Please note that the information contained herein in no way abrogates the CUNY Board of Trustees Bylaws or contractual agreements between the City University of New York and the Professional Staff Congress, nor any subsequent policy changes implemented by such aforementioned parties. Moreover, College policies and procedures described herein are not conditions of employment. The College reserves the rights to modify, revoke, suspend, terminate, or change any or all of its policies or procedures, in whole or in part, at any time, with or without notice.

The Faculty Handbook is published by the Office of the Academic Affairs. The Handbook is intended to be a living document; it is revised annually and updated as KCC and/or CUNY policy developments demand. Any corrections and/or additions should be sent to Catherine.Leaker@kbcc.cuny.edu. Revised August 2017

ACCESS FACULTY HANDBOOK ONLINE AT www.kingsborough.edu/faculty
August 2017

Dear Colleague:

Kingsborough Community College is a special place at which to teach and work. We are committed to graduating students with the skills required for the 21st century workforce that include critical thinking, excellent written and oral communication, quantitative and scientific literacy, information literacy, personal and social responsibility and respect for diversity.

Our nationally recognized efforts confirm our success: Kingsborough was ranked among the top four community colleges in the nation by the Aspen Institute College Excellence Program in 2013. In addition, Kingsborough has been a designated Leader College in the prestigious Achieving the Dream program for our ongoing emphasis on inclusive excellence.

As Provost of Brooklyn’s only community college, I am particularly inspired by the faculty’s active commitment to serving a diverse and dynamic urban community. That commitment is further enshrined in our institutional diversity statement and in our strategic emphasis on equity, as defined below:

*Equity, often confused with equality, recognizes that there are hindrances for some in attaining equality. Equity is achieved through inclusion and through the active removal or mitigation of hindrances to full access to opportunities, resources and support for all members of a community. It also means ensuring that all members of said community have consistent and meaningful opportunities to participate in communal life and to play a role in shaping the culture of the community.*

We could not put these values into practice, nor meet our own high standard of achievement, without you, Kingsborough’s extraordinary faculty: your devotion to classroom teaching, your dedication to the success of all your students, your innovative collaborations and your exciting research and creative work. The passion and excellence you bring to your work furthers the College’s mission to promote student learning and serve its diverse community.
We hope this Faculty Handbook provides useful information to the new faculty and a useful reference guide for the continuing faculty regarding our college, its offices and programs, its policies and procedures, and its resources and key staff. The Faculty Handbook is revised and updated annually and can be accessed easily on the Faculty Website at: http://www.kbcc.cuny.edu/faculty/Documents/FacultyHandbook.pdf.

Wishing you all a successful academic year!

Cordially,

Joanne Russell
Vice President for Academic Affairs and Provost
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1. THE COLLEGE

OVERVIEW: OUR STUDENTS, OUR MISSION

Kingsborough Community College is part of the City University of New York (CUNY), which was created by state legislation in 1961. It has evolved from a Free Academy, underwritten by the people of New York City in 1847, into a public entity, currently composed of 11 senior colleges, seven community colleges, a graduate school, a law school, and an affiliated school of biomedical education.

Founded in 1963, Kingsborough Community College opened its doors to its first class in September of 1964 and, since then, has served more than half a million students. Kingsborough is located on a beautiful 70-acre site in the Manhattan Beach community of Brooklyn, bounded on three sides by water – the Atlantic Ocean, Jamaica Bay, and Sheepshead Bay.

Over 17,000 degree and non-degree students attend Kingsborough each semester – roughly half full-time and half part-time. In addition, there are approximately 20,000 Continuing Education course enrollments annually. These students come to Kingsborough at different times in their lives, and with different goals, cultural backgrounds, and educational experiences.

Some students come to Kingsborough to prepare for employment or career advancement. Others come to prepare for transfer to four-year colleges and universities, and Kingsborough proudly ranks in the top 5% of 1,100 community colleges across the nation in awarding degrees to students wishing to transfer.

In 2015, 23.7% of degree-seeking students were under 20 years old and 61.7% were in their twenties. Another 11.5% were in their thirties or early forties, and 3.1% were over the age of 45, with some of the latter group attending through the My Turn Program, designed for students who are at least 60 years old. While many of the younger students fit the profile of traditional college students, others attend Kingsborough while working full-time jobs and in some cases, raising a family.

The students who attend Kingsborough collectively represent 142 countries and speak 73 languages. These students are Caucasian/White (35.3%), African American/Black (31.8%), Hispanic (18.9%), Asian/Pacific Islander (13.8%), and Native American (.2%); the ratio of female to male students is roughly 10:8.

Students also differ in the degree to which they enter Kingsborough prepared to do college-level work. For example, in 2015, roughly 74.8% of incoming freshmen passed the CUNY reading exam, 25.2% passed the math exam, and 67.1% passed the writing exam; only 18.3% passed all three. However, while Kingsborough offers developmental courses in English and Math to help students strengthen their skills in these areas, it also offers an Honors Program that challenges our high achieving students, many of whom
transfer to prestigious four-year colleges. Clearly, Kingsborough students are a varied group, and to address the needs of this diverse student population, the following Mission Statement has been articulated:

**MISSION STATEMENT**

Kingsborough Community College of the City University of New York is a comprehensive community college providing both liberal arts and career education. It is dedicated to promoting student learning and development as well as strengthening and serving its diverse community. To these ends, we strive to fulfill the following goals:

- To offer a superior general education to all degree students
- To provide programs of study for those intending to transfer and those seeking immediate employment
- To promote critical reading, writing, and thinking
- To develop student competence in information literacy, oral communication, quantitative skills, and technological literacy
- To promote civic engagement, global awareness, civility, and respect for diversity
- To provide life-long learning opportunities in credit and non-credit programs for the non-traditional as well as the traditional student
- To provide comprehensive services that address student needs in order to support academic success
- To respond to the educational, social, cultural, and economic needs of the communities we serve

To fulfill its mission to be a comprehensive community college, Kingsborough offers programs in liberal arts and sciences, business, allied health services, human services, maritime technology, visual and performing arts, tourism and hospitality, broadcasting technology and management, journalism, and continuing education.

In response to the need of many students to fulfill degree requirements in a timely manner, Kingsborough divides its academic calendar into two 12-week semesters, each followed by a 6-week module. Day, evening, and weekend classes allow flexible scheduling so that students with jobs and family responsibilities can pursue their educational goals.

In addition, all students at Kingsborough receive support through individual, personal, and academic counseling along with workshops to improve remedial skills and career planning and placement services.

As part of fulfilling its mission to be a college for the community, Kingsborough sponsors a year-round series of lectures, concerts, films, and theater productions for the public. These include the summer music festival and the children’s theater, as well as a variety of art gallery exhibits and on-campus colloquia.
In short, Kingsborough’s goal is to continually develop and grow as a center for educational opportunities and cultural programs that respond to the diverse community Kingsborough serves. To reach that goal, Kingsborough strives for high quality and continuous improvement in all areas related to student learning and community relations.

THE CURRICULUM

The College has been authorized by the New York State Board of Regents to award its graduates the degrees of Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.). Please see Appendix A for a list of degree and certificate programs currently offered at Kingsborough. It is important to note that liberal education comprises a portion of each curriculum, including those programs traditionally considered to be in the realm of career education. Most of the curricula have been articulated with four-year institutions of higher education, not only within the City University, but with non-CUNY institutions as well.

In addition, Kingsborough participates in the CUNY Baccalaureate Program, which was established by the Board of Higher Education in 1971 and permits highly motivated students who have a clear idea of their educational and career objectives to design their own academic programs. Students are invited to study at several branches of CUNY and encouraged to pursue independent study under the direction of individual members of the faculty. Students who successfully complete the Program are awarded the degree of Bachelor of Arts or Bachelor of Science from The City University of New York.

ACCREDITATIONS

Kingsborough Community College is fully accredited and approved by the Middle States Commission on Higher Education, with the most recent Middle States review completed in Spring 2016. In addition the following program accreditations are in effect:

The Nursing Education Program is approved by the New York State Education Department and is accredited by the Accreditation Commission for Education in Nursing: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326

The Chemical Dependency Program and the Alcoholism and Substance Abuse Counseling Certificate are accredited by the National Addiction Studies Accreditation Commission (NASAC), 1001 N. Fairfax Street Suite 201, Alexandria, VA, 22314 and the New York Office of Alcoholism and Substance Abuse Services (OASAS), New York City Office, 501 7th Avenue, New York, NY, 10018-5903, Albany Office, 1450 Western Avenue, Albany, NY 12203-3526.
The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756, and (727) 210-2350.

The Physical Therapist Assistant Program is accredited by the Commission for the Accreditation of Physical Therapy Education (CAPTE), an independent part of the American Physical Therapy Association (APTA), 1111 North Fairfax Street, Alexandria, VA, 22314, and (703) 684-2782.

The Emergency Medical Services Paramedic (EMS-P) Program has probationary accreditation with New York State Department of Health Bureau of Emergency Medical Services, NYS Department of Health, 875 Central Avenue, Albany, NY, 12206, (518) 702-0996. A letter of review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, (214) 703-8445. This letter is not a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self-Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medication Technicians (NREMT) for eligibility to take the NREMT’s Paramedic credentialing examination(S). However, it is not a guarantee of eventual accreditation. As a new program that began Fall 2013, the college has graduated classes in August 2015 and August 2016.

The Polysomnographic Technology program has initiated action with the Committee on Accreditation for Polysomnographic Technologist Education (CoAPSG), 1711 Frank Avenue, New Bern, NC 28560, and (252) 626-3238. The program began Fall 2015 in turn there is no additional data to include.

All academic programs are registered by the New York State Education Department, The University of the State of New York, Office of Higher Education, 5 North Mezzanine – Education Building, Albany, NY 12234. Accreditation documentation is available from the Office of Academic Affairs, A-218.
ASSOCIATE IN ARTS (A.A.)
- General Liberal Arts
- Baruch Zicklin School of Business Transfer Option
- Children's Studies Concentration
- English Concentration
- Philosophy Concentration
- Secondary Education Concentration
- Women & Gender Studies Concentration
- Global and Environmental Studies Option Criminal Justice

ASSOCIATE IN SCIENCE (A.S.)
- Accounting
- Business Administration Biology
- General Biology
- Allied Health Biotechnology
- Chemical Dependency Counseling Chemistry
- Community Health
- Health Education and Promotion Concentration
- Health Service Administration Concentration
- Gerontology Concentration Computer Science
- Early Childhood Ed/Childcare
- Infancy/Toddler Development Concentration Earth & Planetary Sciences
- Education Studies
- Childhood Education (1st-6th Grade) Concentration
- Birth-2nd Grade Education Concentration Engineering Science
- Exercise Science/Personal Training Fine Arts
- Art History Concentration
- Ceramics Concentration
- Drawing and Painting Concentration
- Photography Concentration
- Sculpture Concentration Graphic Design and Illustration
- Animation Concentration
- Graphic Design Concentration Journalism and Print Media Mathematics
- Media Arts
- Mental Health and Human Services
- Domestic Violence Counseling Concentration
- General Mental Health

ASSOCIATE IN SCIENCE (A.S.) Continuation
- Substance Abuse Counseling Concentration
- Science for Forensics
- Speech Communication
- Communication Studies Concentration
- Speech Pathology Concentration Theater Arts
- Performance Concentration
- Technical Production Concentration

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
- Computer Information Systems Culinary Arts
- Emergency Medical Service/Paramedic Fashion Design
- Maritime Technology
- General Maritime Technology
- Marine Technician Option
- Office Administration and Technology
- Legal Concentration
- Medical/Word Information Processing
- School Concentration
- Word/Information Processing Physical Education, Recreation and Recreation Therapy
- Baccalaureate Programs Transfer Option in Sports Management
- Baccalaureate Programs Transfer Option in Teaching Physical Education K-12
- Recreation and Recreation Therapy Option Physical Therapist Assistant Polysomnographic Technology
- Retail Merchandising
- Fashion Merchandising Concentration
- Marketing Management Concentration Surgical Technology
- Tourism and Hospitality
- Food & Beverage Management
- Hotel Management Concentration
- Sports Management
- Tourism Concentration
- Website Development & Administration

CERTIFICATE PROGRAMS
- Alcoholism and Substance Abuse Counseling
- Culinary Arts
- Marine Technology: Marine Mechanic
2. GOVERNANCE AND ADMINISTRATION

COLLEGE GOVERNANCE

Governance at Kingsborough takes the form of the College Council, College Committees, and Student Councils, as set forth in the KCC College Council Constitution. These are described briefly below.

THE COLLEGE COUNCIL

Faculty, students, and staff participate in the governance of the College. The governing body of Kingsborough is the College Council. With the President as its presiding officer, the 75-member Council consists of the Vice President for Academic Affairs and Provost, the Registrar, Vice President for Finance and Administration, the chairperson of each department, one additional elected faculty member from each department, elected delegates at-large (who may be faculty, deans, or Higher Education Officers), and other elected members representing students, support staff, and alumni.

The College Council conducts the educational affairs customarily cared for by a college faculty with the exception of the right to confer degrees, which is reserved by the faculty. The College Council generally meets at least twice each semester and meetings are open to faculty, administrators, and staff who are not College Council members. The College Council has two special committees (the Committee on Committees and the Steering Committee) and five standing committees:

Committee on Instruction:
The committee reviews matters regarding instruction and the instructional process. This includes, but is not limited to: instruments and procedures to provide evaluative data on instruction and instructional effectiveness; student evaluation of instruction; peer review of instruction; and any issues of personnel, procedures or technologies that may impact the instructional process.

Curriculum Committee:
The committee receives proposals from any member of the instructional staff. Such proposals (in approved, standard format) are submitted through and approved by appropriate department curriculum committees (and/or other such approval required by the department), forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the committee. Proposals may also be forwarded to the Provost from the Program Director of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education).
**Legislative Committee:**
The committee is concerned with the Governance of the College, including the constitution and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.

**Students Committee:**
The committee is concerned with policy pertaining to student recruitment, admission, attendance, retention, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services; extra-curricular activities including athletics, as well as other activities relating to the students.

**Strategic Planning and Budget Committee:**
The committee reviews the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidence-based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.

**COMMITTEES OF THE COLLEGE**

In addition to the standing committees of the College Council, there are three Committees of the College that implement decisions of the College Council and report their findings to the appropriate college officer.

The College Committee on Admissions and Academic Standing is concerned with reviewing requests from students for exceptions and waivers concerning admission, loss of matriculation, dismissal, and probation.

The College Committee on Academic Review is concerned with hearing appeals of students of the rulings of the Committee on Admissions and Academic Standing, appeals of students on grades and appeals on waivers of College academic requirements.

The College Student Discipline Committee is concerned with hearing allegations against students by members of the instructional staff, employees of the College, or other students; conducting hearings; making judgments and recommending penalties to the Dean of Students.

**COLLEGE COMMITTEE ON FACULTY PERSONNEL AND BUDGET**

In addition to the standing committees of the College Council and the Committees of the College, Section 8.7 of the CUNY Bylaws mandates that each college establish a College Committee on Faculty Personnel, and Budget. KCC’s College Committee on Faculty Personnel and Budget comprises the president, the Vice President for Academic
Affairs and Provost, the Vice President of Student Affairs, and the department chairpersons.

This committee, chaired by the President, receives from departments all recommendations for annual appointments to full-time faculty titles, reappointments thereto, with or without tenure, and promotions therein. Five Faculty Review Committees assist the College Committee on Faculty Personnel and Budget: the Committee on Reappointment and Tenure, the Committee on Advancement to Associate Professor, the Committee on Advancement to Professor, the Committee on Reclassification and College Laboratory Technicians Series, and the Committee on Fellowship Leaves of Absence. The President considers the recommendations of the College Committee on Faculty Personnel and Budget in making his/her recommendations on such matters to the Chancellor.

In addition to consulting with the College Committee on Faculty Personnel and Budget on faculty personnel matters, the president submits the annual tentative budget to the committee for its recommendations.

**STUDENT GOVERNMENT**

Student Government at KCC is divided into five councils: Math & Science, Liberal Arts, Public & Health, Business, and Evening & Part-Time. Students are distributed into constituencies depending on their major and status. The purpose of Student Government is to serve as a voice for the student body. They do everything from lobbying in Albany against budget cuts to welcoming new students to KCC for the first time. They also provide student programming that enhances their time spent here at KCC. Individuals who would like to hold a position in student government must have completed 12 credits at the college and have at least a 2.0 GPA (2.5 for the office of president). Any student who would like to be a part of Student Government can visit office C-123 to find out when their respective council meets. Student Government is organized under the office of Student Life. For more information please visit C-123 or contact them at their extension, 5597.

**UNIVERSITY GOVERNANCE**

As part of CUNY, Kingsborough faculty also participates in University governance through the City University Faculty Senate. Each unit of CUNY elects 1 delegate for every 60 full-time faculty members eligible to vote, with no unit electing fewer than 2 delegates.

**COLLEGE ADMINISTRATION**

The major administrative units of the College include the Offices of the President; Academic Affairs; Student Affairs; Enrollment Management; Institutional Advancement;
Finance and Administration; Institutional Research, Assessment, and Planning; and Communications and Government Relations.

THE OFFICE OF THE PRESIDENT (A-226, EXT. 5109)

The President is responsible for upholding and enhancing the educational standards and academic excellence of the College and exercises general superintendence over the concerns, officers, employees, and students of the College.

The President acts as the chairperson of the faculty, the College Council, and the College Committee on Faculty Personnel and Budget. In relating to the CUNY Board of Trustees, he or she submits recommendations for personnel actions, as well as recommendations of the faculty and College Council on curriculum and other educational concerns. The President also advises on all matters related to educational policy and practice.

In addition, it is the responsibility of the President to oversee the implementation of the College Strategic Plan, which articulates college-wide goals. CUNY follows a performance management process that links planning and goal setting by the University and its 24 colleges and graduate schools, measures annual progress toward key goals, and recognizes excellent performance. Each spring, guided by the University’s Master Plan, the Chancellor states the University’s performance targets for the upcoming academic year. CUNY Presidents, working with their executive teams and college communities, then map out performance goals and targets for their institution for the coming year in alignment with those of the University. The college targets reflect differences in campus missions, resources, circumstances, and performance baselines. At the end of each academic year, progress toward each college’s performance targets is assessed.

The Vice President for Academic Affairs and Provost, the Vice-President for Student Affairs, the Vice-President for Finance and Administration, the Vice-President for Enrollment Management, the Vice-President for Institutional Advancement, the Vice-President for Institutional Effectiveness, and the Assistant Vic-President for Communications and Government Relations all lead major divisions of the College and report directly to the President. Assisting the President and residing in the President’s office itself are the Chief of Staff, the Legal Counsel and Labor Designee, and the Director of Academic Advisement and STEM Initiatives. Other direct reports to the President include the Executive Director of Budget and Financial Planning (who also serves as treasurer of the KCC Association, Inc., the KCC Auxiliary Enterprises, Inc., and the KCC Foundation, Inc.) and the Chief Diversity Officer.

THE OFFICE OF ACADEMIC AFFAIRS (A-218, EXT. 5661)

All issues relating to College academics are the responsibility of the Office of Academic Affairs. This office is led by the Vice-President for Academic Affairs and Provost, who is
the Chief Academic Officer of the College. As Chief Academic Officer, the Vice President and Provost serves on a number of College committees that are responsible for different aspects of academic programs, as well as on the City University of New York Academic Council. She also sits on the College Committee on Faculty Personnel and Budget and, in this capacity, coordinates the submission, deliberation, approval, and review processes for all faculty personnel actions. Reporting to the Vice President for Academic Affairs and Provost is the Assistant Vice President and Associate Provost, who oversees all the programs and centers under the Coordinated Undergraduate Education initiative (CUE) and chairs the Committee on Academic Review, which responds to all appeals of grades by students.

The Office of Academic Affairs is responsible for academic departments, academic programs, the Office of Academic Scheduling, the Kingsborough Center for Teaching and Learning (KCTL) and the Kingsborough Center for e-Learning (KCeL), the Honors Program, Learning Communities, My Turn, the Math Workshop, Tutorial Services, Center for Academic Writing Success (CAWS) and Coordinated Undergraduate Education (CUE) funded programs, including the Immersion Program and Writing Across the Curriculum. In addition, the Office of Academic Affairs oversees Carl D. Perkins Grant Career and Technical Education initiatives and several high school partnership programs: College Now, Liberty Partnerships, and the collaboration with Kingsborough Early College Secondary School. Academic Affairs administrators work closely with academic department chairpersons to oversee program and curriculum development, implementation, and review. To that end, they review all submissions for new courses, changes in degree requirements, and other adjustments of curriculum.

The Office of Academic Affairs, in conjunction with Department Chairpersons, is responsible for the appropriate staffing of the academic programs. This includes the determination of faculty and other instructional staff hiring for each department, recruitment for these positions, coordination of the appointment process, final interviews, and determination of rank and salary. The Office of Academic Affairs is responsible for implementing, monitoring, and complying with Collective Bargaining Agreements, Affirmative Action, and Equal Opportunity objectives. Finally, this office oversees the development and administration of the schedule of classes, as well as budgetary allocation and the authorization of all expenditures related to instruction, instructional supplies and equipment, and faculty development and travel.

THE OFFICE OF STUDENT AFFAIRS (A-216, EXT. 5563)

The Kingsborough Enrollment Data Profile shows a student population that is diverse, not only in terms of race, ethnicity, and age, but also in terms of level of preparedness for college. Kingsborough students also differ with respect to the number of responsibilities they handle while pursuing a college education. Through a rich network of support services, Kingsborough offers students help in achieving their educational and life goals.
The Vice-President of Student Affairs is directly responsible for student support. He or she serves as the chairperson of the Freshman Services, College Advisement, Counseling & Health Services, Student Life, Career Development and Scholarships, and Transfers. In addition to these six units, the Vice-President of Student Affairs is also responsible for Student Conduct. Since students often have issues that are complex, and referring students for appropriate services is not always straightforward, The Vice President of Student Affairs (A-216, Ext. 5563) invites faculty to discuss appropriate referrals for students who appear to be in need of support services. In addition, Student Services has prepared a Resource Guide for faculty, which can be found in Appendix C.

THE OFFICE FOR INSTITUTIONAL ADVANCEMENT (M-243, EXT. 4539)

The Office for Institutional Advancement is responsible for promoting Kingsborough’s mission and vision as an educational institution. To that end, the Assistant Vice President for Institutional Advancement supervises Alumni Relations, Development and Fundraising, Special Events, Annual Fund, Major Gifts, Planned Giving, Grants Development, Grants Administration, Corporate and Foundation Relations, and the Kingsborough Community College Foundation.

THE OFFICE OF ENROLLMENT MANAGEMENT (A217, EXT. 5650)

The Vice President for Enrollment Management is responsible for all services and programs that respond to the needs of incoming students while providing ongoing support for continuing students. To that end, he or she is responsible for Admission Services, International Student Affairs, the Village One-Stop Center, Admissions Information and Recruitment Center, Registrar, New Americans Center, Single Stop Center, Financial Aid and TAP Certification, and New Student Orientation.

THE OFFICE OF FINANCE AND ADMINISTRATION (A-209, EXT. 5028)

The Office of Finance & Administration is responsible for all matters pertaining to the management of the college’s budget, business operations, human resources, physical plant, campus security and public safety.

Offices reporting to Finance and Administration include the Business Office which includes Purchasing, Accounts Payable, Accounting, Bursar, Check Distribution, Payroll, Audit, Property Management and Fixed Assets; Campus Planning and Design, Buildings & Grounds, Environmental Health & Safety, Human Resources and Labor Relations (including Payroll) Public Safety, Events Management and OnStage at Kingsborough.

The Vice President for Finance and Administration heads this administrative division. The Vice President, as the President’s designee, also serves as the Chairperson of both the KCC Auxiliary Enterprises Corporation and the KCC Association. Both of these entities are not-for-profit corporations organized to serve the needs of the KCC community. Faculty can serve as members of the Boards of both entities and also can
serve as members of various committees (e.g. the Bookstore and Food Services Committee).

THE OFFICE OF INSTITUTIONAL RESEARCH, ASSESSMENT, AND PLANNING (U-212, EXT. 6666)

The Office of Institutional Research, Assessment, and Planning coordinates the multi-faceted elements that contribute to the accreditation and strategic planning processes of the College. While faculty from all academic departments have full responsibility for the assessment of student learning outcomes, the Vice President for Institutional Effectiveness works collaboratively with other senior administrators to monitor institutional effectiveness and support faculty efforts to assess and improve student learning outcomes. The strategic planning process is coordinated by the College Council Strategic Planning Committee and is concerned with academic planning, technology, student support, enrollment management, facilities and other resources, and disaster planning/business continuity. The committee solicits input from faculty and staff in the development of college priorities.

The Chief Information Officer reports to the Vice President for Institutional Effectiveness and coordinates all aspects of instructional and administrative technology, as well as telecommunications.
## OFFICE DIRECTORY

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3. THE FACULTY ROLE

This chapter summarizes policies and provisions related to the three aspects of the Kingsborough Community College faculty role: teaching, scholarship, and service. Given the community college mission, an active and visible presence on campus is central to each of these roles.

More detailed descriptions can be found in the Bylaws of the Trustees of the City University of New York, the PSC-CUNY Collective Bargaining Agreement (2007-2010) and Memorandum of Agreement (2010-2017), and the KCC College Council Constitution, all of which can be accessed through the Faculty Resources website. These, as well as any subsequent contract agreements, take precedence over the information provided in this handbook.

COMPOSITION OF KCC FACULTY

The instructional staff at Kingsborough comprises approximately 300 full-time faculty and, in any given semester, between 500-700 adjunct faculty.

Full-time faculty includes those on substitute lines, those on tenure-track lines, and those who are tenured. Please note that there are some differences regarding the role(s) of Library faculty, faculty counselors, and other academic faculty, who will be referred to here as teaching faculty, although both Library faculty and faculty counselors may, at times, teach; please see the sources cited above for more detailed information regarding these differences.

FACULTY WORKLOAD

TEACHING CONTACT HOUR WORKLOAD

The annual undergraduate teaching contact hour workload is a matter for collective bargaining and is governed by the PSC-CUNY Workload Settlement Agreement.

The academic work year is from September 1 through August 31 inclusive of annual leave. The annual undergraduate teaching contact hour workload for full-time at Kingsborough Community College is 27 hours. All full-time teaching faculty are required to teach in the Fall and Spring semesters; teaching in the Summer module is optional. A faculty member’s precise teaching load in any given semester is determined in consultation with the department chair.
Full-time Library faculty members are assigned a 35-hour work week while faculty counselors are assigned a 30-hour work week. As noted above, both Library faculty and faculty counselors may spend some of their workweek teaching.

**ANNUAL LEAVE**

Effective August 25, 2006, the period of annual leave for full-time teaching members of the faculty is from the day subsequent to the spring commencement of each college until the third day, excluding Saturday and Sunday, preceding the thirtieth of August that follows such commencement, or an equivalent consecutive period. The period of annual leave for full-time Library faculty and faculty counselors is 20 days for the first year and, for the second through eleventh year and all subsequent years, 20 days + 1 day for each year of service, with a maximum of 30 days.

**REASSIGNED TIME**

Subject to approval of the college and of their respective department chairs, faculty engaged in designated service or research projects may have a portion of their annual teaching contact hour requirement reassigned from teaching to these projects. For example, a faculty member who participates in a learning community in the Fall and Spring terms receives 1 hour of reassigned time for each of those terms; his or her workload for that year would be calculated as follows:

25 hours classroom teaching + 1 hours reassigned time in Fall and 1 hour of reassigned time in Spring = 27 total hours

By contractual provision, the annual teaching contact hour workload of 27 hours includes approved reassigned time. Therefore faculty who receive reassigned time for approved activities are not eligible for additional compensation from the college for those activities.

**NEW FACULTY REASSIGNED TIME**

A provision of the PSC-CUNY contract provides teaching faculty in tenure track lines with 24 hours of New Faculty reassigned time to be used for research and scholarship in the first five years of service. Those professorial faculty hired as counselors or librarians will now have the option of receiving 12 hours of reassigned time for research in their first five academic years. These hours, however, must be arranged through consultation with the department chair.
OVERLOAD ASSIGNMENTS

In addition to the 27 contact hour annual teaching workload, faculty are eligible to teach up to an additional 14 contact hours within CUNY during the academic year. Any teaching which goes beyond the annual 27 contact hour workload obligation is considered an overload teaching assignment, for which faculty are entitled to additional compensation.

Pre-tenure faculty using their new faculty reassigned time are not eligible for overload teaching assignments during the semester in which they are receiving the release time.

OFFICE HOURS

Teaching faculty have a professional responsibility to be available to speak with students outside of class and are required to do so. Generally, full-time teaching faculty hold a minimum of three office hours weekly or an office hour for each course they teach. While office hours do not count toward the contractually mandated annual 27 teaching contact hours, faculty should indicate their weekly office hours on the Workload Schedule Form (see below).

DOCUMENTING AND TRACKING WORKLOAD

Teaching faculty must submit a Workload Schedule Form and a Multiple Positions form (see Appendices O and P) to their department chairs each semester and any modules during which they teach. These forms must be completed, and the necessary approvals secured, before the faculty member assumes a multiple position assignment and must be updated whenever changes in commitments occur during the semester.

Because the President or the President’s designee approves all workload prior to payment, these forms must be received by the Department in a timely manner in order to review them and forward them to the Office of the Provost. Multiple Position forms and Workload Schedule Forms are due to the Office of the Provost in June for the Fall A and B sessions and in early January for the Spring session and Summer module.

FACULTY SCHOLARSHIP

Tenured and tenure track faculty are expected to demonstrate excellence in scholarship by making relevant contributions to their academic field and/or to the scholarship of teaching and learning (SoTL). CUNY and Kingsborough Community College support faculty scholarship through leaves and through departmental travel funds and CUNY travel grants.
FELLOWSHIP LEAVES AND PROFESSIONAL REASSIGNMENTS

Teaching faculty and faculty counselors are eligible for fellowship leaves for study and research or for creative work in literature or the arts after six years of full-time service. Fellowship leaves may be taken for one year at 80% pay, for half a year at 80% pay or, rarely, for half a year at full pay. Library faculty may apply for paid Professional Reassignments, not to exceed five weeks, for research, scholarly writing, and other recognized professional activities.

There are a number of conditions that must be met when applying for fellowship leave or professional reassignment. For guidelines regarding these and all types of leaves, please see Article 25 of the Collective Bargaining Agreement. Faculty seeking fellowship leave must submit a fellowship leave application. The application may be found online or through the Office of Academic Affairs web page under Forms.

KCC REASSIGNED TIME FOR RESEARCH

The Kingsborough Committee on Scholarly and Applied Research also considers proposals for applied and pure research directly related to KCC and its educational mission, and the committee grants faculty reassigned time to pursue such research. A call for proposals is usually issued in October.

RESEARCH GRANTS

In order to assist faculty in pursuing scholarly activities, a number of grants are offered by Kingsborough and CUNY. These include:

- KCC President’s Faculty Innovation Award
- PSC-CUNY Research Award Program
- Community College Research Grant Program
- Chancellor’s Research Fellowship Program

Information on these can be accessed through the KCC Faculty Website under Research and Scholarship and on the CUNY Internal Funding page on the CUNY Faculty Resources website.

In addition, CUNY subscribes to a comprehensive Internet-based resource for funding information called Pivot (pivot.cos.com). Through this service, faculty can arrange for email notification of grants relevant to their interests that are offered by external funding sources. To use this service, faculty create a profile through the Pivot website (accessible through the Faculty Website under Research and Scholarship), which will ask for a username and password. The Director of Development in the Office for Institutional Advancement can also assist faculty with this service.
The Office for Institutional Advancement (M-243, Ext. 4539) is the college’s centralized entity for coordinating the submission, processing, and reporting of all college grants and contracts. Institutional Advancement provides technical assistance to members of the faculty and administration in obtaining grant funding for projects that further the mission and goals of the college and support faculty research agendas. Information on applying for grants, including the Grants Procedures Manual, can be found at the Office of Institutional Advancement’s Grant Guidelines link as well as on the Applying for Grants section of the Kingsborough faculty website.

**TRAVEL FUNDS**

Each academic department is allotted travel funds to defray costs incurred by faculty when they attend professional meetings and conferences. Faculty seeking travel funds must complete an Application to Attend a Meeting or Conference form prior to attending the conference; the form must be signed by the department chairperson, and submitted to the Office of Academic Affairs. Upon completion of travel, an additional Overnight/Out of Town Travel Report must be filled out, approved by the department chair, and submitted to the Office of Academic Affairs along with a conference program and original receipts for travel, lodging, and registration fees. Both forms may be obtained from department offices.

**KCC’S OFFICE OF HUMAN RESEARCH PROTECTIONS PROGRAM (HRPP) INSTITUTIONAL REVIEW BOARD (IRB) (A-228)**

Kingsborough’s HRPP/IRB Office is an extension of CUNY’s overall program for the protection of human subjects in research. Under the Vice Chancellor’s Office of Research Compliance, campus HRPP/IRB offices are responsible for the protection and welfare of human subjects in research projects conducted by CUNY faculty, staff and students, and Research Foundation staff. The program provides oversight, administrative support and educational training to ensure that CUNY research complies with federal and state regulations, university policy and the highest ethical standards.

Researchers seeking to conduct studies with human participants must complete an online training course, and apply for and receive HRPP/IRB approval prior to commencing their research projects. All applications must be submitted through the University’s IDEATE online system and processed through KCC’s HRPP/IRB Office.

Comprehensive information—including online training, HRPP/IRB policies, procedures, and guidelines is available on CUNY’s Research Compliance website.

**SERVICE**

The third aspect of the KCC faculty role is service. Faculty service is fundamental to the effective governance and administration of the college. By participating in, and/or
volunteering for, service opportunities, faculty members make valuable contributions to
the work of their departments, the college and CUNY; in addition, service can be a
generative source of professional development and networking.

COMMITTEE WORK

Faculty are responsible, subject to the Board of Trustees, for the formulation of policy
relating to scholarship, standards of admission, the attendance and discharge of
students, the curriculum and programs of study, and the granting of degrees. Much of
this is done by faculty through committee work and, in several areas, responsibility is
shared jointly by the faculty and by the student body through the College Council.
Serving on program, department, and college committees gives individual faculty
members a voice in decisions that impact Kingsborough and the Kingsborough
community. Please refer to the chapter on college governance for more information on
the college committees and processes.

PARTICIPATION IN PROGRAMS AND INITIATIVES

Service can also take the form of participation in a number of department, college,
and/or CUNY programs and initiatives; college teaching initiatives include
Kingsborough Center for Teaching and Learning (KCTL), the Kingsborough Center for
e-Learning (KCeL), Kingsborough’s Learning Communities, the Honors Program, and
Writing Across the Curriculum (WAC). Depending on the time commitment for a given
service, faculty may be granted reassigned time. Please consult the chapter on
Professional Development and Teaching/Learning Initiatives for more information.

CUNY AND COLLEGE POLICIES RELEVANT TO FACULTY ROLE

Both CUNY and KCC have instituted a number of institutional policies, many of which
directly or indirectly impact the faculty role. The links below will take you to the full text
of the most relevant polices. For a more comprehensive list, please consult CUNY’S
Manual of General Policy and/or the Policies and Procedures page from CUNY Legal
Affairs.

- ACADEMIC FREEDOM
- ACADEMIC INTEGRITY
- CAMPUS AND WORKPLACE VIOLENCE POLICY
- CUNY PATHWAYS INITIATIVE
- EQUAL OPPORTUNITY AND NONDISCRIMINATION
• HUMAN RESEARCH PROTECTIONS PROGRAM
• MAINTENANCE OF PUBLIC ORDER
• MULTIPLE POSITIONS
• REASONABLE ACCOMMODATIONS AND ACADEMIC ADJUSTMENTS
• RESEARCH POLICY
• SEXUAL MISCONDUCT
• STUDENT COMPLAINTS ABOUT FACULTY IN AN ACADEMIC SETTING
• WRITING ACROSS THE CURRICULUM
4. PERSONNEL ACTIONS: REAPPOINTMENT, TENURE, AND PROMOTION

All personnel processes at the college are guided by the PSC/CUNY Contract, by the CUNY Bylaws, by the policy on Academic Personnel Practice in CUNY’s Manual of General Policy, by Kingsborough Community College’s College Council Constitution and Bylaws and by the 2008 Recommendations of the KCC Task Force Review on Tenure and Advancement. Faculty should review these documents and consult with their department chairs for more detailed and specific information.

PERSONNEL ACTIONS: PROCEDURES

Kingsborough Community College affirms the commitment to peer review as articulated in CUNY’s Manual of General Policy:

Central to the exercise of this collegial responsibility is the practice of peer judgment, by which the faculty assumes the responsibility for its own vitality. In this role, the faculty sets standards for its own qualifications, ethics and performance. The collegial body itself maintains such standards by the exercise of its own authority. But such authority, if freely consented to, must be responsibly and regularly exercised. Thus, the willingness of the faculty to judge itself rigorously determines its capacity to define the institutions’ mission and to maintain its standards. (Board of Trustee Minutes, 1975, 09-22, 005.)

Peer review for appointment, tenure and promotion is exercised through the College Committee on Faculty Personnel and Budget, as informed by deliberations of Departmental Committees on Personnel and Budget and of the appropriate college-wide Faculty Review Committee.

Departmental Personnel and Budget Committee Review

Candidates for reappointment, tenure, promotion to Associate Professor and fellowship leave are first reviewed by their Department Committee on Personnel and Budget as explained in the CUNY Bylaws on Organizations and Duties of Faculty Departments. In the case of a negative recommendation, the department chair communicates the result to President. While Departmental Personnel and Budget Committee recommendations are made by majority vote, the CUNY bylaws stipulate that a minority of that committee has the power to place a minority recommendation in the candidate’s personnel file.
Faculty Review Committee(s) Review

Following an affirmative recommendation from the Departmental Personnel and Budget Committee, the candidate is reviewed by one of the following four college-wide Faculty Review Committees, depending on the personnel action sought:

- The Committee(s) on Reappointment and Tenure
- The Committee on Advancement to Associate Professor
- The Committee on Advancement to Professor
- The Committee on Fellowship Leaves of Absence

The recommendations of the Faculty Review Committees are shared with the President and the College Faculty Personnel and Budget Committee.

College Faculty Personnel and Budget Committee Review

The College Personnel and Budget Committee review and vote on each candidate; their vote is advisory to the President who makes the final decision on whether to recommend the candidate to the CUNY Board of Trustees for final approval.

PERSONNEL ACTIONS: TIMELINES

Per Article 10 in the PSC/CUNY CBA, untenured members of the instructional staff must receive written notification of reappointment or non-reappointment according to the following schedule:

- **April 1st**: Full time faculty in their first year of service hired on September 1st
- **May 1st**: Full time faculty in their first year of service hired on February 1st; Adjunct faculty teaching in the Spring semester
- **December 1st**: Faculty reappointed for their second or later years of continuous service; Adjunct faculty teaching in the Fall semester

Tenure is awarded to faculty members on tenure-track lines who are hired as Assistant Professors when they are reappointed for an eighth year. Per CUNY policy, tenure and promotion are separate processes, though an Assistant Professor may apply for promotion to Associate Professor immediately following the application for tenure. However, the faculty member needs to have a sufficient publication record to support both tenure and promotion; the same publications may not be used for both. In extraordinary cases, an Assistant Professor may apply for promotion prior to the awarding of tenure, but must serve four years in the rank of Assistant Professor before doing so.
All decisions on advancements and reclassifications become effective on the first of September of each academic year, or on the first day of any month (after September) following approval by the Board of Trustees of CUNY.

Instructors (in possession of a Master's degree or in a doctoral program) have five years to complete a Ph.D. If Instructors obtain the PhD in five years, they are converted to the Assistant Professor’s line with two years credit for four years served as Instructor. If they obtain the Ph.D. in fewer than four years, they are converted to the Assistant Professor’s line with no prior credit, and begin to work toward tenure, which is awarded with reappointment for the eighth year following the conversion.

However, if an Instructor does not obtain a doctorate by the end of five years, he or she may be converted to a Lecturer line with Certificate of Continuous Employment (C.C.E.). Unlike tenure, a C.C.E., is college-specific and does not travel with the individual to another CUNY college. For faculty hired as Lecturers, a C.C.E. is awarded with reappointment for the sixth year.

ANNUAL EVALUATIONS

Per Article 18 of the PSC/CUNY CBA, each member of the instructional staff other than tenured full professors meets with the department chair (or a designee from the department P and B) for an annual evaluation. During the annual evaluation meeting, the faculty member’s entire body of work for the year and his/her cumulative progress are reviewed. Following the meeting the chair summarizes the meeting in a memorandum to be included in the faculty member’s personnel file.

Members of the non-teaching staff, including Librarians, CLTs, Counselors, Student Personnel Services staff, Registrar series, HEO series and other non-teaching members of the Instructional Staff covered by this Agreement: Preferably once each semester, but at least once each year, each employee shall have an evaluation conference with the chairperson or supervisor to be designated by the appropriate dean or President. At the conference, the employee’s total performance and professional progress shall be reviewed. Following this conference, the designated official shall prepare a record of the evaluation discussion in memorandum form for inclusion in the employee's personal file. A copy of the report shall be given to the employee within ten (10) working days following the conference.

CLASSROOM OBSERVATIONS

Per Article 18 of the PSC/CUNY Contract, teaching observations are one factor in the total evaluation of academic performance of the teaching staff. Equally important, classroom observations foster collegiality and professional growth and reflect a shared commitment to teaching excellence; as detailed in KCC’s written protocol for peer review of teaching:
The observer is in a colleague’s classroom not only to evaluate, but to create a dialogue between peers. The focus of the discussion should be the theories, best practices and ideas about what constitutes excellence in teaching. It is hoped that both practitioners of the art of teaching benefit from the peer review process.

Outlined below are the contractually mandated procedures for peer observation:

- Each untenured member of the faculty is observed at least once a semester by another faculty member in his or her department of equal or higher rank.

  Tenured faculty may be observed once each semester; Kingsborough Community College requires observations for tenured faculty seeking promotion. After ten (10) semesters of service, teaching observations for adjunct personnel shall be held at the request of the chairperson or the adjunct.

- All peer observations are scheduled by the department chair. Although it is minimally required that an instructor be given 24 hours of notice prior to being observed, greater advance notice is typically provided.

- Within one week of the observation, the observer submits an observation report to the department chairperson. After the observation report is submitted, the instructor who was observed is asked to read and sign it before it is placed in the instructor’s personnel file.

- Within two weeks after receiving the observation report, the department chair schedules a post-observation conference between the faculty observer and the instructor who was observed.

- After the conference, the observer prepares a post conference memorandum which is submitted to the department chair. Both the observation report and the conference memorandum are placed in the employee’s personal file.

KCC’s peer observation protocol supplements and enriches these procedural mandates by emphasizing the formative role of peer observation for both the observer and the faculty member being observed. While peer observation at Kingsborough has a role in the larger faculty review process, faculty at KCC recognize that excellence in teaching is the product of active and supportive collaboration between an individual faculty member and the entire faculty of his or her department.

**ADJUNCT PERSONNEL ACTIONS**

Adjuncts are appointed by department chairs typically on a semester by semester basis. Adjuncts must receive written notification of reappointment (including title and hourly rate) by December 1 in the fall semester and May 1 in the spring semester.
Because the chair’s ability to assign classes to a given faculty member is contingent upon budget, the curriculum, and student enrollment, occasionally reappointed adjuncts may not receive class assignments for a given term. Adjuncts who have received an appointment must be informed of changes in the conditions which impact their employment as soon as the college knows of them.

Per the new PSC/CUNY contract, CUNY recently introduced two and three year contracts for adjuncts who have multiple consecutive semesters in a single department. A pilot procedure for implementing these new contracts for eligible adjuncts began in Spring 2017. For further information about these contracts, including details on eligibility and review requirements, please consult the PSC FAQ on Multiyear Adjunct Appointments.

PRE-TENURE REVIEW

CUNY’s Pre Tenure Review Policy is designed to supplement departmental guidance of tenure track faculty by establishing an additional layer of administrative review for each faculty member at the end of his or her third year of service. In addition to providing faculty members with added feedback on their progress towards tenure, the pre-tenure review process is also an opportunity for untenured faculty to share their work with leadership in Academic Affairs.

The procedures for pre-tenure review at Kingsborough Community College are outlined below:

- Following the annual evaluations of untenured, tenure-track faculty members in their third year of service, the President’s designee (hereafter the Provost or Dean of Faculty) reviews their personal personnel files.

- The Provost or Dean of Faculty meets with the faculty member’s chairperson to discuss that faculty member’s progress toward tenure. Following their meeting, the Provost or Dean prepares a memorandum to the department chairperson regarding the faculty member’s progress toward tenure and setting forth recommendations for any additional guidance to be provided to the faculty member.

- The Provost’s or Dean’s memorandum is shared with the faculty member and discussed with him or her in a follow-up meeting between the chair, the faculty member and the Provost or Dean. Following the meeting, the Provost or Dean may, where appropriate, attach an addendum to the memorandum based on the discussion.

- In accordance with the procedures set forth in the collective bargaining agreement between the University and the Professional Staff Congress, the faculty member shall be asked to initial the Provost or Dean’s memorandum and addendum, if any, before
it is placed in his/her file; the faculty member shall have the right to include in his/her personnel file any comments he or she has concerning the Provost or Dean's memorandum.

As in the case of classroom observations, the pre-tenure review process is best thought of as an opportunity for formative conversation and dialogue in the service of academic excellence and ongoing institutional support for tenure track faculty.

**PERSONNEL FILES**

Faculty personnel files constitute the formal record of a faculty member’s work at the college and thus provide a basis for sound academic judgment regarding reappointment, reappointment with tenure, and promotion.

Each faculty member is responsible for initialing and submitting to the Office of Human Resources (A201) any materials, such as publications, materials developed for a course, book reviews, letters of commendation, etc., that he or she would like to have considered when being reviewed for a personnel action. Department chairpersons arrange for observation reports, annual evaluations, and summary scores of student evaluations to be placed in faculty personnel file.

Faculty members have the right to review their own personnel file; since faculty are ultimately responsible for the contents of the file, they are encouraged to review their file at least once a year. To schedule a review of their personal personnel file, faculty must call Human Resources at extension 5436 to make an appointment. The faculty member will review his or her file either at the kiosk in Human Resources, the Human Resources Conference room or the faculty file room P203C depending upon availability.

In addition, faculty should update their official Kingsborough Community College CV each year until tenure and any promotions sought have been awarded. A convenient way to update the Kingsborough CV is to download the form linked above, complete it, and save it as a computer file, which can be updated regularly. In addition, faculty should notify Human Resources (A-201, Ext. 5436) immediately if there is any change in their contact information.

**CRITERIA FOR REAPPOINTMENT, TENURE, & PROMOTION**

For teaching faculty, reappointment, reappointment with tenure, and promotion are based on the degree to which an individual has successfully carried out the three main responsibilities noted earlier: teaching, scholarship, and service. Criteria for evaluating these are outlined in the CUNY Bylaws, the KCC Governance Plan, and in the *Recommendations of the Task Force for Review of Tenure and Advancement*. The latter document is reproduced in full below.
TASK FORCE FOR REVIEW OF TENURE AND ADVANCEMENT:
RECOMMENDATIONS
Final 6/12/08

Preamble
The following criteria are to be considered minimum guidelines for consideration of tenure or advancement, subject to academic review. It is the responsibility of the individual faculty member to ensure that his/her personnel file is kept current and contains all appropriate documentation.

Tenure
The following are the proposed minimum teaching, service and scholarship expectations for the consideration of the awarding of Tenure. (Note: Candidates for the CCE—Certificate of Continuous Employment—must meet the tenure criteria for teaching and service.) In addition, all candidates for tenure should exhibit satisfactory qualities of personality and character, and a willingness to cooperate with others for the good of the institution. Longevity and seniority alone shall not be sufficient.

A. Teaching* Criteria:

Demonstration of sustained outstanding performance in this area as evidenced by exemplary performance in the following:
- Peer evaluations
- Student evaluations

Evaluation of Teaching Criteria may include, but is not limited to:
- New certifications (such as WAC, online, etc.—college, university or professional certifications that enhance teaching excellence)
- Participation in professional development (such as KCTL faculty groups)
- Participation in teaching links (such as Opening Doors, Career-focus or ESL)
- Implementation of innovative teaching strategies and/or technology usage in the classroom.
- Willingness to teach a variety of courses.

*Counseling faculty will demonstrate outstanding performance in guidance.

B. Service Criteria:

Demonstration of sustained outstanding performance in this area as evidenced by exemplary performance in some or all of the following:
- Committee work in department.
- Other administrative work in department (e.g. coordinating events, serving as technology advisor, etc.)
- Active participation in college-wide events such as orientations, recruitment, and other functions.
- Club advising
• College-wide committee work
• Organizing campus events (e.g., conferences, speakers, art shows, etc.)
• Representing college or department at CUNY-wide conferences or committees

NOTE: Committee service must be supported by committee chair’s evaluation of candidate’s contributions.

C. Scholarly Contributions Criteria:

Demonstration of outstanding performance and relevant contributions in one’s field as evidenced by the following minimum criteria:

At least two refereed articles or creative works in one’s field with at least one as sole author ("lead author" in the sciences) or solo work.

Notes:

• Graphic designers and illustrators can meet these criteria by having their professional work garner awards in professional competitions.
• May include scholarly articles on pedagogy in one's field, or articles in refereed electronic journals.
• "Acceptable" book sole-authorship satisfies the scholarship criteria.
• Book co-authorship (or subsequent editions, or one or more chapters in a published text) is equivalent to one refereed article.
• The second article may be a realized competitive grant from a recognized professional/ governmental organization.
• Publications that exceed the minimum requirements for tenure may be applied to the next rank advancement.

At least one additional contribution from the following:

• Additional article of like criteria above (co-authorship acceptable)
• Realized grant
• Invited presentation (or presentation published in proceedings)
• Accepted presentation at peer-reviewed conference
• Published editorial work on anthology/scholarly material
• Other creative work (e.g., CD's, videos, etc…) in field pending department approval or acceptance
• Recognized "scholarship of application", to include but not be limited to, securing patents, application of expertise to significant community service, etc.

A SAMPLE Schedule for Tenure Performance

• During Year 1:

  Teaching –
  1) Preparation of course material
  2) Development of effective teaching strategies
  3) Satisfactory peer/student evaluations
4) Acclimating oneself to class/student/department/college culture

Service –
1) Participation in college/department orientation activities
2) Service on department committee(s)
3) Acclimating oneself to department

Scholarship – Consider potential contributions to field.

• By Year 3:

Teaching –
1) Mastery of course material and effective teaching strategies
2) Maintain satisfactory peer/student evaluations or demonstrate efforts toward improvement in this category
3) Self-assessment of teaching effectiveness and adjustments, where appropriate, of application of technology to the classroom
4) Participation in faculty development and other teaching initiatives

Service –
1) Active engagement in department and college activities and committees.

Scholarship –
1) Evidence of at least one submission, at least one work in progress.

• By Year 5:

Teaching –
1) Continuation of Year 3 activities.
2) Evidence of growth in teaching skills.

Service –
1) Continuation of Year 3 activities.
2) Demonstration of leadership in department/college committee.

Scholarship –
1) Evidence of at least one publication or acceptance and additional submission(s)

• By End of Year 6:

All categories/areas should be minimally satisfied. Should scholarship criteria not yet be satisfied, evidence of its imminent completion by the end of Year 7 must be provided.

Reclassification to Assistant Professor

Note: Reclassification to Assistant Professor (from non-doctoral lecturer or instructor) can occur in the next semester following the awarding of a Ph.D. or equivalent from an accredited university. In addition, all candidates for reclassification should exhibit satisfactory qualities of personality and character, and a willingness to cooperate with others for the good of the institution.
Advancement to Associate Professor

Note: Advancement to Associate Professor requires a Ph.D. or equivalent from an accredited university. The College’s Personnel and Budget Committee has voted to require four (4) years in the rank of Assistant Professor before they can be eligible to apply for Associate Professor. This change is effective September 1, 2012. In addition, all candidates for advancement to Associate Professor should exhibit satisfactory qualities of personality and character, and a willingness to cooperate with others for the good of the institution. Longevity and seniority alone shall not be sufficient.

The following are the proposed minimum teaching, service and scholarship expectations (in addition to those required for tenure) for consideration of advancement to Associate Professor.

A. Teaching* Criteria:
   Note: Counseling faculty will demonstrate outstanding performance in guidance.

   Demonstration of outstanding performance in this area as evidenced by exemplary performance in the following:
   - Peer evaluations
   - Student evaluations

   Evaluation of Teaching Criteria may include, but is not limited to:
   - New certifications (such as WAC, online, etc.—college, university or professional certifications that enhance teaching excellence)
   - Participation in professional development (such as KCTL faculty groups)
   - Participation in teaching links (such as Opening Doors, Career-focus or ESL)
   - Implementation of innovative teaching strategies and/or technology usage in the classroom.
   - Willingness to teach a variety of courses.

B. Service Criteria:

   Demonstration of outstanding performance in this area as evidenced by exemplary performance in some or all of the following:
   - Departmental committee work
   - Other administrative work in department (e.g., coordinating events, department technology advisor, Web master, etc.)
   - Active participation in college-wide events such as orientations, recruitment and other functions.
   - Club advising
   - College-wide committee work
   - Organizing campus events (e.g., conferences, speakers, art shows, etc.)
   - Representing college or department at CUNY-wide conferences or committees
NOTE: Committee service must be supported by committee chair’s evaluation of candidate’s contributions.

C. Scholarly Contributions Criteria:

Demonstration of outstanding performance and relevant contributions in one’s field as evidenced by the following minimum criteria:

At least two refereed articles or creative works in one's field with at least one as sole author ("lead author" in the sciences) or solo work.

Notes:
- Graphic designers and illustrators can meet this criterion by having their professional work garner awards in professional competitions.
- May include scholarly articles on pedagogy in one's field, or articles in refereed electronic journals.
- "Acceptable" book sole-authorship satisfies the scholarship criteria.
- Book co-authorship (or subsequent editions, or one or more chapters in a published text) is equivalent to one refereed article.
- The second article may be a realized competitive grant from a recognized professional/ governmental organization.

At least one additional contribution from the following:
- Additional article of like criteria above (co-authorship acceptable)
- Realized grant
- Invited presentation (or presentation published in proceedings)
- Accepted presentation at peer-reviewed conference
- Published editorial work on anthology/scholarly material
- Other creative work (e.g., CD's, videos, etc…) in field pending department approval or acceptance
- Recognized "scholarship of application," to include but not be limited to, securing patents, application of expertise to significant community service, etc.

Advancement to Full Professor

Note: Advancement to Full Professor requires a Ph.D. or equivalent from an accredited university and a minimum of four years in rank as Associate Professor. In addition, all candidates should exhibit satisfactory qualities of personality and character, and a willingness to cooperate with others for the good of the institution. Longevity and seniority alone shall not be sufficient.

Candidates for advancement to Full Professor should demonstrate excellence in all areas of consideration. The following are the minimum teaching, service and scholarship expectations (since advancement to Associate Professor) for consideration of advancement to Full Professor.
**Additional Requirements for Full Professor:**

Included with the candidate’s curriculum vitae, a personal one-page statement addressing the candidate’s rationale for the advancement. Excellence in scholarship must be verified by at least two external evaluators (recognized specialists).

**A. Teaching* Criteria:**

Note: Counseling faculty will demonstrate outstanding performance in guidance.

Demonstration of excellence in this area as evidenced by exemplary performance in the following:
- Excellence in peer evaluations
- Excellence in student evaluations

and some or all of the following:
- Implementation of innovative teaching strategies and/or technology usage in the classroom.
- New certifications (such as WAC, online, etc.—college, university or professional certifications that enhance teaching excellence)
- Professional growth as a teacher (i.e. attending seminars, teaching workshops, KCTL faculty groups, etc.)
- Participation in teaching links (such as Opening Doors, Career-focus or ESL)
- Willingness to teach a variety of courses

**B. Service Criteria:**

Demonstrated excellence as evidenced by some or all of the following:
- Introduction of new courses
- Leadership in committee work in department and college (up to and including committee chair). Significant service as demonstrated by the following:
  a) Leadership role in institution (e.g., department chair, department P&B, College Council, chair of committee or sub-committee, creation of activities, and others deemed appropriate by department or college)
  b) Other leadership work in department (e.g., coordinating events, serving as technology advisor, etc.)
- Active participation in college-wide events, such as orientations, recruitment and other functions.
- Club advising
- College-wide committee work
- Organizing campus events (e.g., conferences, speakers, art shows, etc.)
• Representing college or department at CUNY-wide conferences or committees

C. Scholarship Criteria:

Demonstration of excellence in this area as evidenced by exemplary recognition and/or performance in the following:

At least three refereed articles or creative works in one's field with at least one as sole author ("lead author" in the sciences) or solo work.

Additional Notes:
• The Department of Art requires at least one solo exhibition and 2 group exhibitions to meet this requirement.
• Graphic designers and illustrators can meet this criterion by having their professional work garner awards in professional competitions.
• May include scholarly articles on pedagogy in one's field, or articles in refereed electronic journals.
• "Acceptable" book sole-authorship satisfies the scholarship criteria.
• Book co-authorship (or subsequent editions, or one or more chapters in a published text) is equivalent to one refereed article.
• The third article may be a realized competitive grant from a recognized professional/governmental organization.

At least one additional contribution from the following:
• Additional article of like criteria above (co-authorship acceptable)
• Realized grant
• Invited presentation (or presentation published in proceedings)
• Accepted presentation at peer-reviewed conference
• Published editorial work on anthology/scholarly material
• One or more chapters in a published text
• Other creative work (e.g., CD's, videos, etc.) in field pending department approval or acceptance
• Recognized "scholarship of application," to include but not be limited to, securing patents, application of expertise to significant community service, etc.

Additional Task Force Recommendations

• Communicate tenure/advancement guidelines to all faculty through placement in Faculty Handbook, KCC Website, appropriate orientations, and other materials deemed suitable.
• Establish a college-wide Tenure/Advancement Advisory Committee as an additional resource to faculty.
• Establish a college-wide formal orientation workshop for all new tenure-track faculty.
• Conduct periodic tenure workshops for all those in similar years toward
5. INSTRUCTIONAL POLICIES & PROCEDURES

The mission of Kingsborough Community College relies upon skilled teaching, flexible instructional models and attention to diverse student needs. This section of the Faculty Handbook outlines the policies and procedures that support faculty in meeting this instructional challenge. While the focus here is on policy, the best sources of inspiration, guidance and support related to instruction are the Kingsborough Center for Teaching and Learning (KCTL), the Kingsborough Center for eLearning (KCeL), and department chairs and colleagues.

CUNYfirst

KCC faculty manage student and course records through the Faculty Center on CUNYfirst, the City University of New York’s enterprise management system. KCeL provides information on accessing and using CUNYfirst on their CUNYfirst page.

COURSE SYLLABUS

Specific requirements for course syllabi are established by departments, but in general, course syllabi serve three broad and overlapping communicative functions at Kingsborough Community College:

- They provide students with a roadmap for successfully completing the course
- They articulate course policies and instructor expectations
- They act as a permanent record of the course

Faculty members design syllabi according to their academic judgment and departmental guidelines. These are supplemented by the following outline of recommended syllabus elements:

- Instructor Name and Contact Information
- Course Name and Description
- Textbook/Required Materials Information
- Learning Objectives/Outcomes
- Course Outline and/or Schedule
- Instructor’s Grading Criteria and Policy, including identification and weight of assignments/exams and process for calculating grades.
- Accessibility Policy
  While it is important for faculty to be familiar with CUNY’s Policy on Reasonable Accommodations, many typical “disability” or “accommodation” statements tend to single out students with disabilities, focus on limitations, state legal responsibilities and presume that Access-Ability Services (AAS) must always be involved in the accommodation of the student. On the contrary, the statement
should reflect that accommodations are the result of collaboration between student, faculty and Access-Ability Services. For example, the sample policy statement below is woven into a broader statement of a commitment to equity in the classroom:

Sample: Kingsborough Community College is committed to creating a learning environment that meets the needs of its diverse student body. Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies to address your needs in meeting the learning outcomes of the course. I understand that life circumstances may often affect your participation in the course. These may be personal, health-related, family-related, disability-related or other concerns. Kingsborough Community College has many resources to assist you with most of these concerns. If you have a disability, or think you may have a disability, you may also want to go to Access-Ability Services (AAS) in room D205 to discuss arranging academic accommodations. If you have already been approved for accommodations, please meet with me to review them so that we can strategize the best way for you to utilize them.

- **KCC Academic Integrity Policy:**
  It is important to communicate with students regarding academic integrity. At the same time, as noted above, a positive articulation of academic integrity may set a better tone than a negative focus on cheating and plagiarism. In many cases, violations of academic integrity represent a developmental need rather than a deliberate decision to cheat; as such, faculty are encouraged to make themselves available to answer student’s questions and provide additional guidance and support.

  Sample: Kingsborough Community College affirms the values of intellectual inquiry through its Academic Integrity policy. All members of KCC’s academic community agree to follow the five core values of academic integrity: Honesty, Trust, Fairness, Respect, and Responsibility. Making a positive commitment to these values will support your learning and reduce the risk of failing an assignment/course, and/or suspension from the college, as a result of cheating and/or plagiarizing. I encourage you to not only become familiar with the Academic Integrity policy and its definitions of plagiarism and cheating, but also to develop strategies that will help you uphold the policy and ensure their academic success. Please feel free to consult me if you have any questions or concerns.

This list of syllabus elements is not exhaustive; faculty may choose to include such additional elements on their syllabi as the CUNY policy on Academic Freedom, the CUNY policy on Equal Opportunity and Non-Discrimination, a statement regarding civility and appropriate classroom behavior, an explanation of the faculty member’s attendance policy, and/or a brief list of KCC’s student academic and support resources.
As in most issues related to instruction, department chairs and KCC faculty colleagues are the best resource for questions and ideas related to syllabus design. Additional resources are available through the Kingsborough Center for Teaching and Learning (KCTL) and on their Teaching Tips webpage.

TEXTBOOKS

To comply with the HEO Act regarding course materials cost transparency, all book orders must be submitted before registration opens. The deadline for submitting all Spring and Summer books is November 1; the deadline for submitting all Fall A and B orders is April 1.

Book orders are placed through the department, which must approve all required and supplementary course texts. For some courses in some departments, adjunct faculty may be required to use texts and materials selected by the department. Book orders are submitted by faculty or department support staff through the CUNYfirst textbook ordering application. All required textbooks are available at the KCC Bookstore (U-101, Ext. 5500).

RECORD KEEPING

Faculty are responsible for keeping accurate records, as described below. In addition, because students can appeal a grade up until the end of the semester following the semester in which the grade was given, faculty are required to keep student work that has not been returned to students or that students have not picked up, for one year after the course completion date.

ROLL BOOKS/GRADE SHEETS

Roll books for each class, which list the names of registered students, are distributed by the department chairperson during the first week of classes, along with instructions for maintaining them; please follow these instructions carefully.

CERTIFICATION OF ATTENDANCE AND COA ROSTERS

In order to comply with federal regulations and to facilitate timely distribution of financial aid funds, the CUNY Board of Trustees has mandated that all instructors must verify that every officially enrolled student has attended class at least one time (or is actively participating in an online course e.g. by logging in, posting to a discussion board and/or submitting assignments) during the early part of the semester. Failure to complete and
submit verification through the Certification of Attendance process may result in financial liability for students and/or the college.

At roughly the 20% point of each term, all faculty are required to verify student attendance through the COA roster accessed through the Faculty Center on CUNYfirst. Early in each term or module, faculty receive an email notifying them that the COA Rosters are available and indicating the deadline by which the form must be submitted to the registrar. Faculty report ONLY those students who NEVER ATTENDED class (or who did not log into a fully online class) prior to the required deadline for COA submission. Students reported as never having attended will be assigned the non-punitive grade of WN, Withdrawn/Never Attended.

**FINAL EXAMS**

**PREPARATION**

The Office of the Registrar (A-101, Ext. 5136) posts final examination preparation procedures every semester. In brief, faculty submit final exams to Office Services (P-101, Ext. 5096) a few weeks before finals week. Exams are then kept by the Registrar, so that a final exam is available in case an instructor is absent on the day his or her exam is to be given. Instructors have the option of submitting either a typed exam that only needs to be duplicated; or copies of a typed exam that are ready to be administered. It is the responsibility of the individual faculty member to arrange for special examination equipment or supplies (e.g. audio-visual equipment, tapes, accounting/graph paper, etc).

**SCHEDULE**

Final examinations are administered according to the final exam schedule. Faculty may not cancel or reschedule exams.

**PROCTORING ASSIGNMENTS**

Every full-time faculty member is responsible for eight proctoring assignments per academic year; for those faculty members who have reassigned time that number may be reduced by a formula determined by the Office of Academic Affairs. Faculty members teaching overload may have additional proctoring assignments beyond the required eight. Evening and Weekend Studies faculty proctor their own exams; this may or may not be the case for Day Session faculty; those who proctor exams that are not their own should return completed exams to the appropriate department.

If a faculty member knows in advance that he/she is unable to proctor during an assigned time, he/she must notify the department so that the proctoring assignment can be
rescheduled. If, on the day of a proctoring assignment, a faculty member is unable to
proctor, he or she should contact the department and the Registrar so that
arrangements can be made to cover the assignment. Finals are available for faculty
pick-up from D-immediately before the scheduled start time of the exam.

STORAGE
Graded final exams are returned in their envelopes to D-123, where they are stored for
one year. In the case of some departmental exams, graded exams are returned to the
department.

MAKE-UP FINAL EXAMS
Students who miss final examinations for legitimate reasons may apply for makeup
examinations. Generally, permission is granted only to students who maintain passing
grades up to the final examination period. For each make-up examination, a Petition for
Final Makeup Examination form with the instructor’s signature must be completed and
received in the Registrar’s Office by the deadline date on the Academic Calendar.

GRADING
Final grades are entered through the Grade Roster in the Faculty Center in CUNYfirst. At
the end of each term or module, faculty receives an email notifying them that the CUNY
first Grade Roster is open for the posting of grades. A reminder of the deadline for
grade submission is included with that notification.

Kingsborough Community College adheres to the CUNY Uniform Grading Guidelines.
The CUNY grade scale is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality</th>
<th>G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>4.00 quality points</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00 quality points</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.70 quality points</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.30 quality points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00 quality points</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.70 quality points</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.30 quality points</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00 quality points</td>
</tr>
<tr>
<td>C-</td>
<td>Satisfactory</td>
<td>1.70 quality points</td>
</tr>
<tr>
<td>D+</td>
<td>Passing</td>
<td>1.30 quality points</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.00 quality points</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00 quality points</td>
</tr>
</tbody>
</table>
In addition to the letter grades noted above, faculty may assign the following CUNY grades—none of which carry an academic point value—to represent a distinct course outcome not captured by the A-F grade scale.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>INC</td>
<td>The INC (Incomplete) indicates that a student’s performance in the course has been Satisfactory (at minimum), but that he or she may be missing an assignment or an examination. The grade of INC is assigned at the discretion of the instructor, only when the course requirement has not been completed for good and sufficient reasons and where there is a reasonable expectation that the student can complete the requirements for the course. Prior to assigning an INC grade, instructors consult with the student regarding a clear timeframe for submitting remaining work. The INC automatically changes to a “FIN” if work is not made up by the 10th week of the next 12-week module.</td>
</tr>
<tr>
<td>P</td>
<td>Passed, but course not counted in computing cumulative average</td>
</tr>
<tr>
<td>R</td>
<td>Minimum level of proficiency not met for remedial courses. A non-punitive failure indicating unsatisfactory completion of the course but not counted in quality points index.</td>
</tr>
<tr>
<td>S</td>
<td>At Kingsborough Community College, the “S” grade is only used for students in Math 200. It is assigned when a student has a minimum grade of 88 on the CUNY Elementary Algebra Final Exam (CEAFE). The student must also have an overall class average of 85. The S grade does not count in computing the scholastic index.</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew-unofficially; A WU grade is issued by an instructor due to excessive absence. It is equivalent to an F grade when the GPA is calculated. If a student retakes the course and earns an A, B, or C the WU will remain on the transcript but will no longer be averaged into the GPA. This is an unofficial withdrawal that indicates that the student attended a minimum of one class, completely stopped attending at any time before final exam week, and did not officially withdraw.</td>
</tr>
</tbody>
</table>

The above sets of grades reflect student performance in a course based on the academic judgment of the instructor of record for that course.

In some circumstances, students are assigned an administrative outcome by the Registrar. The chart below explains the circumstances under which an administrative outcome is appropriate.
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN</td>
<td>Failure as a result of an expired incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew officially. A grade of “W” is assigned to students who officially drop a class after the refund period and prior to the completion of two-thirds of the semester. Students have roughly two-thirds of a semester or module to withdraw from a course without penalty and receive a grade of W; the last date for withdrawal without penalty is posted on the Academic Calendar</td>
</tr>
<tr>
<td>WA</td>
<td>Withdrew administratively due to immunization; non-compliance</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew-failing; counts as failure; grade discontinued as of fall 1999</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawn, never attended; a non-punitive grade (as of fall 2010)</td>
</tr>
<tr>
<td>Y</td>
<td>Full year course; grade assigned at end of year</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
<tr>
<td>NC</td>
<td>Minimum level of proficiency not met for certain specific compensatory courses</td>
</tr>
<tr>
<td>Z</td>
<td>Instructor did not submit grade</td>
</tr>
<tr>
<td>#</td>
<td>This course has been successfully completed in a subsequent semester and is not calculated in the cumulative average (examples: #f, #fi, #wu)</td>
</tr>
</tbody>
</table>

Given the academic and possible financial implications of withdrawal from a course, it is particularly important that the specific Withdrawal designation (WU, W, WA, WD, WF) be assigned accurately by the appropriate college personnel.

**INSTRUCTOR ABSENCE**

Because Kingsborough Community College places a high value on instructional time, every effort is made to avoid cancelling classes. Individual faculty members are not
authorized to cancel or reschedule classes; only department chairs have the authority to cancel classes. Faculty members who anticipate an absence during the course of a term should work in advance with their department chair to arrange a substitute; faculty members who have to take an unplanned absence should immediately contact their department chair. If the department chair is unavailable, the faculty member should contact the Office of Academic Affairs. In all cases, absences should be reported as early as possible.

Upon returning from a planned or unplanned absence, faculty members must complete and sign a Notice of Absence form in the departmental office.
6. PROFESSIONAL DEVELOPMENT OPPORTUNITIES IN TEACHING & LEARNING

Kingsborough Community College offers a number of venues through which faculty can continually develop as professionals and explore innovative pedagogies. These venues are supported by Kingsborough’s Office of Academic Affairs and by CUNY’s Coordinated Undergraduate Education (CUE) Program. They include two collaborating centers – the Kingsborough Center for Teaching and Learning (KCTL) and the Kingsborough Center for e-Learning (KCeL) – as well as two exciting and innovative initiatives – Learning Communities, and Writing Across the Curriculum (WAC). These have been shown to be successful in promoting student learning outcomes, and Kingsborough’s Learning Communities have attracted national attention. In addition, faculty can become involved in KCC’s Honors program.

Information regarding faculty development opportunities at Kingsborough is available through the Faculty Website. If you are interested in participating in online or hybrid learning, Learning Communities, Honors, or Writing Across the Curriculum, please consult with your department chairperson and contact the program coordinators.

KINGSBOROUGH CENTER FOR E-LEARNING (KCEL)
(L-705, EXT. 6622)

KCeL offers consulting services, training, and assistance to help faculty members solve specific instructional problems and improve their teaching effectiveness through newer and emerging technologies. In addition to on-on-one assistance, training sessions on specific technologies are offered to groups of six faculty members in order to provide greater interaction between technical experts and participants. KCeL is located in L-705 (extension 6622) and is open Monday through Friday from 9 AM to 5 PM.

KCeL oversees the following toe college initiatives:

ONLINE/HYBRID TEACHING CERTIFICATION

Kingsborough encourages faculty to develop offer online/hybrid courses. Interested faculty should consult with their Chairperson and then contact the director of KCeL to review the steps of the certification process to teach hybrid/online courses. KCeL provides support so that faculty can become certified to teach distance education courses in a timely manner.
OPEN EDUCATIONAL RESOURCES

KCC’s work as an Achieving the Dream Leader College has created a campus community focused on student success and increasing access to higher education. OERs are an integral part of this work. OERs are learning materials that are available for free or at a relatively low cost to students. Since these materials reside in the public domain, they can be modified, remixed and redistributed by others with limited or no restrictions.

In spring of 2017, CUNY received $4 million from New York State to develop OERs that will be available to students at no costs. As part of CUNY’s work, KCC’s Center for e-Learning and the Library are leading our campus OER Initiative. Over the 2017-2018 academic year, faculty will be converting 125 sections of 25 courses to OER courses. They will be supported by CUNY through a contract with Lumen Learning, a leader in digital course materials as well as a partnership with University of Minnesota’s Open Textbook Network. KCC’s Center for e-Learning, Center for Teaching and Learning and the Library will support faculty through workshops, one-on-one consultations, and technical support.

The course sections that will be using OERs will be designated on CUNYFirst with a “no textbook cost” designation. In addition, to creating greater equity and access to educational material leading to enhanced equity and inclusion for all of our students, one of the goals of KCC’s OER work is to offer a “Z-degree” in which students will have no textbook costs for their entire degree.

KINGSBOROUGH CENTER FOR TEACHING AND LEARNING (KCTL) (M-391, EXT. 5252)

KCTL is a faculty-owned center for professional development, which has as its mission the goal of creating a college-wide faculty learning community at Kingsborough to foster both professional development and collaboration around issues of teaching and scholarship. All academic departments are represented on its 26-member advisory board.

KCTL is committed to fostering student learning by advancing a culturally responsive, student-centered, intentional, and reflective approach to teaching and learning across disciplines. To that end, KCTL provides the following opportunities for collaborative professional development:

FACULTY INTEREST GROUPS (FIGs)

Faculty are invited to start or join a faculty interest group in which faculty across disciplines meet at least once a month to explore a common interest and share concerns and best practices. Some groups meet for a semester or two, others have been meeting for a few years. FIGs have been offered on topics such as Contemplative
Practices, Game-Based Learning, Flipping the Classroom, Exploring Motivation, Teaching with Technology, and many others; current groups can be found on the KCTL website. Meeting times are coordinated by the faculty facilitator, who tries to accommodate all interested faculty.

Faculty are welcome to join a FIG at any time. Meetings are posted on the KCTL website calendar, and KCTL sends weekly emails to faculty and staff that list the events scheduled for the following week. Faculty interested in joining a current KCTL FIG or proposing a new one should contact KCTL.

**SUPPORT FOR SCHOLARSHIP**

KCTL is also committed to supporting faculty research in their disciplines and to fostering a culture of scholarship of teaching and learning. To that end, KCTL offers a self-paced Scholarship of Teaching and Learning (SoTL) Program and supports for faculty writing (such as groups and panel discussions on publishing) as well as a Grant Writing Workshop Series, offered in collaboration with the Office of College Advancement.

**WINTER WORKSHOP SERIES**

Each winter module, KCTL invites an outside speaker to facilitate an all-day workshop focused on teaching and learning.

**FACULTY-STUDENT MENTORING PROGRAM**

Since some of the most rewarding faculty work involves serving as mentors for students, KCTL offers a two-part Mentoring Workshop designed to help faculty reflect on and develop the skills needed to be good mentors, and matches mentors with student mentees.

KCTL is open from 9 AM to 5 PM, Mondays through Fridays. KCTL has a small lounge area and a terrace. Faculty are invited to please stop in to work, chat, or relax and help themselves to coffee, tea or snacks. A small conference room that seats about 15 and is equipped with a laptop and projection device can be reserved for meetings by calling KCTL in advance.

**LEARNING COMMUNITIES**

Smith, MacGregor, Matthews, and Gablenick (2004) define learning communities as follows:

“a variety of curricular approaches that intentionally link or cluster two or more courses, often around an interdisciplinary theme or problem, and
enroll a common cohort of students. They represent an intentional restructuring of students' time, credit, and learning experiences to build community, enhance learning, and foster connections among students and their teachers, and among disciplines. At their best, learning communities practice pedagogies of active engagement and reflection (p.20).


All Kingsborough learning communities follow this cluster model, where two to five courses are thematically linked. Cohorts of up to 25 students take these linked courses together and form dynamic academic-social learning communities through which they engage in integrative, multi-disciplinary tasks. The Kingsborough Learning Communities program supports learning communities that range from two to five courses and from one to two semesters; that include a First-Year Seminar, or an Integrative Seminar, or neither; and that are appropriate for freshman or continuing students, for ESL or non-ESL students, and for those with and without developmental needs.

Research has shown that students who participate in learning communities form bonds to each other and to the college that support retention and persistence and enhance students’ experience of college. Learning communities have an additional academic goal – helping students engage in integrative learning so they become integrative thinkers. To that end, faculty who teach in learning communities choose a theme around which they can focus their course content and align course topics to maximize integration. The focus on integrative learning requires faculty to examine and reframe their approach to teaching, which often results in a transformation of practice. Faculty collaborate to create integrative assignments that ask students to demonstrate that they have achieved student learning outcomes for the individual courses, and have integrated content from all courses in completing the assignment. Using the integrative assignment as a starting point, faculty engage in backward design to ensure that course materials, activities, and assignments serve to scaffold student integrative work.

KCC's learning community program consolidates professional development opportunities and shares best practices among all instructors teaching in learning communities. Professional development is ongoing and takes a number of forms. Faculty who teach in learning communities participate in pre-and post-semester workshops that focus on approaches and practices that actively engage students in integrative learning. Linking teams collaborate to design their learning communities, and then meet regularly to keep their courses aligned and to discuss student progress; professional development also occurs as faculty often discover different approaches to teaching and learning from their linking partners in other disciplines. Finally, at the end of the semester, faculty are guided in assessing student work for evidence of integrative thinking, revising assignments and scaffolding activities as needed, posting their assessment findings, and reflecting on their collaboration. In 2017-2018, faculty will receive one hour of release time for teaching in a learning community link.
Faculty who teach in learning communities enjoy the sense of comradery and the opportunities for professional development that learning communities provide. Faculty interested in participating in KCC's Learning Community program should review the Faculty FAQ on the Learning Communities website and consult with their chairs re their teaching schedule.

**HONORS**

The Honors Program provides highly motivated students opportunities to pursue their academic goals with intellectual rigor within a community of curious and creative learners. The program stimulates growth not only through coursework but also leadership, service, and collaboration with faculty, with the aim of preparing students for transfer to 4-year colleges.

The program works with over 180 faculty members to provide ways for students to study courses in depth, such as Honors Contract Projects (HCP) and Honors Enrichment Components (HEC). Each year, about 90 students initiate HCP and about 450 students enroll in courses with HEC. The Honors Program further encourages faculty to teach All-Honors Courses that challenge and develop cohorts of Honors students.

The Honors Program matches motivated students with faculty to develop pedagogy, perform academic research, and engage in community projects. Outcomes of these collaborations are disseminated throughout the college, including publication in Distinctions, the Honors journal. Faculty are welcome to visit M377 to meet our students and staff, or to contact Homar Barcena (homar.barcena@kingsborough.edu) to learn more about the program.

**WRITING ACROSS THE CURRICULUM**

Writing Across the Curriculum (WAC) is a national curriculum reform movement initiated by faculty over 40 years ago to strengthen teaching and learning through increased support for reading and writing in every classroom. In writing intensive courses at KCC, faculty use informal writing as a tool for students to learn. More formal writing assignments engage students with issues and ideas that are central to the discipline and the course. Underlying the development of writing intensive courses is the understanding that students learn best through doing. When students write responses to their reading, discuss course content on in-class Blackboard or blogs, compose papers in drafts and revise with Writing Fellows in CAWS in L-219, and take essay examinations, faculty are able to assess their evolving communication skills and comprehension of course content; at the same time, these activities enable students to develop those very competencies.

Since Fall 2010, Kingsborough students have been required to pass one Writing Intensive (WI) course in order to be able to graduate. At Kingsborough, faculty must
become certified in Writing Across the Curriculum in order to teach writing-intensive sections. The certification process begins with participation in a Certification Seminar either online or in face-to-face meetings during the Winter module. Seminar topics include the uses of formal and informal writing, working with drafts and revisions, employing active learning strategies, creating "assignment-driven" syllabi, and effectively providing feedback on students' papers. After submitting a provisional course portfolio of revised assignments in February, faculty pilot their newly redesigned course. A revised course portfolio is submitted in June. Upon submission of an acceptable course portfolio faculty receive 3 hours of compensation. Once certified (and with the approval of the Chair), an instructor may offer any course of 3 credits or more on a writing-intensive basis, provided that the course includes a meaningful and creative use of reading and writing. In return, the course is capped at 25 students.
7. CAMPUS RESOURCES AND SERVICES

Kingsborough Community College faculty have access to a wide range of campus resources designed to support their work with students. Student success is fundamentally a collaborative endeavor, requiring the commitment and engagement of constituents across the college. Faculty are encouraged to become familiar with, and utilize, the resources below (listed alphabetically) in order to enhance their teaching, engage their students, and contribute to a cross functional community of practice.

ACADEMIC SUPPORT

There are a number of academic support services on campus to which faculty can refer students needing additional help.

- **CENTER FOR MATH AND TECHNOLOGY** (F-206, EXT. 5808) provides individual or small-group tutoring for all Kingsborough students who require help in mathematics. The Math Computer Lab is available for computer science and math classes as well as for individual math and computer science students.

- **CENTER FOR ACADEMIC WRITING SUCCESS** (CAWS) (L-219, EXT. 5405) provides free walk-in, scheduled one-on-one, or group tutoring for students in English courses or for those who may be preparing for the CUNY ACT or CUNY Proficiency exams. The Center also runs class labs mandated by ESL and the ENG 90s (developmental) sequence. Students may be referred by an instructor or may seek help on their own.

- **TUTORIAL AND ACADEMIC SUPPORT CENTER** (L-605, EXT. 5118) provides individual and small group tutoring on a first-come, first-serve basis for most courses. The tutorial sessions are grouped according to teacher, subject area, and tutors’ availability.

ACCESS-ABILITY SERVICES (D-205, EXT. 5175)

Access-Ability Services (AAS) serves as a resource to the KCC community regarding disability, promotes equity in all KCC programs and activities, and provides appropriate accommodations to students with disabilities. Faculty play an important role in creating an academic setting that ensures access, maximizes the achievement potential of every student, and minimizes the need for individual accommodations. To ensure full inclusion, AAS help faculty to apply principles of access and usability in course design and teaching strategies to all courses, including online and web enhanced courses.

Universal application of these principles does not eliminate the need for specific accommodations for some students. Some students with documented disabilities may
receive approved accommodations such as classroom and/or testing accommodations, and the use of assistive technology. Irrespective of disability and of accommodation needs, students with disabilities are expected to adhere to the same academic and department standards as their peers.

Serving as the primary campus resource in regard to student disability-related questions or concerns, AAS provides a rich array of faculty supports on their website, including the following:

- Access Nuts and Bolts for Faculty
- Teaching Strategies to Accommodate for Specific Disabilities
- CUNY’s Reasonable Accommodations: A Faculty Guide to Teaching College Students with Disabilities

ASSESSMENT AND CARE TEAM (ACT) (A-216, EXT. 5563)

The Assessment and Care Team (ACT) provides KCC faculty and staff with a confidential method for reporting student behaviors to on-site professionals for investigation, assessment and support. Any KCC community member concerned about another student or students is encouraged to file an ACT incident report online.

Because faculty members are often the first persons in a college community to observe students who are experiencing personal distress, they play a crucial role in ensuring that the college can proactively and appropriately respond to student behaviors that may impact the safety and well-being of the college community.

Faculty may refer any behavior, concern or issue to ACT, but the following behaviors should be reported:

- Emotional outbursts (yelling, screaming or anger management issues)
- Verbal or written threats of any nature
- Intimidating or harassing others including disturbing or threatening phone calls, text messages, emails, social network posting, etc…
- Disruptive behavior on campus (including in classrooms)
- Suspicions of physical abuse including self-mutilation and harm
- Suspicions of intimate relationship violence, family violence and/or spousal abuse
- Transportation to the hospital for alcohol and drug abuse
- Material, written or spoken, in coursework suggesting possibly self-harm or harm to others
- Written or verbal expressions of suicidal thoughts, ideations or actions

When a report is submitted to ACT, the team will assess the situation and make recommendations for action. Such actions may range from a counseling or academic support referral to removing the student from the college community in accordance with
the City University of New York policy. ACT will try to work with students, who are deemed not high risk, to refer them to campus resources that will allow them to remain in good standing at Kingsborough Community College.

If a faculty member judges that a student’s behavior poses an immediate threat or risk of harm, he or she should call Public Safety (7777) from a campus telephone. In addition, pull boxes are located in all hallways to alert Public Safety to an emergency.

BLACKBOARD

Online and hybrid courses offered at Kingsborough use Blackboard as the main teaching/learning delivery tool. Blackboard is available for all courses offered at Kingsborough (not just online/hybrid courses). Faculty are encouraged to use the platform to enhance the teaching and learning process. The Kingsborough Center for eLearning (KCel) provides a range of faculty resources including an online Introduction to Blackboard. In addition, CUNY’s online Faculty Blackboard User Guides provide both video and text tutorials for accessing and using Blackboard.

Course materials such as the syllabus, assignments, and online quizzes can be placed on a Blackboard course site so that students have access to course materials, when they are off campus. Blackboard also includes a direct link to the KCC library. In addition, Blackboard had a number of interactive features such as Discussion forum, so that students can communicate outside class with their instructor and their fellow classmates. At the end of the semester, Blackboard courses are archived so that faculty can access these materials at a later date.

While it is true that some students may not have access to computers at home, computers are available for student use in the library and in the Cyberlounge (M-200); therefore, all students should be able to participate in courses that utilize Blackboard.

BUSINESS CARDS

Full-time faculty may order Kingsborough business cards online and through their departmental offices. For online orders, use the stationery orders link on the Print Shop webpage. Only Kingsborough Email addresses may appear on business cards.

CITIZEN CUNY

The enhanced Citizen CUNY portal connects students, faculty and staff with University resources, services, benefits, applications, activities and opportunities – and with each other, as an interconnected community. Through the portal, members of the CUNY community can access such benefits as an e-Mall, special discounts, tax preparation seminars, and access to libraries, athletic events and performances. The portal also
provides information about volunteer opportunities so that CUNY citizens can be of service to others – to individuals, to our college and University community, and to our city.

To access Citizen CUNY benefits and services, faculty should register for a CUNY Portal account through the Citizen CUNY homepage.

**COMPUTER LABS**

Faculty who would like students to have access to computers during class have two options. First, they may reserve a computer lab for a single class period or on a recurring basis. To request such computer lab time for non-computer classes, faculty complete a request form and submit it to Information Technology Services (ITS). Request forms are available online on the Faculty Website via the Information Technology Services tab.

The second option allows faculty to request a laptop cart, which generally holds 30 laptops. Media Center requests may be made online via the Library link at the top of KCC’s website or in person; signatures are required and receipts are provided. In some academic departments, the demand for laptop carts is very high. These departments (i.e., Art; Behavioral Sciences; Biological Sciences; Communications and Performing Arts; Business; Health, Physical Education, and Recreation; English; Nursing; Physical Sciences; and Tourism and Hospitality) have their own carts; requests to use them can be made by faculty to their departments. Please Note: if a projector cart is needed it must be obtained from the Media Center.

The Media Center also offers TVs, VHS and DVD players, overhead projectors, and a film collection for classroom use. All media requests may be made in person, by phone, or online via the Library link at the top of KCC’s website. As equipment is limited, faculty should make reservations as early in the semester as possible. The Media Center also houses a mini-theater that seats 30-35 people. It can be reserved by faculty but is often booked for film classes, so availability is limited (especially in September and October).

**COPYING**

Up to 150 copies can be made by faculty members at the copy machines outside of Office Services’ Print Shop (P-101, Ext. 5096). The Print Shop opens at 7:30am Monday through Friday. It closes at 6:00pm Monday - Thursday and at 5:00pm on Friday. When making copies, faculty sign in, indicate the department, and record the number of copies. Evenings and weekends faculty members can make up to 30 copies in the Office of Academic Scheduling (A-113, Ext. 5686).

Sets of more than 150 copies will be made by the staff of the Print Shop. Submit materials to be copied along with the appropriate form one week in advance. Please note
that materials that are copied and distributed to a class are subject to fair use agreements.

COUNSELING SERVICES’ FACULTY & STAFF OUTREACH SERVICES (D-102, EXT. 5975)

Counseling Services’ Faculty & Staff outreach services includes consultations on crisis interventions in the classroom as well as educational and preventative services to faculty and staff. The Counseling and Health Services website provides a range of resources for faculty including information on:

- Handling Disruptive Students in Class
- Intervention Strategies
- Consultation and Classroom Presentations

Finally, Counseling Services publish a downloadable guidebook on Identifying and Assisting Students in Distress.

ECO-FESTIVAL

Eco-Festival is an annual multi-day event at Kingsborough. The goals of Eco-Festival are to raise ecological literacy, to foster global citizenship, to promote meaningful dialogue about environmental issues, and to inspire environmental action and stewardship. All faculty and students are encouraged to participate.

EMERGENCY CLOSINGS

In the event of emergency or a college closing due to weather or other factors, information and instruction can be obtained by signing up for CUNYAlert (See Campus Security above or visit the KCC Website) Information will also be provided on the following radio stations:

- WKRB-KCC (90.9 FM)
- WBLS (107.5 FM)
- WADO (1280 AM)
- WFAS (1230 AM)
- WLIB (1190 AM)
HEALTH SERVICES (A-108, EXT. 5684)

In addition to the student services noted earlier, Health Services supplies first aid, emergency treatment, and educational, preventative and advisory services to the entire Kingsborough community.

ID CARDS

Human Resources provides new employees with a letter to bring to the Office of Public Safety (L-202, Ext. 5069) who will issue a photo I.D. card. Photos are taken in L-222 during registration or at the Office of Public Safety at other times. Please Note: All individuals on campus are required to carry I.D. cards and must present these at the request of faculty and staff. In the event a faculty member loses her or her ID Card, HR must issue another employee verification letter before the card can be replaced.

INSIDE KCC

Inside.kingsborough.edu is a web platform designed for use by students, faculty, and staff that can be accessed from any device that connects to the internet (i.e. desktop computers, tablets, and mobile phones). Faculty can log in with their Kingsborough computer account to access a range of self-services, such as:

- Lookup/create course Email Groups. Email groups always end in @groups.kingborough.edu.
- Class schedule view and their specially-assigned course email addresses. Send email to students from these course email groups.
- Host digital media (i.e. videos, documents, audio recordings, PowerPoint presentations) that can be shared with students
- Faculty/Staff/Student Email Address Look Up
- Password Reset

OFFICE FOR INFORMATION TECHNOLOGY SERVICES (ITS)

The Office of Information Technology Services (ITS) at Kingsborough, working in collaboration with Academic Affairs and Student Services, aims to promote the effective integration of technology into teaching and learning.

ITS provides students, faculty, and staff with access to their CUNY Portal and Blackboard, CUNYfirst, college email, Degree Audit, and Digication accounts as well as access to CUNY’s Skills Assessment Tests and scores. ITS grants laptop loan privileges; provides
Blackboard, CUNYfirst, and other computer-related training; designs, develops, and supports computer and web-based applications; and provides access to technology in classrooms and computer labs throughout the college.

The computing facilities at the college are provided for use by registered students, faculty, and staff. All computer users are responsible for using the facilities in an effective, efficient, ethical, and lawful manner as specified by KCC’s Policy on Acceptable Use of Computer Resources. Faculty with questions and/or issues with technology should contact the ITS Help Desk at Helpdesk@kbcc.cuny.edu or 718-368-6679. Faculty may also create an online helpdesk ticket on the ITS Homepage.

KBCC MOBILE

KCC’s mobile app can be used on iOS, Android, and all other web-enabled devices. The KBCC Mobile app connects to college resources on-the-go. It includes access modules such as Directory, Events, Courses, Maps, Emergency, KBAM, Status, Library, and WKRB. Here is a brief description of each of the app’s modules:

Directory Module: Find office locations and phone numbers on campus.
Events Module: Find everything happening on campus plus CUNY Central events.
Courses Module: View the course catalog, class times and locations, and more.
Maps Module: Find exactly where you are and where you need to go. Maps module integrates with the Directory and Courses modules to help you find your way.
Emergency Module: Access important KCC numbers and Emergency websites.
KBAM Module: KBAM - Kingsborough Account Management - assists students with email account setup and provides self-service tools on-the-go.
Status Module: Provides status updates for internet, CUNYfirst, CUNY Portal, etc.
Library Module: Search the CUNY+ catalog and library databases.
WKRB Module: Stream our own WKRB 90.3 FM radio station. Contact the ITS Help Desk (Ext. 6679) for assistance.

KCC READS

KCC Reads, our common reading program at Kingsborough Community College, was inaugurated at a meeting of the Faculty Assembly in the Spring of 2001 to provide a focal point around which all members of our campus community participate in a rich intellectual exchange. Since its inception, the program has been highly collaborative, with participation of students at all levels of study and staff and faculty from every area of our campus in events, meetings, debates, art projects, book nominations, panel discussions, classes, and reading groups.

The chief mission of KCC Reads is student enrichment: we aim to introduce students to intellectual life and buoy their long-term educational and career goals through their growth as critical thinkers, writers, speakers and leaders and their development as
citizens who are engaged in social and political life. The program also aims to enhance and sustain campus community: through a campus-wide cohort that organizes events and selects the books, and by means of the broader collective work done in connection with teaching, reading and research on the annual book. We also engage a social justice agenda through involvement in research elaborating the social, historical and political issues elaborated by selected books as well as leadership toward philanthropic and volunteer work around those concerns—in the borough of Brooklyn, in metropolitan New York City at large, in wider U.S. society and in the world beyond our borders. To these ends, each year we put together a rigorous calendar of events in which large numbers of students, staff and faculty, in as many disciplines and areas as possible, collaborate. The yearly programming typically culminates in a talk given by the author.

KINGSBOROUGH ART MUSEUM

The Kingsborough Art Museum provides the extended Kingsborough Community with art exhibitions that reflect the values and standards in the KCC Art Curriculum. The Kingsborough Art Museum is open Monday –Friday (10:00 am--3:00 pm) when classes are in session and is free and open to the public.

KINGSBOROUGH CENTER FOR E-LEARNING (KCeL) (L-705, EXT. 6622)

KCeL supports Kingsborough faculty in effectively integrating technology in their courses in order to engage 21st Century students and provide them with significant learning experiences that will promote their success.

Goals:
- To determine what professional development faculty desire and need so they can effectively use technology in their courses.
- To provide assistance to faculty interested in exploring the use of technology in their teaching.
- Develop a community of practice for faculty who currently teach and who are interested in teaching web enhanced, hybrid, and online courses.

KINGSBOROUGH CENTER FOR TEACHING AND LEARNING (KCTL) (M-391, EXT. 5252)

KCTL is a faculty owned space for engaging in professional development and sharing best practices as they relate to teaching and learning. KCTL’s mission is to support faculty in their efforts to:
- Foster student learning through the exploration of innovative, student-centered pedagogies.
• Conduct research and scholarship on teaching and learning and in their disciplines
• Collaborate with faculty across disciplines and departments

KINGSBOROUGH FACULTY RESOURCES WEBSITE

The Kingsborough Faculty Website organizes links to a number of resources for faculty, including most of those contained in this handbook, in a faculty-friendly way. The website can be accessed from the Kingsborough Homepage by selecting Staff and Faculty Resources from the Quick Links menu at the top of the page.

LIBRARY (L-805, EXT. 5144 & 5584; REFERENCE DESK, EXT. 5632)

The Robert J. Kibbee Library serves the College by providing materials and services to support the curricula, assist students and instructional staff with study and research, and stimulate cultural development. The Library is also a catalyst in ensuring that Kingsborough students graduate as information-literate members of our information-age society. The Library ensures, through its instructional and reference activities, that students are capable of determining the nature and extent of their information needs, are able to effectively and efficiently access needed information, are equipped to critically evaluate information and its sources, and are aware of the economic, legal, and social issues that facilitate ethical and legal access/use of information.

The Library has an extensive, well-balanced, and carefully selected collection, which includes books, full-text electronic databases, periodicals, indexes, online government documents, maps, and microfilms. Special services offered by the Library, such as interlibrary loans, courtesy cards for use at non-CUNY libraries, and instruction sessions and tours, are described on the Library homepage. Policies and procedures governing circulation and reference service, faculty book recommendations, and placing materials on reserve, as well as information on Library hours, contacts for specific services, and an outline and explanation of the library’s classification system can also be found on the website.

The Library’s online public access catalog (CUNY+) contains Kingsborough’s print holdings as well as the holdings of other CUNY colleges. The Library also produces and publishes a number of instructional handbooks, pathfinders, and special subject bibliographies, guides, and videotapes.

Well in advance of offering a course, instructional staff members are asked to supply the Head of Acquisitions with a list of reference works and supplementary readings that the Library should acquire. Copies of syllabi and assignment sheets should be sent to both the Head of Reference and Head of Circulation. Required readings and other materials that will be in heavy demand should be placed on reserve or eReserve. The Head of
Reference should be notified in advance concerning the scope and time limit of any assignments involving concentrated use of Library materials.

Library hours are 8:00 am to 11:00 pm, Monday through Thursday, and 8:00 am to 5:00 pm on Friday. In the Fall and Spring semesters, Saturday and Sunday hours are 10:00 am to 3:00 pm; there are no Saturday or Sunday hours during the Winter and Summer modules. Special hours during holidays and recesses are posted.

**MEDIA SERVICES** (L-115, EXT. 5044)

The Media Center provides faculty and students with educational non-print materials, services, and research capabilities consistent with the aims and goals of the College and the mission of the Library. Services include facilities for videotaping and graphic arts and photographic services. Media Services also houses 16mm films, film-strips, slides, videotapes, DVDs, audiotapes, cassettes, and phonograph records. TVs, VHS and DVD players, overhead projectors, and a film collection are available for classroom use. All media requests may be made in person, by phone, or online via the Library link at the top of KCC’s website. As equipment is limited, please be sure to make reservations as early in the semester as possible. The Media Center also houses a mini-theater that seats 30-35 people. It can be reserved by faculty but is often booked for film classes, so availability is limited (especially in September and October).

Media are used to supplement classroom work. Close cooperation between the Media Center and each academic department is essential to provide the appropriate support and resources to faculty and students. Students are served directly by the Media Center Learning Lab through remedial and auto-tutorial programs.

**MELISSA RIGGIO HIGHER EDUCATION PROGRAM**

AHRC New York City’s Melissa Riggio Higher Education Program at Kingsborough Community College is a fully inclusive college-based program designed to prepare people with intellectual and developmental disabilities for adult life through higher education coursework, career exploration and preparation, self-awareness and personal improvement, civic engagement, and self-advocacy skills. The program provides individualized academic, vocational, community and social experiences for young adults in a highly supportive yet challenging environment. These students have the same opportunities for social and personal growth as other young adults at the college level. They are placed in select college courses every semester.

In concert with KCTL, the Melissa Riggio program provides faculty development opportunities to help faculty support students with intellectual or developmental disabilities. For more information, contact the Office of the Vice President for Continuing Education, Workforce Development and Strategic Community Partnerships (A-214).
OFFICE OF PUBLIC SAFETY (L-202, EXT. 5069)

FOR EMERGENCIES DIAL 7777 FROM ANY CAMPUS TELEPHONE

The Office of Public Safety should be notified immediately of any breach in the safety of the campus

KCC’s Office of Public Safety is responsible for all campus security and safety as well as guard services, parking, traffic, lost and found, personal I.D. cards, and occupational/environmental safety matters.

All health and medical-related emergencies occurring at the College should be reported at once to the Office of Public Safety, which has a specialized unit of Officers who are trained as Emergency Medical Technicians. The members of the Critical Response Team (CRT) are trained to assess, treat, and triage patients under the New York City Basic Life Support protocols.

The Office of Public Safety maintains a Comprehensive Security Alarm System that is monitored 24/7 year round. This system is connected to many different types of alarm devices which provide protection to areas throughout the campus. Additionally, stairwells and corridors are equipped with Emergency Assistant Alarms. When pulled, these devices will automatically generate a security response to that location.

There are over a hundred Security Surveillance Cameras strategically located throughout the campus. All surveillance cameras are located in public areas on both the interior and exterior of the campus. Surveillance cameras assist with providing campus safety and continue to be an integral part of our security effort to maintain a safe environment for the entire college community.

The Office of Public Safety also provides a Safety Escort Service for faculty who work on campus at night. More information regarding campus security, including the annual security report, can be found on the website of the Office of Public Safety.

OFFICE SERVICES

Office Services’ Print Shop (P-101, Ext. 5096) does all printing, collating, and binding of printed materials. Office Service’s Mail Room (P-102, Ext. 5098) collects and distributes mail. Hours of operation for both are posted on their webpage. Mail can be deposited at any time in the chute on the wall of the Mail Room. (Please note that the Mail Room does not sell stamps or money orders.)
ON STAGE AT KINGSBOROUGH AT THE LEON M. GOLDSTEIN PERFORMING ARTS CENTER

Part of Kingsborough’s mission is to enrich the lives of people who live, work, and study in our community. Our season includes world-class dance, music, theatre, and family performances from September to May. During the month of July, we present the HOT SUMMER NIGHTS! free outdoor concerts. The Art Smart program attracts more than 8,000 New York City public school children for our weekday performances of professional children’s shows. Discounted tickets are often available for KCC students, staff, and groups. For information about upcoming events, or to purchase discounted student/staff tickets, call (718) -368-5596 or stop by the box office at Leon M. Goldstein Performing Arts Center between 10 am and 5 pm Monday through Friday.

PARKING

The Office of Public Safety requires that every car brought on campus display a parking permit issued by the College. Faculty may purchase permits at the beginning of the semester in the Bursar’s Office (A-205, Ext. 5416). A valid ID card must be presented in order to purchase a permit.

RECREATIONAL FACILITIES

Each semester and module, the Department of Health, Physical Education and Recreation posts the schedule as well as rules for the use of their facilities by faculty and staff. Faculty must present valid Kingsborough ID to use these facilities. Faculty lockers are available, but users must bring their own locks. To learn the combination to gain access to the faculty locker rooms, faculty should speak to the staff in G-201.

RESERVE AND E RESERVE

eReserve is an online counterpart to the traditional Library Reserves system, where required readings or supplementary course readings are held for student use. Students can access eReserve readings in a digital format 24 hours a day, 7 days a week from any computer with an Internet connection. Links to eReserve can be found under Course Reserves on the Kibbee Library Home Page or under eTools on the Faculty Website, and eReserve course pages can be linked to Blackboard course sites.

All non-bound materials that, if copied, would comply with fair use agreements, can be made available through eReserve. This includes journal articles, book chapters, lecture notes, internet sites, PowerPoint presentations, quizzes, and exams. To place something on eReserve, submit one copy of the item along with an eReserve form that contains a full citation. Library staff will check that copyright agreements are honored and will scan the item. Please allow five business days for submitted materials to appear on an
eReserve course page. Faculty are welcome to submit items already in digital form; this will speed up the process.

Bound materials and those which, if copied, would not comply with fair use agreements, can still be made available to students through the Reserve Desk in the Library (L-201, Ext. 5637). When placing non-bound texts on reserve, please make several copies, including a back-up copy for the Library, and please allow at least five business days for the reserve materials to be processed.

SAFE ZONE

This program is designed to address the issues faced by lesbian, gay, bisexual, and transgender students, faculty, and staff. Its most concrete goal is to identify and educate campus members who will become Safe Zone Allies, a campus-wide network of committed individuals who serve as the first points of contact for those who need to speak to a caring person about LGBT issues. Interested faculty are encouraged to attend workshops. For more information, please consult the Safe Zone website.

TURNITIN

Turnitin, CUNY’s plagiarism detection software, is now accessible through Blackboard. Students can submit their papers to Turnitin via Blackboard. Faculty who wish to use Turnitin will need to contact Blackboard’s campus administrator in order create an instructor profile.

STUDENT WELLNESS CENTER (A-108, EXT. 5975)

The Student Wellness Center offers information and resources on health and wellness. Its mission is to support students and encourage healthy lifestyles. The Student Wellness Center is available to collaborate with faculty on developing student wellness programming.

URBAN FARM

The KCC Urban Farm is an organic, year-round food production site. We grow a wide variety of vegetables, herbs and flowers, we compost food scraps from the Culinary Arts Program, and we host tastings, events, courses and class visits. The Farm provides students with urban farming expertise and first-hand experience building a more sustainable food system. Training through credit, non-credit and workforce development programs emphasizes hands-on experience and practical knowledge. Our goals are to prepare students for careers in the rapidly expanding local food economy, build a greater
understanding of food systems through growing fresh fruits and vegetables, and to educate students on the benefits of leading healthy lifestyles.

**WKRB-KCC (90.3 FM) (U-227, EXT. 5817)**

Kingsborough supports a student-operated FM radio station that broadcasts entertainment, news, public affairs programming, and local sports across South Brooklyn and major portions of Queens and Staten Island. You can stream WKRB 90.3 FM live directly from the KCC Mobile app.
# KCC Campus Resources for Students

## Campus Resources

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<th>Resource</th>
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<td><strong>Child Care</strong></td>
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<td><strong>Death of a Loved One</strong></td>
<td>• Counseling Services – D102, x5975</td>
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<td><strong>Domestic Violence</strong></td>
<td>• Counseling Services – D102, x5975</td>
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<td>• Women’s Center – M382, x4700</td>
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<td><strong>Financial Counseling (including Tax Prep)</strong></td>
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<td></td>
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<td><strong>Health Concerns</strong></td>
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<td></td>
<td>• Women’s Center – M382, x4700</td>
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<td><strong>Homelessness</strong></td>
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<td>• Women’s Center – M382, x4700</td>
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<td>Student Issue</td>
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<td>Substance Abuse Treatment</td>
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**ADVICEMENT AND REGISTRATION ISSUES**

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<td>Students in their first semester, including ESL students (not part of</td>
<td>• Freshmen Services—F123, x4806</td>
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<td>any learning community)</td>
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<td>Students in ASAP</td>
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<td>Students in their second year</td>
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<td></td>
<td>• Nursing, EMS Paramedic, Polysomnographic Technology, Surgical</td>
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<td>Technology - S 205 4926</td>
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<td></td>
<td>• Business Academy - M383, 5644</td>
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<td></td>
<td>• Health and Education Academy - V115 6876</td>
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<td>• Liberal Arts and Humanities Academy - D124 6696</td>
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<td>• Math and Computer Science Academy - F309, 5931</td>
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<td>• Physical Sciences Academy - S243A 5547</td>
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<td>Veteran students</td>
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<tr>
<td>Transfer and New Start students</td>
<td>• Transfer, New Start, &amp; Scholarship Opportunities – M101, x4911</td>
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