By maintaining positive pressure in public areas relative to laboratory spaces, air flows from common areas to laboratories and to the outside of the building. Laboratory air should not be re-circulated. If laboratory ventilation is not functioning as designed, then the laboratory air may enter other areas of the building. For this reason, this special operating policy includes not only laboratories, but also the entire building, including non-laboratory space. When Roger Bacon Hall has no power, it has no ventilation. Morrell Science Center has a generator that may provide some ventilation during a power outage, but the ventilation may not be adequate to provide for a safe working environment.

When a laboratory in Roger Bacon Hall or Morrell Science Center has no ventilation or reduced ventilation, then the individual in charge of the laboratory operations, the principal investigator or laboratory instructor, is to immediately suspend laboratory activity. The individual in charge of the laboratory evaluates conditions and takes steps, provided it is safe, to stabilize all reactions, to cap all containers of laboratory materials and then makes a decision whether or not it is safe to remain in the laboratory. The laboratory will be determined to be safe only if all sources of hazardous materials are contained in closed systems. If the laboratory is determined to be safe, then instruction may continue for one hour. No hazardous materials may be opened during the hour. If within one hour power is not restored, **the Dean's office with assistance from Office of Public Safety will make an announcement via the PA system that the building is to be evacuated** and classes will be canceled until power is restored.

If it is not possible to cap or otherwise contain all sources of hazardous materials, or if other conditions exist that make it unsafe to continue instruction, then the individual in charge, and any students present, are to immediately evacuate the laboratory. If an alternative non-laboratory space is available and if there is enough light to walk through hallways and stairwells safely to continue instruction, then instruction may continue in the alternative space. The individual in charge of the laboratory should notify Office of Public Safety at 518-783-2999 of the potential hazard present in the laboratory space and if conditions could impact additional building areas.

Faculty and staff may take more immediate and stringent actions to provide for the safety of all building occupants. Under some conditions, it may be appropriate to immediately evacuate the laboratory and notifying the Office of Public Safety at 518-783-2999.

After power and ventilation are restored, the Siena College Facilities Department will evaluate and provide permission to enter the building.

*For purposes of this policy, hazardous chemical is any chemical with an NFPA or HMIS rating of 2 or higher or any chemical that has not been rated by NFPA or HMIS.*

This policy is effective beginning **April 27, 2011.**