NYIT FACULTY HANDBOOK

Contents

A MESSAGE TO THE MEMBERS OF NYIT FACULTY .................................................. 6
NYIT STRUCTURE .................................................................................................................. 7
  Profile ................................................................................................................................. 7
  Mission ............................................................................................................................... 7
  Academic Senate .................................................................................................................. 7
  Organizational Chart .......................................................................................................... 8
  Accreditations .................................................................................................................... 9
  Student Government ........................................................................................................... 9
  Unions ................................................................................................................................... 10
FACULTY EMPLOYMENT .................................................................................................... 10
  Absence and Attendance .................................................................................................... 10
  Appointment, Reappointment, Promotion, and Tenure ....................................................... 11
  Benefits ............................................................................................................................. 11
  Credit Union ..................................................................................................................... 11
  Education Privileges/Tuition Remission ............................................................................. 11
  Employment Records .................................................................................................... 11
  External Employment ........................................................................................................ 12
  Family and Medical Leave Act ....................................................................................... 12
  Holidays ............................................................................................................................. 12
  Identification Cards .......................................................................................................... 12
  Jury Duty .......................................................................................................................... 12
  Paychecks .......................................................................................................................... 12
  Resigning from NYIT ......................................................................................................... 13
  Retirement .......................................................................................................................... 13
  Return to Faculty Positions .............................................................................................. 13
  Sabbaticals ........................................................................................................................ 13
  Salary Increases ............................................................................................................... 13
  Teaching Load, Overload, and Banking ............................................................................. 14
Vacation Days ............................................................................................................... 14

FACULTY RESPONSIBILITIES ............................................................................. 14
Academic Calendar ................................................................................................. 14
Advisement/Registration ......................................................................................... 14
Attendance Records – Students ............................................................................ 14
Book and Supply Orders .......................................................................................... 15
Class Rosters ............................................................................................................ 15
Class Schedules ........................................................................................................ 16
Classroom Assignments/Room Changes ............................................................... 16
Commencement, Convocation, and Other Special Ceremonies ........................... 17
Course Syllabi .......................................................................................................... 17
Curriculum Additions or Changes ......................................................................... 18
Early-Semester Evaluation Program ..................................................................... 18
Examinations – Final ............................................................................................... 18
Grade Posting ......................................................................................................... 18
Grade Submission – Final ....................................................................................... 19
Office Hours ............................................................................................................ 19
Proctoring of Exams ............................................................................................... 20
Records Retention – Students and Personnel ....................................................... 20
Teaching at Other Institutions .............................................................................. 20
Teaching Evaluations ............................................................................................. 20
Tutorials ................................................................................................................... 21

ACADEMIC RESOURCES .................................................................................... 21
Academic Computing ............................................................................................... 21
Accessibility Services ............................................................................................... 22
Center for Teaching and Learning ......................................................................... 22
Dean’s List Recognition and Presidential Honor List ............................................. 22
EduPlus Program ................................................................................................... 22
English Language Instruction .................................................................................. 22
First-Year Experience .............................................................................................. 23
Learning Center ...................................................................................................... 23
Libraries .................................................................................................................. 23
Mathematics Resource Center ............................................................................... 24
NYIT Faculty Research Grants/Grant Assistance .................................................. 24
A MESSAGE TO THE MEMBERS OF NYIT FACULTY

June 2015

Dear Colleague,

It is my pleasure to present you with the updated NYIT Faculty Handbook. This handbook has been prepared to provide information about all aspects of NYIT policies and procedures and, as a result, to assist you in carrying out your professional responsibilities in teaching, research, and service. In relevant sections, links and Web addresses are provided for other NYIT documents, including the Collective Bargaining Agreement, the Academic Senate Constitution, and the NYIT Employee Handbook.

With your contributions and service, NYIT completed another successful academic year. My best wishes for a productive and enjoyable 2015 summer, I look forward to welcoming you back to a new academic year in August.

Respectfully,

Rahmat Shoureshi
Provost and Vice President for Academic Affairs
NYIT STRUCTURE

Profile

New York Institute of Technology (NYIT)—a private, independent comprehensive university offering undergraduate and graduate degrees, chartered by the Board of Regents of New York State—educates approximately 12,000 students through two colleges and five academic schools: the College of Arts and Sciences; the College of Osteopathic Medicine; the School of Architecture and Design; the School of Education; the School of Engineering and Computing Sciences; the School of Health Professions; and the School of Management. NYIT has three New York campuses: two on Long Island and one in Manhattan, as well as global campuses in China, the Middle East, and Canada. Nearly 100,000 alumni have earned degrees from NYIT.

Mission

New York Institute of Technology aspires to excel in the traditional spheres of higher education activity: teaching, research, and service. What makes NYIT distinctive is its educational philosophy based on the principles outlined in its mission:

- To provide career-oriented, professional education
- To offer access to opportunity to all qualified students
- To support applications-oriented research that benefits the larger world

The mission of NYIT, as it relates to teaching, reflects the full scope of NYIT’s commitment to career-oriented, professional education, expanded opportunity, and alternate instructional approaches. Teaching at NYIT serves the needs and aspirations of all qualified students. In the professions, teaching inculcates the norms, the expectations, and the highest ethics. In all subjects, teaching encourages the humane application of knowledge to the highest purposes.

Research at NYIT is an integral part of the total mission. Faculty research enriches teaching and learning while making a recognized professional contribution. Research could be in the form of discovery and creation of new knowledge, and/or pedagogical scholarship.

Public service at NYIT is at the heart of what it means to be an independent institution. As part of its contribution to the profession, regional and global communities, NYIT combines teaching, research, and expert training for public and private sector organizations.

Academic Senate

The role of the Academic Senate is to provide counsel to the president in implementing the following: innovation in curriculum, academic progress and retention of students;
academic standards for admission and graduation; budget, finances, and resource allocations; institutional development; organizational communication; professional rights and standards; and other related areas that affect the institution.

There are currently 39 elected faculty senators apportioned from among the academic schools)—other than NYITCOM—by formula, three at-large faculty senators (one representing each campus), and 19 voting administrative senators. Additional senators include representatives from the library, counseling staff, NYITCOM, Student Government Associations, and AAUP. Senate officers are elected to two-year terms. Copies of the Academic Senate constitution are available in the Office of the President of the Academic Senate or from the Office of the NYIT President, as well as by logging onto the NYIT Portal and clicking on “Academic Senate.”

Organizational Chart

Board of Trustees

PRESIDENT

EDWARD GUILIANO, Ph.D.

<table>
<thead>
<tr>
<th>OFFICE OF THE PRESIDENT</th>
<th>OFFICE OF ACADEMIC AFFAIRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAHMAT SHOURESHI, Ph.D.</td>
<td>RAHMAT SHOURESHI, Ph.D.</td>
</tr>
<tr>
<td>Provost and Vice President for Academic Affairs</td>
<td>Provost and Vice President for Academic Affairs</td>
</tr>
<tr>
<td>LEONARD AUBREY, M.B.A.</td>
<td>JUDITH DiMAIO, R.A., M.Arch</td>
</tr>
<tr>
<td>Vice President for Financial Affairs, Chief Financial Officer and Treasurer</td>
<td>Dean, School of Architecture and Design</td>
</tr>
<tr>
<td>BARBARA ROSS-LEE, D.O., F.A.C.O.F.P.</td>
<td>ROGER YU, Ph.D.</td>
</tr>
<tr>
<td>Vice President, Health Sciences and Medical Affairs</td>
<td>Dean, College of Arts and Sciences</td>
</tr>
<tr>
<td>JERRY BALENTINE, D.O.</td>
<td>NADA ASSAF-ANID, Ph.D.</td>
</tr>
<tr>
<td>Vice President, Medical Affairs and Global Health</td>
<td>Dean, School of Engineering and Computing</td>
</tr>
<tr>
<td>HARRIET C. ARNONE, Ph.D.</td>
<td>PATRICIA M. CHUTE, Ed.D.</td>
</tr>
<tr>
<td>Vice President, Planning and Assessment</td>
<td>Dean, School of Health Professions, and Interim Dean, School of Education</td>
</tr>
<tr>
<td>NIYAZI BODUR, Ph.D.</td>
<td>JESS BORONICO, Ph.D.</td>
</tr>
<tr>
<td>Vice President, Information Technology and Infrastructure</td>
<td>Dean, School of Management</td>
</tr>
</tbody>
</table>
PATRICK LOVE, Ph.D.
Vice President, Student Affairs

PATRICIA BURLAUD, Ph.D.
Dean, Operations, Assessment and
Accreditations, Global Programs

JOHN ELIZANDRO
Vice President, Development

FRANCINE GLAZER, Ph.D.
Assistant Provost
Director, Center for Teaching and Learning

RONALD MAGGIORE, Ph.D
Vice President, Enrollment

ALLISON ANDORS, Ph.D.
Assistant Provost, Research Director,
Sponsored Programs and Research

NANCY DONNER
Vice President, Communications +
Marketing

ERNST VANBERGEIJK, PH.D.
Associate Dean & Executive Director,
Vocational Independence Program (VIP)

PETER KINNEY
Chief of Staff

KRISTEN SMITH, M.A.
Registrar

CATHARINE FLICKINGER, J.D.
General Counsel

STAN SILVERMAN
Director, Technology Based Learning
Systems (TBLS)

VICTORIA PFEIFFER
Special Assistant, Financial Planning and
Analysis

SHERI KELLEHER
Manager, Academic Affairs

RACHEL BERTHOUUMIEUX
Director, Internal Audit

Accreditations

NYIT is regionally accredited by the Commission on Higher Education of the Middle
States Association of Colleges and Schools (MSA/CHE). Individual academic programs
have earned specialized accreditation from the National Architectural Accrediting Board
(NAAB); The Association to Advance Collegiate Schools of Business (AACSB
International); the Accreditation Board for Engineering and Technology (ABET); the
National Council for Accreditation of Teacher Education (NCATE); the Accreditation
Council for Occupational Therapy Education of the American Occupational Therapy
Association (AOTA); the Foundation for Interior Design Education Research (FIDER); the
American Osteopathic Association (AOA); Commission on Accreditation in Physical
Therapy Education (CAPTE); and the Accreditation Review Commission on Education for
the Physician Assistant, Inc. (ARCPA). In addition, NYIT is recognized as a distance
education provider by the New York State Education Department.

Student Government

A separate Student Government Association (SGA), with two chapters in Old Westbury
and in Manhattan, exists as the official voice of the student body. Contact the Office of Campus Life and see the Student Handbook for more information.

Unions

Full-time and regular part-time NYIT faculty are represented for the purpose of collective bargaining by the American Association of University Professors (AAUP). Regular part-time faculty are defined as those part-time faculty who have taught a minimum of 12 equivalent lecture hours at NYIT per academic year for at least three consecutive years. NYITCOM faculty and faculty and staff for the Vocational Independence Program are not members of the bargaining unit. Terms and conditions of employment for AAUP members at NYIT are stipulated in the Collective Bargaining Agreement (CBA), the union contract. Membership is required. Union dues and other charges are collected via payroll deduction. Copies of the current contract are available in the Office of Academic Affairs or online at: http://www.aaupatnyit.org.

FACULTY EMPLOYMENT

Absence and Attendance

Except for religious reasons or illness, faculty members may not shorten, lengthen, cancel, add, or reschedule classes. A faculty member who finds it unavoidable to be absent for any reason must make alternative arrangements for the class and must notify the department office as soon as possible. It is also essential that the faculty member’s classes be informed of any changes in the class arrangements. In the event that the department office cannot be reached, faculty members should notify the dean of their respective school.

In case of emergency, if an office or faculty member is unable to reach any of the above, they should call the Office of Human Resources at 516.686.7667 during normal business hours. After hours, or if no one can be reached:

- **Old Westbury** – Call the Registrar at 516.686.7586 until 7 p.m., and Security at 516.686.7789 after 7 p.m., who will immediately notify the department and/or post a notice for the class
- **Manhattan** – Call the Registrar at 212.261.1600
- **Central Islip** – Call Campus Security at 631.348.3333

A full-time faculty member has a primary and uncompromisable obligation to NYIT. Outside professional activities, whether gainful or not, cannot be allowed to interfere with the faculty member’s teaching, scholarly research, and other duties in their department at NYIT.
Appointment, Reappointment, Promotion, and Tenure

Significant information about appointment, reappointment, promotion, and tenure is contained in the NYIT-AAUP Collective Bargaining Agreement, which faculty should review carefully. Only the President or his designee has the authority to send someone a letter stating that they have been appointed, reappointed, promoted, or given tenure.

Benefits

A full explanation of all medical, dental, life insurance, retirement and other benefits for full-time faculty is contained in the Collective Bargaining Agreement between NYIT and the AAUP, supplemented by the Employee Handbook and plan descriptions and forms found on MyNYIT. Human Resources staff are available to assist faculty in determining the specific availability of benefits and in obtaining and completing the necessary forms. AAUP representatives should also be consulted regarding the extent and availability of benefits provided by the Collective Bargaining Agreement.

Credit Union

The Nassau Educators Federal Credit Union (NEFCU) is available to all full-time employees. Services include savings accounts and loans through payroll deductions. The Credit Union is located in Westbury, but there is a branch on the C.W. Post campus of Long Island University. For further information or forms, call 516.561.0030 or contact NYIT Human Resources.

Education Privileges/Tuition Remission

See sections on Tuition Remission in the Collective Bargaining Agreement between NYIT and AAUP and in the Employee Handbook.

Employment Records

The Office of Academic Affairs, the deans, and the department chairs may maintain a file on faculty members, however, the official employment records for all NYIT employees are maintained by the Office of Human Resources. Records concerning wages are kept by the Payroll department.

The Office of Human Resources will not disclose information from an employment file unless it receives an authorization signed by the faculty member in question or when it receives legal process, such as a subpoena. When properly authorized, the Office of Human Resources provides information such as employment verification and salary for mortgage lenders.
External Employment

Faculty members are permitted to engage in outside activities as consultant, writer, or participant in nonacademic situations but only to the extent that the outside activities do not impair or conflict with faculty duties. Outside employment should be of such nature as to improve the faculty member's professional competence or enhance the status of NYIT. Any permanent consulting or other nonacademic job assignment for full-time faculty requires the annual authorization of the provost of NYIT.

Family and Medical Leave Act

See sections on Family and Medical Leave Act in the Collective Bargaining Agreement between NYIT and AAUP and in the Employee Handbook.

Holidays

Holiday schedules are available on MyNYIT. NYIT is closed for approximately 15 holidays each year.

Identification Cards

Each employee is required to obtain an identification card with a photograph. Cards are to be carried at all times while on NYIT premises and are to be displayed upon request. This card may also be required to enter certain buildings on campus.

ID card application forms may be obtained from the Office of Human Resources. Upon presentation of the completed form to any Security office your photograph will be taken and a card issued.

The identification card is necessary for use of the NYIT libraries, for purchasing tickets to gain entrance to NYIT events, and similar purposes. A discount is also available in the NYIT bookstores upon presentation.

Jury Duty

Please see sections entitled Jury Duty in the Collective Bargaining Agreement between NYIT and AAUP and in the Employee Handbook.

Paychecks

Base salary paychecks are issued to full-time faculty 12 months per year, on the third and the eighteenth of each month. Paychecks for adjunct faculty, for stipends, and for overload are also issued on the third and eighteenth of the month. If a scheduled pay date falls on a holiday or weekend, checks will be issued on the previous day or Friday.
You have the option of receiving your pay via a regular paycheck or by having your pay deposited directly to your bank account. If you choose direct deposit, please fill out a Direct Deposit Enrollment and Authorization Agreement, available on the Human Resources website or in the Office of Human Resources. Your payslip may be accessed online by logging onto NYIT Self Service Portal and clicking on Payslip.

Employees who have a checking account with Nassau Educators Federal Credit Union (NEFCU) may use the check cashing service available at C.W. Post. For additional information, please call them directly at 516.561.0030.

**Resigning from NYIT**

See the section entitled “Faculty Resignations” in the NYIT-AAUP Collective Bargaining Agreement.

**Retirement**

See the section entitled “Retiree Health Care Benefit” in the NYIT-AAUP Collective Bargaining Agreement.

**Return to Faculty Positions**

If a tenured faculty member who has served at least two years as Dean has their position as Dean terminated, they will revert to their prior status as a faculty member within their respective school and will receive the faculty salary, if any, earned by them at NYIT prior to becoming Dean, including any faculty salary increases implemented after the faculty member became Dean. If the President or a Vice President reverts to a faculty position after having served at least two years as President or Vice President, respectively, they will receive a salary equal to the highest current salary step within the applicable school of the faculty rank they held prior to being appointed President or Vice President, unless other agreements have been made with the President or Vice President.

**Sabbaticals**

Sabbatical leave may be granted to full-time faculty for purposes of study, research, creative work in literature or the arts, and for professional enrichment. See the Academic Affairs website for additional information under the heading “Faculty Development”: http://www.nyit.edu/faculty_resources/forms/.

**Salary Increases**

Detailed information about salary increases is given in the NYIT-AAUP Collective Bargaining Agreement.
Teaching Load, Overload, and Banking

Current information about these topics can be found in the NYIT-AAUP Collective Bargaining Agreement.

Vacation Days

Full-time faculty are not entitled to any vacation days except those days on which they are not required to be available for academic assignments, in accordance with the NYIT-AAUP Collective Bargaining Agreement (also see “Absence and Attendance” and “Holidays”).

FACULTY RESPONSIBILITIES

Academic Calendar

The academic calendar is published in the NYIT catalogs, on the NYIT website, in the NYIT Schedule of Courses, and copies are available in department offices. Faculty should refer to the calendar when preparing course outlines, planning assignments, and scheduling examinations. Faculty may not disregard the NYIT calendar.

Advisement/Registration

Student academic advising at NYIT is conducted by the faculty and is critical to student success at NYIT. This includes providing advisement at registration as well as advising individual students on an ongoing basis.

Advisement tools are available online. See the website for more information: Advising and Enrichment Center.

Faculty may also consult with their departments and deans, in addition to the Central Advising Office, in order to determine the most efficient way to gain information about their advisees.

Attendance Records – Students

Faculty are required to record daily class attendance and exam grades in the NYIT issued roll book or the spreadsheet equivalent. Additionally, faculty must provide the last date of attendance for students on both the final attendance roster (issued by the registrar’s office after the second week of classes) and on the online final grade roster for students receiving F, WF or I grades. Students are expected to attend all classes,
although a reasonable number of absences should be tolerated. While instructors are not
required to make attendance a variable in determining final grades, faculty have the
freedom to set the number of allowable absences at a specific percentage of class
sessions, and may deduct from a student's grade if absences exceed this amount.

A mechanism for defining and accepting valid excuses should also be devised. It is
necessary for this policy to be clearly described in the course outline, and reinforced
orally to the class. Individual students should be warned when their absences are
approaching the allowable limit. Attendance policies must be applied consistently to all
students in the class. Students' attendance can significantly affect their financial aid and
tuition obligations, and thereby their own and NYIT's financial resources. A copy of the
class attendance record (roll book) should be submitted to the departmental office at the
end of the term along with a copy of the online final grade roster.

**Book and Supply Orders**

Books and other supplies are generally selected for each course by the full-time faculty
teaching the course in conjunction with the department's curriculum committee and chair.

It is sometimes appropriate and necessary for faculty members to prepare customized
packets of information or software for use by students in their classes. In such cases, the
material should be placed in the bookstores for students to purchase. Such materials
cannot be sold to students directly by the faculty, and faculty cannot receive or collect
cash or any other form of payment from students.

Department support staff may order instructors' copies of textbooks as well as
supplementary instructional materials from publishers. Many publishers send
complimentary copies of their textbooks to departments, even when these textbooks have
not been ordered for courses. Faculty members may keep instructors' copies or return
them to the department or to one of NYIT's libraries.

Faculty are reminded that many NYIT students are on limited budgets. Every effort
should be made to keep the cost of required materials within reason. Furthermore, it is
helpful to have both required and recommended books on reserve in the library.

A discount is available to faculty in the NYIT bookstores upon presentation of their
ID card.

**Class Rosters**

Class rosters allow NYIT to verify which students are attending which classes, to make
ready the administrative tools for recording grades and credit, and to reconcile financial
records. Completing class rosters carefully and returning them promptly helps avoid
confusion, loss of federal and state aid to NYIT and/or eligibility for tuition aid or refunds
to the students, and reduces the need for corrective paperwork after the fact.

Preliminary class rosters are accessible to each faculty member via NYIT Connect and
are updated on a real-time basis.
Final class rosters are also available to each faculty member via NYIT Connect and must be used to report attendance after the second week of the semester. Faculty should log on to NYIT Connect after the second week of the semester and complete the online final attendance as follows:

- Select “Never Attended” from the drop-down menu and assign this value to each student who has never attended class. These students will be removed from the list of students registered for the class. Assigning the “never attended” value has a significant effect on financial aid payments for both students and NYIT, so it must be used accurately.

- Select “Attended” from the drop-down menu and assign this value to each student who has attended at least one class session.

Students who have been attending class but whose names do not appear on the grade sheet should be directed to the registrar’s office. Instructors may not allow unregistered students to attend classes. Instructors may not add the names of students to final attendance rosters.

The instructor should make a copy of the online attendance roster, sign and date the final attendance roster, and return it to the departmental office by the indicated date. The department then submits the roster to the Registrar.

Class Schedules

Class schedules and teaching assignments are made by department chairs with approval from the school’s dean and the vice president for academic affairs.

Once finalized, schedules cannot be altered without the approval of the vice president for academic affairs. Final examinations can be given only on the scheduled day during the final exam period. This policy is necessitated by the state’s regulations regarding the minimum number of classroom contact hours between faculty and students, which includes the final examination periods.

Class schedules are developed for the purpose of serving student needs. Although chairs, directors, and deans make reasonable efforts to accommodate the scheduling requests of faculty members, service to students and the efficient use of available faculty resources and space are the predominant considerations.

Classroom Assignments/Room Changes

All courses are scheduled to meet on specific days in assigned classrooms at assigned hours. Faculty are expected to conform to class schedules unless changes are approved in advance by the department chair and the registrar. Class schedules have to follow the “Schedule Grid” provided by the Registrar. No class should be offered outside of the Grid, unless approved by the school/college Dean. The same expectation applies to the examination period at the end of the semester or cycle. (See also “Absence and
Commencement, Convocation, and Other Special Ceremonies

All full-time faculty members are expected to participate in institutional activities such as commencements, convocations, provost-faculty events, special ceremonies, etc. unless specifically excused by the vice president for academic affairs. All part-time faculty members are welcome and are encouraged to participate.

Course Syllabi

Each course must have a syllabus that conforms to the course content approved by the department and the Academic Senate Curriculum Committee. All syllabi should be filed with the department office. Faculty are expected to use these syllabi for teaching courses.

Syllabi are to be distributed to students no later than the first class session. Copies, updated each semester, should be given to the departmental office for filing.

Each syllabus must include the following information:

- Name and number of the course
- Instructor’s name, office location and telephone number, office hours, and e-mail address
- Required text books and other required materials
- Catalog description of the course
- Schedule of topics to be covered during the course
- Student learning outcomes and methods of assessment
- Descriptions of assignments
- Grading criteria
- Policies for missed exams and missed or late assignments
- Attendance and academic integrity policies
- Information about accessibility services

In addition, the course outline must clearly state what kinds of collaborative efforts are or are not acceptable in the course as well as the instructor’s expectations regarding academic integrity and the consequences for academic dishonesty. The Syllabus Template may be found online at http://nyit.edu/academic_affairs/curriculum_committee/.

The syllabus represents an agreement between the instructor and the student specifying what each is expected to accomplish during the semester. Any modifications made to the syllabus during the semester should be distributed in writing to the students and added, in writing, to the file in the departmental office. The information provided on the syllabus must form the basis for the calculation of student grades. Discrepancies between information on the syllabus and the actual method used to calculate grades are often the cause for student grade appeals.

Faculty members are highly encouraged to post course information (course descriptions and outlines, etc.) in Blackboard.
Curriculum Additions or Changes

Curriculum changes generally originate with one or more faculty members, who discuss their ideas with the chair and curriculum committee of their department. Should there be agreement that the addition or change is advantageous, a proposal is made from the department curriculum committee to the school/college curriculum committee, and then to the academic senate curriculum committee (chaired by the vice president for academic affairs), the academic senate, and the president. Proposals for curriculum changes should address the change in terms of quality, centrality, marketability, and financial viability. They should include a “Request for Curriculum Addition or Change” form from the Office of Academic Affairs.

If the president approves the change, it is forwarded to the registrar who assigns (a) new course number(s), if appropriate. The New York State Education Department (NY-SED) must also approve new degree and certificate programs and substantial curricular changes.

The liaison with the NY-SED is the Office of Academic Affairs.

Early-Semester Evaluation Program

This is an early-warning effort, monitoring the performance of first-year students so that assistance can be provided before problems become severe. Faculty are asked to give early-semester online evaluations for all first-semester students in their classes. When students appear to be in academic jeopardy, selected faculty advisors and/or professional members of the Office of Student Development meet with them to advise them about available learning resources such as tutoring, professional counseling, and faculty advisement. (Also see “First-Year Experience.”)

Examinations – Final

Final examinations are given in courses at NYIT as a matter of both pedagogical procedure and in fulfillment of New York State requirements for the minimum number of contact hours between an instructor and the students in a course. All final examinations must be held during the final examination period and at the scheduled time and place. In those rare instances when a change must be made or when a final examination is not an appropriate end-of-term pedagogical means, variations must be approved in advance by the department chair and notice must be forwarded to the appropriate dean and the Office of Academic Affairs.

Grade Posting

Instructors should not post student grades publicly. Students who want to know their grades immediately may give the instructor their e-mail addresses, or may submit postcards or envelopes to the instructor. Students have the ability to check their grades online as soon as the instructor has submitted the grades online. Grades should never be given out over the phone. One can never be sure who is calling and therefore, in giving
out information over the phone, you risk violating a student’s rights concerning the privacy of his or her grades.

**Grade Submission – Final**

Faculty are required to submit their final grades online via NYIT Connect no later than five days after administering the final exam or, if an exam is not required, then five days from the last scheduled class meeting. Once grades are submitted they are officially recorded in students’ records and can be changed only by submitting a change-of-grade form to the registrar’s office (also see “Grades and Credits” in the [NYIT Catalogs](#)).

Only grades listed in the current [NYIT Catalogs](#) may be assigned. The last date of attendance is required when assigning grades of incomplete (I), failure (F) and withdrawal failure (WF). The withdrawal notation (W) cannot be submitted via the NYIT Connect grading system.

Faculty are also required to submit completed roll books (or spreadsheet equivalents) and a copy of the confirmation page which follows successful submission of final grades to their departments. The attendance roll book must contain the examination and assignment grades for each student so that the manner in which the final grade was computed can readily be determined. Final grades must be computed in compliance with the formula presented in the course outline.

Any delay in submitting final grades can represent a hardship for students who may need their grades for employment purposes, tuition reimbursement from employers, scholarships, and entrance to graduate or professional programs, or for changes in their course registrations.

**Office Hours**

Each faculty member is required to schedule office hours in addition to their classroom hours. These hours must be posted on the faculty member’s office door, filed with the department office, and listed on course outlines. Full-time faculty must schedule a minimum of two hours per week, and all faculty must schedule one office hour per week per 3 ELHs (equivalent lecture hours) taught, with a maximum of four office hours per week. Part-time faculty should check with department chairs for available office space. These hours are not to be scheduled during free hour, and **no more than two of the hours are to be scheduled consecutively or on the same day.** All hours must be scheduled within the normal working hours of the institution, i.e. 8 a.m. – 11 p.m. on Monday-Friday, and 8 a.m. – 6 p.m. on Saturday, **during hours that are convenient for students.** Office hours should be posted in consultation with chairs. Faculty are required to expend such additional hours for registration, committee, and curriculum development activities as are deemed necessary. (See also “Absence and Attendance – Faculty.”)

Office hours provide students with opportunities to meet with faculty for tutoring, counseling, course-related discussions, friendly conversations, and advisement. These activities need not be limited to office hours, but may also usefully occur before or after class, online, over the phone, or even on the way to the parking lot or cafeteria. NYIT
encourages faculty to interact with students as frequently as possible.

**Proctoring of Exams**

Proctoring examinations is the responsibility of the instructor assigned to the course section. Non-faculty may not be the sole proctors during an exam but must be accompanied by a faculty member. Distance Learning rooms require faculty proctors at each location. It is the responsibility of the department chairs, working with the dean, to facilitate the appropriate arrangements.

**Records Retention – Students and Personnel**

- Grade books, attendance records and official grade sheets are kept on file in department offices for seven years.
- Course outlines and copies of final examinations (questions/topics) for all courses and all sections are kept on file in department offices for five years.
- Copies of completed final exams (i.e. student blue books or appropriate documents) should be kept by full-time faculty members and by departments for all adjunct faculty members for two years.
- Personnel files for adjunct faculty should be kept in the department office and the appropriate dean’s office for three years following the faculty member’s last year on the NYIT faculty. Thereafter, the records may be discarded.
- Personnel files for full-time faculty should be kept in the department office and the dean’s office for three years following the faculty member’s last year on the NYIT faculty. Thereafter, the records should be sent to the NYIT Human Resources office for archiving with related records on file.
- The Office of Academic Affairs also maintains faculty personnel files.

**Teaching at Other Institutions**

Full-time faculty cannot teach at any other educational institution during the Fall or Spring semester without the explicit prior permission of the Dean and Vice President for Academic Affairs or his or her designee. Permission may be withheld only where a faculty member is teaching full-time at another institution or where the faculty member is part-time at another institution which has as its purpose or organizational structure elements that are inconsistent with the interests of NYIT.

**Teaching Evaluations**

At least one peer observation must be conducted each year for all non-tenured full-time faculty and faculty being considered for promotion or tenure. These faculty members also have the right to request and receive additional observations. In addition, students complete evaluations of all courses taught by a faculty member. Faculty receive the results of these evaluations, as well as any written comments by students. Deans and the academic vice president receive results from Part A of these course evaluations, while
department chairs receive results from both Part A and Part B. Faculty are also encouraged to compile teaching portfolios for the purposes of evaluating and developing their teaching. The Academic Affairs website, http://www.nyit.edu/faculty_resources/forms/, and the NYIT-AAUP Collective Bargaining Agreement provide additional information concerning policies related to peer observations, student evaluations of courses, and teaching portfolios.

Tutorials

On occasion, course requirements are met through tutorials rather than through scheduled classes.

Tutorials must be approved in advance by the dean. To protect academic integrity and address course densities in other classes, reasons for requesting a tutorial should be clearly stated, demonstrate real need, and should include appropriate documentation. Any request tied to a graduation date, for example, should be accompanied by the student's transcript.

According to the NYIT-AAUP Collective Bargaining Agreement, tutorials are required to meet “on a regular basis” (not necessarily as often as a regular class, but following a reasonable, fixed schedule). A statement of how and when the tutorial was conducted must be submitted in writing at the close of the course for department records. This statement must also be attached to the request for payment for the tutorial. See the Collective Bargaining Agreement for information regarding compensation for tutorials.

ACADEMIC RESOURCES

Academic Computing

Academic Computing is a part of the Information Technology and Infrastructure’s User Support Services office. Academic Computing equips, manages, and maintains technology resources such as computer labs, technology enhanced classrooms, student accessible library computers, video-conferencing facilities, audio-visual equipment, and software applications used in the academic areas (basically, all computers that relate to students). Academic Computing can also assist faculty and/or departments with training. Other areas besides Academic Computing hold training classes: NYIT Human Resources, outside vendors, librarians, faculty, and the Center for Teaching and Learning. The division of Academic Computing reports to the Director of User Support Services and to the Vice President for Information Technology and Infrastructure.

Any concerns or needs regarding classroom or laboratory technology/audiovisual resources should be communicated to Academic Computing via e-mail at alc@nyit.edu or by accessing the Academic Computing website: http://www.nyit.edu/service_central//academic_computing/.
Accessibility Services

In addition to monitoring compliance with the Americans with Disabilities Act (ADA), the Office of Accessibility Services actively supports students with disabilities in the pursuit of their academic and career goals. The Office of Disability Services assists with referrals and support services, and sponsors activities to increase opportunities for employment, academic success, disability awareness, and knowledge of disability related issues.

Center for Teaching and Learning

The Center for Teaching and Learning (CTL) supports faculty members in their work as teacher-scholars by cultivating reflective practice and promoting the scholarship of teaching and learning. CTL assists faculty members in providing students with a career-oriented, forward-looking education that prepares them to succeed in a global economy and an increasingly technological world. As part of NYIT’s identity as a global institution, CTL pays particular attention to how social, linguistic, and cultural diversity affects and enriches the student experience. As part of NYIT’s identity as a partially virtual institution, CTL serves as a resource for best practices in skillful, appropriate, and effective uses of technology in education.

CTL also strives to build a fully-engaged community—a community of scholars, a community of learners, a community of professionals—working together to give students the best education possible. Additionally, CTL builds partnerships across campus, recognizing that goals can be achieved together that cannot be reached individually.

CTL offers a variety of programs: workshops, continuing series, and individual, confidential, consultations. For more information see http://www.nyit.edu/ctl

Dean’s List Recognition and Presidential Honor List

Refer to this section in the NYIT Catalogs.

EduPlus Program

The EduPlus Program is designed for students who show promise but, based on their high school records, may need some initial additional structure and academic support in the university setting. EduPlus students receive substantial extra advising, tutoring, and other resources during their first year at NYIT. Additionally, EduPlus students are required to enroll in a non-credit skill-building course for each semester of the program. The EduPlus Program coordinator may be contacted at 516.686.7576 in Old Westbury, and 212.261.1761 in Manhattan.

English Language Instruction

The English Department offers university-level composition courses that are especially
designed for students for whom English is a second language. In addition, NYIT operates the English Language Institute (ELI), designed to upgrade English proficiency for students for whom English is not their first language, prior to their beginning credit-bearing study at NYIT. Faculty should advise international students who need to strengthen their command of English about the availability of these programs.

First-Year Experience

College is very different from anything students experienced in high school. Nearly every student needs some help in making the adjustment to a new schedule, location, more challenging coursework, new social interactions, and additional demands on personal time. That's why NYIT created the First-Year Experience, a program designed to ease students' transition and to help them get the most out of this unique, demanding, but ultimately rewarding time in their lives. See the NYIT Catalog for more information.

Learning Center

Learning Center offices are maintained on the Old Westbury and Manhattan campuses. These offices provide peer tutoring for those students who need intensive supplementary work beyond that which the course instructor has time to provide. Individual tutoring schedules are arranged and supervised by the coordinators of the Learning Center and there is no charge to students.

Arrangements made between students and tutors apart from and outside the Learning Center are individual contractual matters that do not involve NYIT.

The Learning Center office on each campus is located at:

- **Old Westbury** – Harry Schure Hall, Room #215; 516.686.7661
  Monday – Thursday  10 a.m. - 5 p.m.
  Friday  10 a.m. - 4 p.m.

  E-Mail: learningcenterow@nyit.edu

- **Manhattan** – 16 W. 61st St., Room #719; 212.261.1533
  Monday – Friday  10 a.m. – 5 p.m.

  E-Mail: learningcenterma@nyit.edu

Libraries

The library system at NYIT consists of four libraries on the two NY campuses: in Old Westbury, the George and Gertrude Wisser Memorial Library; the Art and Architecture Library at Education Hall; and the Medical Library at the College of Osteopathic Medicine (NYITCOM). The Manhattan Campus also has a full service Library. The libraries house collections supporting all academic programs and contain special collections in art and architecture, health sciences, and a Curriculum Materials Center in support of the School
Mathematics Resource Center

The Mathematics Resource Center, located on the Old Westbury campus in Harry Schure Hall, Room 214, provides tutoring assistance for all math classes at NYIT. All instruction is by experienced and caring NYIT math faculty. We know math can cause much anxiety; the Center is set up to help the student deal with that anxiety and get the most out of his or her class. Any student can stop by to schedule regular assistance or to get immediate help. The Center is open daily Monday to Thursday. Call for more information at 516.686.1092.

NYIT Faculty Research Grants/Grant Assistance

All faculty are expected to keep current with developments in their disciplines. Faculty should be actively engaged in scholarly research and/or creative activities, and should be seeking support for all of these activities. NYIT has set aside funding specifically for small grants for this purpose. Information concerning these grants is available from the Office of Academic Affairs. Full-time faculty and regular part-time faculty are eligible for these grants. (See the NYIT-AAUP Collective Bargaining Agreement for a definition of regular part-time faculty.) Faculty of NYITCOM and faculty at NYIT Global Campuses may be included as consultants on these grants.

NYIT’s Office of Sponsored Programs and Research (OSPAR) provides excellent assistance to faculty seeking internal or external financial support for their scholarship and creative activities. OSPAR assists faculty with both the pre-award and post-award processes. For further information see OSPAR’s website http://www.nyit.edu/ospar.

Student Organizations

Faculty members are urged to encourage their students to be actively involved in activities because research indicates that involvement in student life is a vital link to student success. Student organizations have faculty advisors and function as an extension of academic life through practical application of the formal classroom experience and exercise of leadership skills. Students are encouraged to join or to start an organization in an area of personal interest if one does not already exist. A list of recognized student organizations is available from the student activity office, which can be reached at 516.686.7635 (Old Westbury) and 212.261.1682 (Manhattan). Both campuses have their own Student Government Association (SGA) and both campuses have student-run newspapers.

Technology-Based Learning Systems/Online Campus

The Technology-Based Learning Systems (TBLS) department supports NYIT’s online campus with cutting-edge research and development tools for students and faculty. This includes Blackboard, an online course management system that enables instructors to
create interactive websites to support their course materials. TBLS also tests new education technology products in its state-of-the-art instruction and video-conferencing facilities.

In order to participate in NYIT’s online courses, all faculty members are required to be certified to teach fully online courses. Certification classes and webinars are provided a few weeks prior to each semester; dates are posted on NYIT’s TBLS website: http://www.nyit.edu/tbls/. Course shells are automatically created for all courses. Faculty that wish to have courses cloned from a prior offering should submit a request through the online request database: http://olcrequest.nyit.edu:591/newolc/course/. And all syllabi for fully online courses are reviewed by Stan Silverman, Chair of NYIT Online, to ensure that course outcomes, office hours, and course semester and dates conform to NYIT policies.

In order to ensure student engagement, all faculty are expected to log into their courses a minimum of three days per reporting period (Wednesday through Tuesday) and to maintain an interaction density of no more than 80 student hits to every faculty hit. Faculty who consistently violate the policy are subject to suspension of their online certification by the Provost’s office.

Faculty support is available year round through drop-in support on all New York campuses. The schedule for this support is located at: http://www.nyit.edu/tbls/. A dedicated faculty helpline is also available: 631.348.3111.

**Travel**

The Office of Academic Affairs is supportive of travel by NYIT faculty to professional meetings and research sites as an integral part of the institution’s faculty development, based upon availability of funds.

The following suggested guidelines are intended to insure the equitable distribution of travel funds to faculty, toward the fulfillment of NYIT’s development agenda. Policy issues or conflicts should first be attempted to be resolved by the faculty at the department level and then at the dean’s level.

- NYIT faculty with commitments to deliver papers and serve on panels at professional conferences should receive priority in the awarding of travel funds.

- In special instances, school deans may assign high priority status to specific areas to help promote special program development (e.g., libraries assign high priority to travel funding to conferences on utilizing emerging technologies in the higher-education library).

- Requests for funding should be made only for travel that relates clearly to a faculty member’s professional growth measured against the department's and NYIT’s mission and needs.

- Among faculty and library staff, non-tenured, tenure-track faculty will have priority for the awarding of funds, but no faculty member should receive funding for two
trips unless all the full-time faculty in a department who have requested funds have been accommodated. Regular adjunct faculty are eligible for travel support.

- Department chairs will be notified of the travel budget for the academic year no later than early fall. This information must be shared with all full-time members of a department or program. School deans are charged with allocating the general travel budget within each school and with assuring the equitable distribution of travel funds to all faculty within each school.

- Requests for travel grants and notification of authorization of funds should be made in the fall but the funds can be utilized anytime during the current academic and fiscal year. Additional requests for funding may be made subsequent to the fall application and funding period as invitations to deliver papers and other appropriate reasons for seeking travel money may occur at any time. However, these subsequent requests cannot affect previously committed funding allocations and should be handled on a first-come, first-served basis as long as funds remain unallocated.

- Travel should be by economical means and food and lodging expenses reasonable, and must be conducted in compliance with NYIT’s Travel & Entertainment Policy, contained in the Employee Handbook.

- All requests must be approved in advance by the school dean.

- School administrators, working with the appropriate department committees, should determine how available travel funds can most appropriately be allocated to achieve the intended effect. The distribution policy should be written and shared with all full-time faculty members of the department.

- Before being reimbursed for travel expenses, faculty presenting at conferences must provide written proof of presentation, generally a published program notice where their name and the name NYIT appear, as well as appropriate documentation of all expenses. For complete details, please refer to the Employee Handbook.

**Tutoring**

NYIT defines tutoring as the delivery of instruction or assistance in class courses, for direct or indirect payment, to any student outside of regularly scheduled class and laboratory periods. This does not refer to extra help sessions that instructors schedule for the benefit of students who wish to take advantage of such sessions.

Instructional staff members may not tutor a student if the student is assigned to them for the course to which the tutoring applies, nor may instructional staff members prepare examination questions for a student, or grade the examination paper of any student they have tutored for such an examination.

It is to be understood that arrangements made between students and tutors, apart from the Learning Center, are individual contractual matters and are not subject to NYIT
Writing Center

The English department on both campuses operates a Writing Center where all NYIT students receive one-on-one writing instruction. Students can discuss their writing projects and receive guidance from experienced professors of English. Whenever faculty assigns writing projects, they should advise their students to visit the Writing Center. Contact the English department offices for hours of operation.

Please contact the English department at your campus for further information:

- **Old Westbury** – Balding House, Room #101; 516.686.7557
- **Manhattan** – 1855 Broadway, Room #502A; 212.261.1577

ADMINISTRATIVE SERVICES

Athletics and Recreation

NYIT offers a wide variety of organized sports and recreational activities for men and women, including 12 intercollegiate athletic sports under the auspices of the East Coast Conference (ECC) and the National Collegiate Athletic Association (NCAA). These include baseball; men’s and women’s basketball; men’s and women’s cross country; men’s lacrosse; men’s and women’s soccer; softball; men’s and women’s tennis; and women’s volleyball. All programs are NCAA Division II, except for men’s baseball, which is NCAA Division I. NYIT is also a member of the New York Collegiate Athletic Conference (NYCAC). In addition, there is a full menu of intramural sports for men and women, including flag football and co-ed basketball, soccer, and volleyball.

The Old Westbury campus features numerous faculty-accessible athletic and recreational facilities, including a gymnasium, a fitness center and weight room, and outdoor tennis and basketball courts.

Bookstores

The NYIT bookstores operate during academic semesters as follows:

**Old Westbury** – Salten Hall, lower level; 516.686.7984

- **Monday** 9 a.m. – 6 p.m.
- **Tuesday – Thursday** 9 a.m. – 5 p.m.
- **Friday** 9 a.m. – 3 p.m.
Summer Hours for OW:

- **Monday – Thursday**: 10 a.m. – 4 p.m.
- **Friday**: 10 a.m. – 2 p.m.

**Manhattan – Ground Floor, Room #119; 212.261.1551**

- **Monday**: 9 a.m. – 6 p.m.
- **Tuesday – Thursday**: 9 a.m. – 5 p.m.
- **Friday**: 9 a.m. – 3 p.m.

Summer Hours for MA:

- **Monday – Thursday**: 10 a.m. – 4 p.m.
- **Friday**: 10 a.m. – 2 p.m.

Textbook refunds are made within the first week of the fall and spring semesters and within a week of shorter academic terms. The bookstore also “buys back” current editions of course books in good condition at the end of each semester. See [www.nyitmetro.bkstore.com](http://www.nyitmetro.bkstore.com) for more information. For Higher Education Opportunity Act (HEOA) – The College Textbook Affordability and Transparency Act see [http://content.efollett.com/HEOA/library/HEOATextbookProvision.pdf](http://content.efollett.com/HEOA/library/HEOATextbookProvision.pdf).

The textbook provision of the Higher Education Opportunity Act requires institutions that receive federal funds to make information about textbooks and course materials available to students when the course schedule is published on the NYIT website each semester. Information to be made available to students includes textbook titles, ISBN numbers and the prices of the textbooks and course materials. Further, the university and book vendors should work together to minimize the cost of these materials to students.

Students can view the textbook and course material information from the online course listing published each semester.

**Business Cards**

New York Institute of Technology business cards are provided at no cost to fulltime faculty. The NYIT business card allows for name, one title (i.e. associate professor or chairperson, the most current title on record with Human Resources), school and department affiliation, and one campus address. It can accommodate up to three contact lines (usually primary office telephone, fax number, and e-mail address, which is provided by NYIT—no more than eight characters with nyit.edu following). NYIT business cards are printed once a month at the Digital Print Center.

To receive business cards, faculty must fill out an NYIT print request form, providing all the pertinent information indicated above, and secure the written approval of their chair or dean before sending the request to the Department of Publications and Advertising.
If faculty has any questions, need a print request form, or would like to know when the next business card print run will be, they may contact the Publications/Advertising Department at 516.686.7647 or stop by the office in Old Westbury, Gerry House, Room 105.

Buildings, Grounds, and Facilities

If you notice that a ceiling light fixture is not working, or that there is a roof leak, or that a sink is stopped up, or that your key does not work, etc. you should contact Service Central at 516.686.1400.

Bursar

The Bursar is responsible for student accounts: preparing bills, collecting all tuition and fees, resolving billing discrepancies, and issuing refunds when appropriate. There are Bursar’s offices on both the Manhattan and Old Westbury campuses.

Campus Life

The Office of Campus Life seeks to help students build connections with others by participating in leadership opportunities and attending social and experiential programs. The Office supervises Orientation for new, transfer, and international students, Student Government Association (SGA), Fraternity and Sorority Life, the First Year Mentor Program, Residence Life and Off-Campus Housing, and insures compliance regarding the visa status of international students.

Career Services

The Office of Career Services encourages faculty to partner with them and utilize the department’s practical information and tools to assist in advising students. By working together, faculty, staff, and Career Services help to ensure that the transition from student to a member of the workforce is as seamless as possible.

Career Services also helps students master the job interview. Staff or recruiter volunteers conduct mock interviews with students, then provide a constructive critique of their performance and effective interview strategies.

To foster relationships with hiring companies, Career Services works directly with employers who frequently ask for the contact information of faculty members who could help them to identify top students. The department also encourages faculty who have contacts within organizations or companies with which the office should be engaged to contact Career Services.

Another important tool that Career Services offers is career fairs, which provide excellent opportunities for students and faculty to meet companies in their industries of choice and
to establish a network of contacts. Additionally, Career Services identifies quality internships that best serve students in their academic and professional pursuits.

For more information on Career Services, refer to the NYIT Catalogs.

**Communications + Marketing**

As a team, the Office of Communications + Marketing (C+M) is responsible for strategically advancing the message and mission of NYIT to enhance its image and bring greater awareness of what we have to offer across all media platforms. C+M creatively and proactively curates and develops content for our responsive-design website, award-winning ad campaigns, social media, *The Box* news blog, *NYIT Magazine*, a range of print publications, videos, and through media relations campaigns. C+M also actively seeks publicity about NYIT and organizes programs, events, and exhibitions that showcase our university and our students.

For more information about C+M services and resources, please visit nyit.edu/communications_and_marketing.

**Copying**

Faculty and staff may leave or send materials that require copying at or to the NYIT Digital Print Center located in the Simonsen Annex on the Old Westbury Campus. The phone number is 516.686.7664. If you are copying copyrighted material you must provide written consent from the originator of the material.

If you have branded material needs or design service questions, please contact the Office of Publications and Advertising at 516.686.7647.

There are unstaffed copying facilities on the Manhattan and Central Islip campuses and departments also have copiers for limited use.

**Counseling and Wellness Centers**

NYIT Counseling and Wellness Centers are committed to enhancing students’ personal development and academic success. The Centers include the Offices of Counseling Services, Accessibility Services, and Wellness Services.

The Counseling and Wellness Centers offer short-term counseling to students who may be experiencing personal, social or academic concerns. Counseling is confidential and free of charge. Students may be referred to off-campus resources for specific therapeutic needs.

The Centers seek to promote individual and community wellness through programs and outreach activities. A variety of programs and workshops are offered each semester on topics which include adjusting to university life, managing stress, overcoming test anxiety, healthy eating, coping without alcohol and drugs, developing healthy relationships,
communication skills, assertiveness training, and coping with loss.

The Office of Wellness Services oversees immunization compliance and maintains NYIT’s immunization records and provides assistance with and information about the Student Accident and health Insurance plans.

**Development and Fundraising**

The Development Office works closely with other NYIT administrators and with NYIT faculty to enhance NYIT’s resources in support of NYIT’s mission. In order to ensure appropriate coordination of these efforts, it is essential that you advise your chair, dean and the development office prior to engaging in any fundraising activities.

**E-Mail**

Whether you are a part-time or a full-time faculty member, you can request an e-mail account via a form from OIT (Office of Information Technology). The form may be found at [http://helpdesk.nyit.edu/](http://helpdesk.nyit.edu/) under Forms & Policies. Faculty should use their NYIT e-mail account, rather than a personal e-mail account, for NYIT-related communications.

**Emergency Medical Services**

In case of emergency, call Security at x7789 (Old Westbury), or 212.261.1500 (Manhattan) immediately for assistance.

**Emergency School Closings**

In the event of severe weather or a large-scale emergency, NYIT senior administration may decide to cancel classes, close the campuses, or delay the day’s opening. If this becomes necessary, students, faculty, and staff have several resources from which to receive more information:

*Emergency Text Message Alerts*

Please be sure to sign up for NYIT’s Alerts, to receive text and/or voice alerts on your mobile device. [http://www.nyit.edu/alerts](http://www.nyit.edu/alerts). If you have any questions or problems signing up, please call the NYIT Help Desk at 516.686.1400 (option 3).

*Other Communications Means*

Information about emergency closings and delays can also be found on:

- Information number: 516.686.1010
- NYIT Homepage ([www.nyit.edu](http://www.nyit.edu))

In addition, the following television and radio stations will be notified; keep in mind that there is often a one- to two-hour delay from the time NYIT notifies them until they make
You are urged always to be aware of current weather and road conditions whenever a severe weather condition may be imminent. If NYIT closes prior to the start of the workday, you are not expected to report for work. In addition, department heads may initiate their own departmental phone chains to confirm school closings.

Employees in specific departments, including grounds maintenance and custodial staff, may be designated to report even if campuses close.

If NYIT does not close, you are expected to report to work as scheduled.

If the decision is made to close during the course of the workday, the decision will be made through NYIT Alerts.

Faculty Websites

Students, faculty, and staff have access to NYIT (Google) Apps, including the NYIT Apps Calendar, NYIT Apps Sites, the NYIT Apps Drive, and NYIT Apps Groups. Additionally, personal websites can now be created using NYIT Apps Sites. These applications can be placed in the My NYIT Portal and accessed using a My NYIT user name and password.

Department websites are not allowed on NYIT Apps Sites; only on the public site. Also, any information accessible via the public URL (internet address), http://www.nyit.edu, must go through an approval process, including the Office of Communications and Marketing. The policy is that all public relations-related information—anything meant for the public—must be linked to the NYIT public site with the approvals mentioned above, and no communication to the "public" should be through NYIT Apps Sites.

Financial Aid

All students who expect to receive TAP, PELL, Perkins Loan, Stafford Loan, SEOG, AAG Honor and Challenge Scholarships and/or Transfer Grants should confer with a Financial Aid Advisor in the Financial Aid office of their campus. The Financial Aid office processes all loans, grants and most scholarship applications.

Basic responsibility for meeting NYIT costs rests with the student and the student’s family. Students wishing to determine their eligibility to receive financial aid should stop in the Financial Aid office and speak with a member of the staff. Students should not let a discouraging financial status keep them from going to college. All students concerned
with meeting the cost of attending NYIT should file a Financial Aid Form (FAF) and obtain an analysis of need so that they can be advised.

Following are the locations of the financial aid offices:

- **Old Westbury** – Harry Schure Hall, 1st Floor; 516.686.7680
- **Manhattan** – Information Hall, Rooms # 002 and #003; 212.261.1590

Please refer to the [NYIT Catalogs](#) for further information.

**Help Desk**

Faculty and administrative office computers and technology are maintained by the Office of Information Technology and Infrastructure’s Service Central Department. If you have any concerns or needs regarding any of your or your area’s hardware or software, you should contact the ITI Service Central. From the ITI Service Central, you can also put in requests for services from the Telecommunications and Facilities Departments. The ITI Service Central may be reached as follows:

- **Web** – servicecentral.nyit.edu
- **E-Mail** – servicecentral@nyit.edu
- **Phone** – 516.686.1400
  
  Normal Hours of operation are Monday – Friday, 8 a.m. – 6 p.m.
  
  *Extended hours are posted on our website at servicecenter.nyit.edu*

**Institutional Research and Assessment**

The Institutional Research and Assessment (IRA) office at NYIT has several important functions it performs for the NYIT community. IRA is responsible for the external and internal dissemination of data and statistical information, as well as analyses to aid planning and decision-making in the institution. The results of a number of surveys provide information to help improve the quality of educational services for students. Departments are also aided in more specific survey construction and research in order to facilitate their goals (e.g. accreditation visits). A five-year cycle of program reviews of all academic, financial affairs and student affairs departments is in place in order to improve upon student learning and services provided to students. This method of assessment of faculty and administrative effects in the student's learning experience utilizes the benefits of outcomes assessment prevalent in higher education today, and is meant as a tool for improvement, as opposed to monitoring, of the resources available to students.

**Mail System**

NYIT operates an external mail system as well as an internal mail system within and among NYIT campuses. Department and administrative offices have designated locations for mail pickup/delivery and can provide approximate schedules. Most faculty members have mailboxes in or near departmental offices.
Office Supplies

Faculty should inquire of their departments regarding available office supplies and the procedure for obtaining them.

Registrar

The Office of the Registrar is responsible for directing and coordinating all registration activities, enforcing NYIT policies, collecting attendance and final grades, clearing students for graduation, maintaining student records and producing transcripts, publishing the schedule of classes, verifying students’ enrollment and issuing letters of certification to state and local agencies. Normal business hours can be found online at [www.nyit.edu](http://www.nyit.edu) and select NYIT Connect.

Security

All campuses have security offices responsible for safeguarding the well-being and property of all members of the NYIT community:

- **Old Westbury** – Simonson House: 516.686.7789
- **Central Islip** – Building 66: 631.348.3333
- **Manhattan** – Lobby: 212.261.1536

Service Central

Service Central is a contact center within The Office of Information Technology and Infrastructure that facilitates expedited assistance for your information technology/computer-related problems, media services, facilities requests, and telecommunications issues. Additionally, Service Central is available to all faculty, staff, and students at our global campuses for enterprise system (e-mail, website, NYITConnect, Blackboard, etc.) questions and issues.

- **Web** – servicentral.nyit.edu
- **E-Mail** – servicentral@nyit.edu
- **Phone** – 516.686.1400
- **Location** – Green Lodge, Room 106

Telephones

Transportation/Parking

All campuses can be reached by public and private transportation. The Old Westbury and Central Islip campuses provide facilities for parking for the sole purpose of conducting NYIT business. All motor vehicles used by employees on campus must be registered with the Security office of their home campus, and each vehicle must display a valid NYIT parking sticker in the appropriate location. This registration entitles the person to drive on the campus and to park in designated parking areas. Registration forms are available in the Human Resources or Security offices. Faculty members who park illegally will receive a summons, which is payable within a 10-day period at the controller’s office. Parking for the Manhattan campus is available for reduced rates upon presentation of an NYIT ID at:

- **Prior Parking**
  40 West 61st Street (between Broadway & 9th Avenue on 61st)
  To receive the NYIT rate you must go to the security desk at 1855 Broadway to have the parking ticket stamped).

- **Central Parking Systems**
  435 West 58th Street (between Broadway & 9th Avenue. Entrance is on 60th St.)
  To receive the NYIT rate you must go to the security desk at 1855 Broadway to have the parking ticket stamped).

Areas marked “Authorized Parking Only” are restricted to people who have special permission to park in them. Anyone parking in these areas without authorization will receive a summons. Parking areas marked “Visitor’s Parking” are not available to faculty, staff, or students.

Various bus services are also available for shuttling students, faculty, and staff at the Old Westbury campus. Schedules are available, as follows, by clicking on the “Transportation” link for Old Westbury at the Life@NYIT tab on the NYIT website at [http://www.nyit.edu/campus_old_westbury/transportation/]:

- **NYIT Shuttle Bus Schedules** (shuttle around campus)
- **Shuttles to LIRR-Manhasset and Hicksville** (ease commute to NYIT’s Manhattan campus)
- **N20 Bus Schedule** (NICE – Nassau Inter-County Express Bus) – Public bus service

Videoconferencing/Distance Learning (DL) Classrooms

Several classrooms on NYIT’s campuses are linked via fiber optic cable, allowing faculty to work simultaneously with students at different locations. The technology in these rooms is frequently upgraded.

ACL (Academic Computing Laboratories) holds group or individual sessions to acquaint faculty with the equipment in these rooms, the role of the student proctors, and to discuss pedagogy that has proven effective. Please call contact Service Central at:
NYIT POLICIES AND PROCEDURES

Academic Freedom

All faculty at NYIT work within the context of the institution’s commitment to the principles of academic freedom:

Instructors are entitled to freedom in the classroom in discussing their subject, but should be careful not to introduce into the teaching controversial matters that have no relation to the subject being taught.

NYIT instructors are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should be mindful that the public may judge the profession and the institution by these utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not institutional spokespersons.

The instructor is entitled to full freedom in research and in the publication of results, subject to the adequate performance of other academic duties. **However, research for pecuniary return must be approved by the Provost.**

Academic Integrity – Faculty

Faculty are expected to manifest academic honesty in all of their endeavors. Faculty academic honesty includes, but is not limited to:

- Adherence to all NYIT policies and procedures
- Accurate reporting of data
- Taking responsibility and credit, including authorship credit, only for work that a faculty member has actually performed or to which a faculty member has contributed
- Citing appropriately portions or elements of another’s work or data

Please also see NYIT’s Policy for Responding to Allegations of Misconduct in Research and Related Matters [http://www.nyit.edu/sponsoredprograms/](http://www.nyit.edu/sponsoredprograms/) and NYIT’s Academic Integrity Policy in the **Student Handbook**.
Academic Integrity – Students

Faculty should encourage their students to manifest academic honesty in their curricular endeavors. Students may be disciplined for the following forms of academic dishonesty:

- Offering false information for NYIT records, forging or altering NYIT records, or submitting fraudulent documents for admission, enrollment, or graduation
- Offering for NYIT credit any dissertation, thesis, term paper, essay, report, or other written assignment prepared by or purchased from someone else
- Committing plagiarism by appropriating all or part of someone else's work (such as but not limited to writing, coding programs, images, etc.) and offering it as one's own
- Cheating by using false pretenses, tricks, devices, artifices, or deceptions to obtain credit on any examination or in any NYIT course

The Office of Campus life supports faculty in addressing violations of students' academic integrity by advising faculty on the protocol for discussing potential violations with students and offering suggestions for common consequences imposed by other faculty in similar instances and tracking individual and aggregate student patterns of behavior relative to the Academic Integrity policy.

For further information please see NYIT's Academic Integrity Policy in the Student Handbook.

Americans with Disabilities Act

See “Students with Disabilities.”

Challenge Examinations

Challenge examinations are a method of evaluating prior learning relevant to the student’s curriculum. Credit for undergraduate degree requirements and elective courses can be earned by achieving satisfactory scores on standardized exams: Regents College Examinations (RCE); College Level Examination Program (CLEP); Defense Activity for Non-Traditional Support (DANTE); American College Testing-Proficiency Examination Program (ACT-PEP); and Thomas Edison. Only in the absence of an appropriate standardized exam, or if the Dean grants an exception, can a student take an NYIT challenge exam. See “Admissions” in the NYIT Catalogs for more information.

Change of Major

Changes of major may be made only upon the recommendation of the academic school or schools involved. No change of major is recognized as official without an evaluation of the student’s credentials by the academic school that the student wishes to major in, as well as the approval of that school’s dean and the registrar. The academic school of the new major is then responsible for advising the student about selection of courses for each
semester. See “Major Modifications” in the NYIT Catalogs for more information.

**Code of Conduct for Students**

Students are expected to go about their business of pursuing their education according to the community standards and agreements set forth in the NYIT Student Code of Conduct found in the Student Handbook. Faculty are obligated to contact the Office of Campus Life if they witness or are privy to conversations with students about any hindrance to any student’s learning as a result of another person’s (student or non-student) behavior. Faculty should contact the Office of Campus Life to discuss potential concerns.

**Code of Ethics**

Please see section on Code of Conduct and Whistleblower Policy in the Employee Handbook.

**Confidentiality**

Please see section on Confidentiality in the Employee Handbook.

**Conflicts of Interest**

Please see section on Conflict of Interest in the Employee Handbook.

**Drug and Alcohol Policy**

Please see section on Drugs and Alcohol in the Employee Handbook.

**E-Mail Policy**

Faculty should use their NYIT e-mail account, rather than a personal e-mail account, for NYIT-related communications.

**Equal Employment Opportunity/Affirmative Action**


**External Communications/Solicitations and Distribution of Literature**

Please see this section in the Employee Handbook.
Grades, Grade Appeals, Grade Changes, and Grade Point Averages

See “Grades and Credits” in the NYIT Catalogs.

Grant Proposal and Research Contract Requirements

NYIT encourages the submission of grant proposals and the obtaining of contracts to support research. However, before research grant proposals or research contracts can be effected, certain criteria must be met. For further information please contact Dr. Allison Andors at 516.686.7737 or aandors@nyit.edu.

Immunization

In accordance with New York State Health Department regulations, all students born on or after January 1, 1957 must submit a Certificate of Immunization that has been completed and signed by their health care provider. Students who do not have a certificate on file are not permitted to attend class. Failure to enforce this regulation may result in substantial financial penalties against NYIT.

Please contact the Office of Wellness Services at 516.686.7697 or 7976; or at OWS@nyit.edu for further information.

Intellectual Property, Public Presentations, Copyrights, and Patents

During the course of your work at New York Institute of Technology, you may have the opportunity to create what is legally known as intellectual property. This is a general term applied to many tangible and intangible categories that include but are not limited to any trademarkable, copyrightable or patentable matter or discovery, know-how, research, matter or any intellectually created tangible thing or matter including, but not limited to: creative or artistic works, books, texts, articles, monographs, study guides, laboratory manuals, syllabi, tests, lectures, musical and/or dramatic compositions, films, computer programs, live video and audio broadcasts, programmed instruction materials, drawings, and other works of art.

As soon as practicable a faculty member must advise the vice president for academic affairs that he or she is, or intends to be, engaged either in the: (a) development of intellectual property; or (b) research that may result in the development of intellectual property. In that disclosure the faculty member will, among other things, identify whether the intellectual property is being developed for: (a) the faculty member; or (b) New York Institute of Technology; or (c) some other entity.

For additional information about intellectual property, consult with the General Counsel and see the NYIT-AAUP Collective Bargaining Agreement and NYIT's Employee Handbook.
Military Leave – Students

NYIT recognizes that students who are also in the Armed Forces Reserve are subject to call-up for active duty. It is NYIT policy to make every effort to support and assist our students who are in this situation. Students who have been called for active duty must present a copy of their duty assignment orders to the Registrar.

Military Leave – Faculty

NYIT also recognizes that a faculty or professional staff member may be called to military duty with a U.S. Reserve or Guard component. It is NYIT policy that, for a period not exceeding two weeks, said faculty or staff member will be given necessary time off with pay. Clearance for such leave should be made through their immediate supervisor and the Vice President for Academic Affairs. Absence for military service should be indicated on the Faculty/Professional Staff Monthly Attendance Report. All other leaves for military service shall be processed in accordance with the provisions of current applicable law.

No-Smoking Policy

Please see section on Smoke-Free Workplace in the Employee Handbook.

Other Institutions – Approval to Take Courses and Transfer Credit and Prior Learning Credit

Candidates for NYIT degrees may take courses for credit at other accredited institutions only after obtaining advance written consent from the appropriate dean(s) or chair(s), the registrar, and the Office of Academic Affairs.

The prior learning program is designed to evaluate non-traditional, university-level learning relevant to a student’s curriculum. Matriculated, undergraduate students maintaining a 2.0 average are eligible to apply for credit. However, transfer students must first have their official transcripts from previous schools evaluated before applying for prior learning credit.

Prior Learning information is available on the NYIT website at:
CLEP Course Equivalents, 2014-15
DSST Course Equivalents, 2014-15

If a student wishes to take courses at another institution, please refer them to the Dean. Students interested in the Prior Learning Program, may contact the Office of Prior Learning at 516.686.7914.
Probation and Dismissal – Academic

An undergraduate student must achieve a minimum cumulative grade point average (GPA) of 2.00 to graduate. A minimum cumulative GPA of 1.70 as a freshman, 1.90 as a sophomore, 2.00 as a junior or senior must be achieved to maintain satisfactory academic status at NYIT. Please see “Academic Standing” in the NYIT Catalogs for more information.

Relationships with Other Employees and Students

Please see section on Relationships with Other Employees in the Employee Handbook.

As a faculty member, you should not participate in a consensual romantic and/or sexual relationship with any student who is enrolled in any of your classes. You are also discouraged from participating in this type of relationship with any student. You should also not participate in a consensual romantic and/or sexual relationship with anyone who is subject to your suspension or evaluation. There is a power differential in these relationships that could compromise your ability to perform your job duties in an unbiased manner. In addition, there is a danger that the consensual nature of the relationship could later be reinterpreted as nonconsensual and therefore create a potential for sexual harassment.

We recognize that two people may already be engaged in some type of consensual relationship before one of the above-listed situations occurs. In this case, whoever is in the "supervisory" position, whether as an employee or a professor, must make every effort to place the student or subordinate employee in another situation. If this is not possible, the conflict must be resolved in another manner—the student must drop the class, one employee or the other must resign, or the relationship must end. For the purposes of this policy, employees who are or were married are considered in a consensual relationship.

Research with Human or Nonhuman Subjects

In order to conduct any research with either human or nonhuman subjects, including survey and interview research, you must first have your research plan approved by the appropriate Institutional Review Board (IRB) for human subjects, or the Institutional Animal Care and Use Committee (IACUC) for nonhuman subjects. In addition, all individuals involved in human subject research (investigators and support staff, faculty and students) must first receive training in basic human subject protection. For further information please contact Dr. Allison Andors at 516.686.7737, or at aandors@nyit.edu.

Sexual and Other Discriminatory Harassment

See NYIT’s Policy on Non-Discrimination and Discriminatory Harassment, included in the Employee Handbook.
Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA) of 1992 and Section 504 of the Rehabilitation Act of 1973, it is the policy of New York Institute of Technology to provide reasonable academic accommodations for students who are otherwise qualified but have disabling conditions, including students with learning disabilities and health impairments. (See also the NYIT Faculty Guide for Students with Disabilities, available from the Office of Accessibility Services). Students whose disabilities may require some type of academic accommodation must complete an “Application for Special Services” form and an intake interview with the Office of Accessibility Services.

After a student meets with the Office of Accessibility Services, a written statement is prepared with the recommended accommodations for that student. The student presents this form to the relevant faculty and then both the faculty and the student sign the form which is then returned to the Office of Accessibility Services. Accommodations are not to be provided without this form. Each faculty member is responsible for providing the agreed accommodations.

If a faculty member disagrees with the accommodations(s) recommended by the Office of Accessibility Services, they may file an appeal with the Academic Vice President or his/her designee. Before rendering a decision, the Academic Vice President or their designee will meet with the faculty member and the Assistant Director of Accessibility Services. The determination of the Academic Vice President regarding the accommodation is final and binding.

Some examples of possible accommodations are: use of a note taker, extended time on exams, separate quiet location for exams, a seat in the front row of the classroom, ASL interpreters and assistive technologies.

It is a policy of the NYIT Academic Senate that faculty must allow a student to tape the faculty member’s class if taping has been identified as a reasonable accommodation for that student.

NYIT welcomes students who are motivated to learn despite physical, emotional, or cognitive disabilities. If there are indications that a student has a learning disability and needs assistance, but has not sought appropriate accommodations, that student should be encouraged to contact the NYIT Office of Accessibility Services for assistance.

Use of NYIT Name and Stationery

New York Institute of Technology uses "NYIT" as its shortened name in all its official communications. The NYIT logo is used on all the institution’s publications and letterheads. Always use NYIT in your communications.

Faculty and staff should use NYIT stationery in the course of their academic duties and may use their titles and place of employment for identification purposes, such as in general references, or publications.
NYIT does not permit the use of its name or the position of its employees in any announcement, advertisement, publication, or report that in any way implies endorsement of any product, person, or service not officially approved by NYIT.

Use of Telephones, Office Equipment, and Supplies

See “Telecommunications and Information Technology” in NYIT’s Employee Handbook.

Withdrawals

See “Academic Policies and Rules” in the NYIT Catalogs.

USEFUL NYIT DOCUMENTS

Each of the following is accessible through the NYIT portal:

- Academic Affairs Faculty Resources: http://www.nyit.edu/faculty_resources
- Academic Senate Constitution – available from the office of the president of the Academic Senate or online at: https://my.nyit.edu/c/document_library/get_file?p_l_id=1478233&folderId=897320&name=DLFE-15401.pdf
- NYIT catalogs – available in department offices and Admissions and online at: www.nyit.edu/catalogs
- NYIT Directory: http://www.nyit.edu/directory/
- Online Syllabus Template: http://www.nyit.edu/faculty_resources/forms/