

# **HANDBOOK FOR DEPARTMENT CHAIRS**

**SUNY – FREDONIA**

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**DRAFT**

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## Acknowledgement

With gratitude and appreciation for her efforts to create this handbook, and as a token of appreciation for her many years providing great and small services to this campus, this handbook is affectionately dedicated to Minda Rae Amiran.

## Intent

The intent of this handbook is to tell new chairs some things they will need to know about their new job. It will say nothing about the creative possibilities of chairpersonship, about resolving problems and avoiding conflicts, or about the care of deans, and very little about time management. It will tell new chairs where they can find certain kinds of information, what routine activities they will have to complete, and the meaning of terms used in budget and workload reports they will receive from various offices. It comes to new chairs with the best wishes of long-serving chairpersons at Fredonia.

## A Quick Index to Terms and Acronyms

### Alphabet Soup

AER  
BANNER  
COOL QUERY  
COS  
CWS  
DSI  
FTE  
OTPS  
RW  
Recharges  
S&E  
SCRH  
TT  
TY  
WFCOH  
YOUR CONNECTION

### Meaning

Academic Equipment Replacement  
University Administrative Student Data Base  
Reporting mechanism for Student Data Base  
Change of Status form  
College Work Study  
Discretionary Salary Increase  
Full Time Equivalent  
Other Than Personnel Service  
Required withdrawal  
Support for on campus services  
Supplies and Equipment  
Student Credit Hours  
Temporary appointment  
Tenure track appointment  
Weekly Faculty Contact Hours  
Web link to academic data base

## Time Management

This is likely to be a problem for new chairs, and there is no single solution to it that helps everyone. Here are some tactics that work for some people:

Reconcile yourself to having to be available five days of the week, or at least four, but have regular office hours and stick to them. Divide paperwork into things you can do at home and things you need to do in your office. You'll probably find working at home saves time, because of fewer interruptions.

Keep your invaluable secretary aware of your schedule and the tasks on which you are working. S/he will be able to protect you from needless inquiries and will rebuff complaints that you're not in your office, if s/he knows what's happening. Make sure both you and your secretary know the answers to frequently asked student or faculty questions, and that these answers are consistent.

Make sure you are up to date with the Fredonia University Senate website minutes and reports. The "Reports" link houses such documents as the Policy on Consensual Intimate Relations, Academic Integrity Policy, and the Report of the Evaluation of Teaching Task Force. These links are also included in the ***Online Campus Handbook***.

### **Understanding Your Budget**

Your department's expenditure record has two main categories: **personal service** (salaries) and **Other-Than-Personal-Service (OTPS)**. The personal service is divided into regular and temporary. You are responsible for maintaining your department's temporary service and OTPS allocations. Of course, you and your dean have to decide how many adjuncts you will be employing, but once you have done so, you have no further responsibility for salary expenditures.

**College Work Study (CWS)** wages are not part of your temporary service funds. Each work-study student completes a bi-weekly time sheet to log hours worked during a specific pay period. The department secretary is responsible for ensuring that hours are logged correctly on individual (CWS) timesheets and then forwards them on to Student Payroll to generate payment to the student. The annual allocation to each division/department of the college is made at the cabinet level during the month of July after the Financial Aid Office has been notified the amount of Federal Work Study funding for the upcoming year. If the opportunity or need exists to expand or retrench allocations, your Dean will contact you. Unlike many other institutions, Fredonia only awards as much CWS support as the institution receives and each student is assigned eight hours of work per week during the term. Because this includes exam week and students very seldom make every work day, you could schedule the students for nine or ten hours per week but the department secretary must be diligent and reassess total hours worked partway through the Spring semester in order to ensure that the student won't maximize their work study award prior to helping the office to prepare for final exams.

**Honoraria** for visiting lecturers are applied for in advance. The necessary form is obtained from the Vice President for Academic Affairs's Office.

OTPS includes **Supplies and Equipment (S&E)** and **Recharges**. S&E allocations pay for specialized equipment and materials you may order from off-campus suppliers (you send your requisition form to Purchasing). S&E also pays for service contracts for any machines that need them. Individual S&E items for which funds have been encumbered will be posted online.

**Recharges** are for items you order from our campus warehouse (e.g., office supplies, which can be ordered online) or for services that are preordered for the campus as a whole (postage, telephone calls). It is your responsibility to see that your department doesn't exceed its allocation for S&E and Recharges. You don't have to worry if you're

going into the red in one subcategory as long as you're under-expended by the same amount in other subcategories under the same heading. Policies differ from time to time about exchanges between categories of OTPS.

Regular annual Supplies and materials allocations in the various categories are based on your departmental past needs or expenditures. In principle, they can be changed for a following year, the University budget permitting. There are also **special funds** that come round once a year, as fees are collected or contingency monies can be released. These are:

**Academic equipment replacement funds (AER):** AER would apply to overhead projectors, microscopes, centrifuges, video cameras, computers, and other technology and equipment. The funding for computers in faculty offices has come from a variety of sources over the years. Ask your dean about the current source. The amounts available in all these funds vary, and you may sometimes be asked what your departmental needs are at short notice. Keep an up-to-date wish list.

Provisions for **faculty travel** are uniform across campus. Travel is not part of the regular budget, but is distributed by the dean. The deans will provide information on the appropriate allocations. In all cases, the faculty member fills out a travel authorization form, which you sign and forward to the dean. When the traveler returns, he or she fills out a travel voucher form, and attaches receipts. This form goes to Accounting, where the reimbursement is processed. Even if no reimbursement is involved, a faculty member traveling must submit a travel authorization so as to be covered by the University's insurance in case of an accident.

## **Routine Operations**

### **1. Regular Meetings**

- a. Expect to meet individually on a regular basis with your dean (usually once a month).
- b. The Chairs elect one member as the **Chair of Chairs** to represent the group between meetings and occasionally call a meeting of the group to discuss matters of importance.
- c. The deans meet with chairs as a group on a regular basis (once every 3-4 weeks in the College of Arts & Humanities, monthly in the College of Natural & Social Sciences). The Dean of the College of Education meets with Program Coordinators. The traditional time for these meetings is Wednesdays at 3 p.m., so keep this time-slot clear.
- d. The Academic Vice President meets with the Associate Vice Presidents, Deans, and all chairs twice a semester. This meeting is entitled the "Joint Chairs Meeting." Additionally, the Vice President for Academic Affairs conducts an annual daylong retreat (usually in June) for department chairs.
- e. If your college/school/department has a graduate program, either you or a designee serves on the Graduate Council, a standing committee of the Fredonia Senate. This

Council is chaired by the Graduate Dean and meets regularly. These meetings are scheduled via the Graduate Dean's Office.

If your college/department/school prepares students for certification as elementary or high school teachers, you or a designee serves on the Professional Education Council, which is chaired by the Dean of the College of Education, and meets regularly. The Dean of the College of Education schedules these meetings.

## **2. Student Recruitment**

a. The Admissions Office holds full-scale Open House Programs five times a year that includes three holidays (Columbus Day, Veterans Day and Presidents Day), an October Open House Saturday program, and finally an Accepted Students Only Open House Program held during the first week of April. In addition, The Admissions Office hosts Saturday Visitation Programs (three Saturdays each in the Fall and Spring) in Thompson Hall-Room W101, Transfer Only Saturday Visitation programs held once per semester, and finally daily Information Sessions (Monday-Friday) during the calendar year in Fenner House. During the Open House programs only, you are expected to help by being at your department's table in the Williams Center to answer questions, distribute literature, and mingle with prospective students and their families. Then, you will conduct an informational session with prospective majors and their parents at an announced location. The Admissions Office will keep you informed of dates and responsibilities. The Admissions Office sets up the tables at the Williams Center for Open House Mix and Mingle portion of the program.

When accepting students into a major the Admissions Office lists the major the student has been accepted to within the acceptance letter that is mailed out directly to the student. The information that the individual department would need (generation of labels, email info, etc.) is available through the campus Public Cool Query reporting tool.

c. Anything else you can do to recruit students is greatly appreciated. Some chairs visit corresponding chairs at our closest community colleges. Some chairs conduct events for prospective students. Some join Admissions counselors at college fairs or the like.

Sometimes the Admissions Office will send along names of students with high SAT scores whom we hope to recruit, or of students who have won awards in your field. Some departments send such students a letter and a brochure and personally contact these students.

The Admissions Office appreciates receiving information about graduates of your major programs. You can refer to Admissions the names of outstanding undergraduates who would be effective student recruiters in their peer recruiting program, overnight campus host programs and open house student panelists.

d. You have input in admission decisions about former undergraduates applying for readmission to SUNY Fredonia and also about graduate students applying to your department. Expect to get files for readmits with an Application for Readmission which you must approve or disapprove, sign, date and return to the Dean's office. Graduate

admissions are becoming the responsibility of the Graduate Dean's Office. Be sure to inquire about procedures with the Graduate Dean if you have a graduate program.

### **3. Academic Advising**

- a. In mid-June, you will need to review transcripts of some new transfer students accepted into your programs, especially if you do not serve as an advisor for Summer Orientation. The Registrar evaluates transcripts for CCC requirements, but you decide which courses taken elsewhere meet requirements of your program. You will need to note equivalencies for each student, so that summer advisors can do their job properly.
- b. Before the start of each semester, there is a final, abbreviated orientation program for new students unable to attend (or admitted after) Summer Orientation. There is one session for freshmen and transfer students admitted to your major(s). You or your designees need to be there to help these students select their courses. The Advising Center will inform you of dates and times, and will supply the materials you need, including advising folders for each student. If you have more than two or three, it helps to review them in advance.
- c. As soon as possible, your departmental secretary will assign advisors for new students directly in BANNER. Until then, your name will appear as the advisor for all new students.
- d. During Early Registrations, you will need to schedule more office hours for students. This is a time when students change majors. While you may authorize your secretary to sign the change-of-major/additional-major forms for you, some students will have questions about their major, and especially about how long it would take them to complete it, questions which you can't expect your secretary to be able to answer. Expect to evaluate transfer credit as well as the student's SUNY Fredonia transcript. Expect, also, to help last minute advisees who have missed their advisors' office hours. This is also the likeliest time for Freshmen to inquire about and sign up for Fredonia in Four with their advisors.
- e. Once grades are in at the end of each semester, the Academic Standings Committee meets to place students on probation, continue them on probation, or require them to withdraw. The computer identifies a "trouble list" of students with low averages, and you are sent the names of your majors on this list for your recommendation as to action. These recommendations should reach the Academic Standings Committee before it meets. Your files for students currently on probation should have probation meeting records or contracts in them, and you will want to use those as a basis for your recommendations. Students on probation are required to meet with their advisor at least three times during the semester. Probation meeting records will show you whether they did so, and what was reported at the time. A "contract" is required for students on probation, or readmitted on probation. It should name the steps the student has agreed to take as a condition for being allowed to continue. Such steps usually include

repeating certain courses or completing a certain number of credit hours with a certain grade point average.

The Academic Standings Committee consists of the deans, the Registrar, the Vice President for Student Affairs or his designee, the Vice President for Academic Affairs, the Associate VPAA, and the Director of Academic Advising. You or a designee should be on hand early in January and late in May to review this list.

This list is alphabetical by standing, though you may also get an alphabetical list of all your majors and their GPAs. Its categories are fairly self-explanatory. "Hours carried" are the credits for which the student was enrolled at the end of the semester.

After the Scholastic Standings Committee meeting you will get a revised list. It is a good idea to send this revised list to your advisors, so they can follow up with their advisees on probation or continued probation. More information and suggestions on contracts and other kinds of follow-up are available from the Academic Advising Center. Some departments have a version of their own contracts that they prefer, but Advising has a prototype contract for each category that are proven "attention getters."

Any appeal to a Required Withdrawal (**RW**) will go to the appropriate dean who is likely to consult with you about its disposition.

f. After mid-semester, your department will receive applications for graduation from students completing their program(s). The largest number will come in April or the end of March for May graduation (other graduation times are December and August). Departments distribute the job of checking these applications differently, depending on their numbers. Whatever your arrangement, it is worthwhile to have a second person review the work of the first. It is easy to overlook something fundamental, like whether the student has earned 120 hours.

#### **4. Scheduling Courses**

Early in a given semester, you decide on your department or school course offerings for the following semester (J term a few weeks into the fall; summer callouts later in the fall). The Registrar's Office will provide spreadsheets for each discipline, listing courses offered the previous year. You are asked to indicate instructors, and preferred days and times. Courses can be deleted and added directly on those pages and returned to the registrar's office, in approximately three weeks.

Factors to consider in scheduling, besides the needs of your own major(s), are:

Providing an adequate supply of your courses for the CCC (refer to the CCC Master List);

Avoiding conflicts with courses you require your majors to take in other departments;  
Spreading your offerings across the day and week so as to make as many choices as possible available to students;

Avoid scheduling required courses for the same students at the same time;

Scheduling courses needed for 3-1-3 students during 3-1-3 windows (the Learning Center will send the appropriate areas this information each semester); and

Responding to faculty scheduling needs.

Many people find working with a spreadsheet or calendar-like chart helpful in distributing courses appropriately over the days and their time-slots. Past chairs in your department may have developed special software program aids.

## **5. Curriculum Changes**

You are not likely to alter your major routinely, but you may very well need to add new courses to your offering every year, almost certainly before each new catalog deadline (once every two years).

Except for “experimental” courses offered under a temporary course number, all new courses or changes to a program require approval beyond the department. In each case, the first step is with your dean. For new courses, course changes, and program changes, there is a proposal form available from the Academic Affairs Committee Chair (soon to be online), which must be completed and forwarded to the dean, with accompanying syllabi and other materials, if applicable. Your Dean will forward the materials to the Academic Affairs Committee of the Fredonia Senate (undergraduate courses) or to the Graduate Council (graduate courses). If the course is in a teacher-preparation program, it will be forwarded to the Professional Education Council. If it is to be in the CCC, it will be forwarded to the CCC Committee. This applies also if you want an existing course added to the CCC. Further, changes to courses in the CCC, e.g. title or number changes, must be submitted to the CCC Committee for review of impact of the changes upon the general education offerings.

If you are proposing a significant modification of your major, a new track or concentration within a major, or a new major or minor, your proposal goes first to your dean and then to the Academic Affairs Committee, and, if appropriate, to the Graduate Council or the Professional Education Council. The relevant committee will approve or reject your proposal. If it approves the proposal, it will recommend it for a vote to the Fredonia Senate. New tracks and new minors will also need approval as modifications of the Academic Master Plan: consult your dean on procedures. Ideally, you would make any changes in time for a new edition of the University Catalog; otherwise, you will not be able to implement your changes until a new catalog comes into effect. Note that proposals for new majors face a different set of hurdles, and will require extensive consultation with your dean early in the planning process.

## **6. Annual Reports and Five-Year Program Review**

At the end of the spring semester your dean will ask for an annual report from your department or school. In part, this will be a compilation of individual faculty reports of the kind you remember from previous years. But also this report needs to describe curricular changes, innovations, or plans, assessment activities, results, and consequent actions, any achievements in faculty recruitment, other special activities of the past year, major changes in equipment or facilities, any marked changes in student enrollment, and student or alumni achievements. Your annual report gets summarized and included in the annual report of the Office of Academic Affairs. It also will be especially useful to you in preparing for the once-in-five-years departmental program review, or for any special accreditation visits your department or school faces. The Vice President for

Academic Affairs Office will notify you when your department five-year review is to occur. Some chairs keep a special folder during the year for items that may be useful in the upcoming annual report.

### Library Book Allocation

In late September or early October you will receive a report from the Library informing you of the amount of money your department can spend on books for the academic year. As Department Chair, it is your responsibility to approve all book orders placed by your faculty. Items to be placed on reserve before the start of a semester are an exception to this policy. These items are paid for with departmental allocations, but without the Chair's approval.

### Faculty Searches and Personnel Decisions

The Academic Master Plan (available in the Annual Report of Academic Affairs in your office) will list any new programs for your school or department that may involve the appointment of new faculty. Even without such programs, you may need to replace faculty who retire, resign, or are not reappointed. In all cases, you will need to prepare a rationale for the new appointment or replacement for tenure track positions. The University Fact Book (see Useful Information, below) will help you prepare your request to your dean. This request will go from the dean to the Vice President for Academic Affairs, and from the Office of Academic Affairs to the Planning and Budget Committee of the Fredonia Senate, which advises the Vice President for Academic Affairs and President on the allocation of faculty and staff lines. The President will make the final decision; notification of these faculty allocations will come from the Office of Academic Affairs.

There is a substantial form you have to complete by way of starting the recruitment process. You can get copies of the form and accompanying rules of procedure from the Affirmative Action Office in Fenton Hall. The first parts of the form, with the wording of your proposed advertisement and a list of venues where you plan to place it, must be approved by the Director of Affirmative Action, the dean, and the Vice President for Academic Affairs before your request for an advertisement can go to Purchasing to be processed.

As you receive applications, you must send each applicant an affirmative action reply-card, which the candidate is asked to return to the Affirmative Action Office (where, also, you can get supplies of the cards). On this card, candidates may identify their gender and ethnicity, if they so wish, and the Affirmative Action Officer can tell you whether you are acquiring a diverse pool of candidates. When you have obtained a suitable pool of applications, followed the selection process your discipline uses, and arrived at a short list of candidates, this list, together with the remaining parts of the form, must be approved by the Director of Affirmative Action, who may also wish to see a list of the questions you plan to ask all short-listed people in any kind of interview. If you plan to bring finalists to campus for interviews, you will need specific approval to do so from your dean and the Vice President for Academic Affairs. There are guidelines as to candidate travel and other expenses. The Office of the Vice President for Academic

Affairs distributes copies of these guidelines. In scheduling a campus visit, you should plan time for each candidate to meet, separately, with your dean and the Vice President for Academic Affairs. Once you have identified your first-choice candidate, you will need the dean's and the Vice President for Academic Affairs' approval to make that person an offer at a particular salary.

It may sometimes happen that you have a temporary faculty member whom you would like to appoint to your tenure-track position without a search. This may be possible if the person would qualify for an Affirmative Action search waiver. You would have to request from the Affirmative Action Committee and the Affirmative Action Officer that the person not only belongs to a protected class but also has unique qualifications for the position.

A candidate may be eligible for **Prior Service** of up to three years if s/he has held a tenure track position at another four-year institution. The amount of prior service is negotiated up front with the Dean.

Not long after your new faculty member has started work, he or she will come up for renewal. The Academic Affairs Calendar will provide you with the dates by which recommendations for first, second and third-year faculty need to reach the dean. The Office of the Vice President for Academic Affairs issues the Academic Affairs Calendar pamphlet annually. Because the date for new faculty falls in the first semester, it makes sense to suggest that these faculty have students evaluate their courses at mid-semester, so as to provide timely evidence of their teaching effectiveness. Each department or school has different written procedures it follows in recommending renewal or tenure. For a reappointment, tenure, or promotion decision, a portfolio from the candidate is necessary. Be sure to consult your dean well in advance to learn the current requirements for that portfolio.

Correspondence from Human Resources will identify some of your faculty as **TY** (appointed for the term of an academic year, tenured and tenure-track), and possibly some as **TT** (appointed temporarily for a semester or a year, but not tenure track). TT people may be part- or full-time. Some very long-serving temporary appointees may be listed as TY; in practice, this means that if you do not intend to hire them for the coming time-period, you must notify them sooner than you must TT people. Human Resources will notify you of the dates by which reappointment recommendations must go to the dean for TT faculty. The procedure for appointing and reappointing TT faculty is simple. Your department will initiate an online COS once the dean has agreed to fund a person for the coming time period. You are encouraged to use one-year appointments.

**DSI** (Discretionary Salary Increase, or merit increase) is part of the UUP contract with SUNY. Most years, one percent of the Academic Affairs Personal Service money for UUP faculty is set aside for this purpose. Some is allocated to departments, some to the deans, and some to the Vice President for Academic Affairs. Merit for temporary and adjunct faculty is handled out of the dean's adjunct budget, and the determination and amount of an award is negotiated with your dean as the contract for the next academic year is being discussed. Chairs or directors are recognized for administrative accomplishments from a pool of money established at the dean's level. Procedures for arriving at recommendations on faculty increases vary with department or school. Normally, you will send your department's or school's list to your dean with brief

justifications for each proposed allocation and you will notify each person on that list what you or the department/school has recommended.

A Change of Status (**COS**) procedure must be followed for every change in employee status. The procedure is now **online** and requires training. Please contact the secretary in the Office of the Vice President for Academic Affairs to make arrangements for training and access. Secretaries usually initiate the online COS forms as directed by the Chair. The Chair is responsible for immediate contractual letters to the adjunct or part time faculty within the department/college. The Online COS procedure has very specific requirements, multiple categories of payment and many account possibilities. There are several aspects of the process are the responsibility of the Chair. Any questions regarding particular procedures after your training should be directed to the Budget Office.

#### Other Personnel Matters

Once a year you will be asked to review your secretary's work. S/he will have a performance program that outlines her/his duties, and you will be asked to comment on her/his performance of each and to give her/him a comprehensive rating. S/he must review and sign the rating form and you must set forth her/his program for the following year. The Human Resources Office sends the necessary forms out routinely. If your secretary's duties change, you would want to alter her/his performance program. Otherwise, just have her/him copy the previous year's performance program.

Graduate Assistants stipends are allocated by the Dean of Graduate Studies, according to established patterns of need. There is an appointment form you must fill out for each assistant each year, and a tuition-waiver form you must sign each semester. You can obtain these forms from the Graduate Studies Office. Graduate Assistants have special privileges at Reed Library: you should send the library a list of your graduate assistants each year, giving their names and the length of their appointments. Changes in the allocation of assistants are a matter for discussion with the Graduate Dean.

#### Useful Information: What's Where

##### **1. The SUNY Fredonia Fact Book**

This is a compendium of assorted information about the University, issued annually by the Office of Institutional Research. The book is divided into two parts: Institutional Data Summaries and Departmental Data Summaries. You will probably find the pages about your own school or department the most useful. They will show figures for enrollment of majors and minors over the past five years, together with information on your faculty and your student/faculty ratios over the same time. These figures may be helpful in supporting requests for new or replacement faculty.

Your department's pages also give you interesting information about your students, which may help you in demonstrating your department's success. There are figures on the movement of students into and out of your programs, together with figures on your majors' retention to graduation, and the percent of degrees granted. You can easily

compare your retention to the university average, or to that of related departments. There are also figures on your students' SAT scores and high school averages (freshmen) or previous GPA (transfer students), with comparisons to the university-wide averages.

Additional information that may help you in making a case for your contribution to the University are the number and percent of the student credit hours you provide that are taken by students in your major, and the number of student credit hours you contribute to the CCC. Please note the Induced Course-load Matrix below for more detailed information:

Terms used in these reports include **FTE** (Full-Time Equivalent) students and faculty. FTE students are the result of dividing total undergraduate **SCRH** (Student Credit Hours) taken in your program(s) any semester by 15 credit hours (12 credit hours for Graduate SCRH). One student taking 15 credit hours or two students each taking 7.5 credit hours would be counted as one FTE student. FTE faculty are (approximately) the result of dividing class hours taught by your faculty by teaching hours (Weekly Faculty Contact Hours = **WFCOH**) per full-time faculty member in your department. As chair, you would typically be .5 FTE. Example: A 12 credit teaching faculty member = 1 FTE. 4 adjuncts teaching one 3 credit course each =  $3 \times 4 = 12 / 12 = 1$  FTE. This formula should be adjusted to the FTE load within your department i.e. 1 FTE could equal 15 teaching credits.

## **2. Other Reports from Institutional Research**

### **a. The Faculty Workload Report**

This report comes out once a semester. It tells you the total and average SCRH taught by faculty in your department that semester and its average FTE student/faculty ratio. It also gives you the same information for each individual faculty member, together with his or her FTE (check these to make sure faculty on released time are appropriately entered as less than 1 FTE). These data may also be helpful in personnel requests.

### **b. The Induced Course-load Matrix**

This report comes out once a semester, usually with a guide to reading it. It shows you what percentage of the credit hours your department teaches are taken by your own majors, and what percentage of other department's majors (including students who have not yet chosen a major) take your department's classes. It also shows you what other departments' courses your majors are taking. This information may be useful in documenting your contribution to the University at large.

## **3. The Academic Affairs Calendar**

This is the small pamphlet that gives faculty renewal dates. It will also tell you other important dates for student, faculty, and administrative actions (e.g., applications for sabbatical leave). This calendar is distributed by the Office of the Vice President for Academic Affairs to the University annually each August.

#### **4. The University Catalog**

The catalog is our “contract” with students. The catalog’s description of your department’s courses and requirements must be your guide until you can make any changes in a new catalog. This rule does not apply to changes mandated for immediate implementation by an accrediting body. Note that students who have been in continuous residence at the University are entitled to follow the requirements of the catalog in effect when they started--again, unless an accrediting body has changed its requirements.

The University Catalog is the place to find procedures in case a student lodges a complaint against a faculty member about a grade or sexual harassment. It will also tell you how to proceed if a faculty member suspects a student of plagiarism, as well as defining plagiarism and cheating.

#### **5. The Faculty Handbook**

This handbook is revised through the Office of the Vice President for Academic Affairs at various intervals. It covers every aspect of faculty duties and rights, and contains most of the rules pertaining to faculty governance. It also states the University’s guidelines for retention, promotion, and tenure. It is available online through the campus website.

#### **6. The UUP Contract**

Beyond the obvious, the UUP contract describes various services and stipends for faculty funded by SUNY or jointly by SUNY and the union, and describes grievance procedures available to faculty and staff in any dispute with chair, dean, or other officials. Our local campus chapter should be your first stop for advice on any provisions of the contract.

#### **7. The Policies of the Board of Trustees**

These Policies are useful mainly in stating categories of evaluation and giving examples of criteria for tenure, promotion, and reappointment in the State University of New York system. This information provides the bases for personnel considerations enumerated in the Campus Handbook. A copy of the Policies of the Board of Trustees can be found online through the following link:

[http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf)

Policies regarding Chairs of Departments can be found in Article IX, Title C of the Board Policies document.

#### **8. The University Budget**

The Vice President for Administration publishes the entire University budget each spring (both State funds and campus-generated funds), with a copy going to each chairperson or director. This information will tell you something about sources of funds for the

University, and how these funds are distributed among our various functions and offices, giving you an excellent general orientation to the budget. Its most immediate use may lie in giving you a sense of the limits within which you can request changes in your department's funding.

## **9. The Fredonia Senate By-Laws**

The Fredonia Senate By-Laws are the basis by which the collective governance process works at SUNY Fredonia. These by-laws are mainly useful for outlining the responsibilities of the standing committees and the procedures for bringing a matter to the Senate floor.

## **10. The Middle States' Self Study of 1999**

You may want to consult this study for information concerning your department's assessment activities or plans, and for an overview of other departments' assessment methods. Also, review the study's University-wide recommendations. It is possible that one or more of them may be served by a change you propose to make in your faculty or curriculum, and if so, that would be a strong reason for approval of the change.

## **11. Technology to assist you in advisement, student data**

There are several technology applications and data repositories that will assist you in working with student, faculty and advisee data. The primary data repository, the Banner Information System, stores all student academic (and related) records. Student demographic information, transcripts, and financial aid information, are all included in **BANNER**, as well as faculty course assignments, advisee lists and course rosters. You may either access BANNER directly, or may use the alternative methods below to obtain information:

**YOUR CONNECTION** is accessed through a web link on the Fredonia home page. This is your web portal to the BANNER data that is available to students and faculty on campus. Through YOUR CONNECTION, you will be able to access student demographic data and academic information (such as transcripts).

**COOL QUERY** is a reporting mechanism, accessed via a web link, that allows the user to obtain information pulled from the database (at the time of this writing the data is current as of the end of the prior business day) using queries that have been developed by the Registrar or Programming staff. The data may be downloaded to the user's desktop hard drive for data manipulation using desktop applications such as Microsoft Office Suite for analysis or communication with students.

Please be aware that FERPA and Confidentiality of Information guidelines must be followed at all times. Policy is available from the Human Resource web site.

Whom to Ask

The following directory is of people to consult on non-routine matters or of people who are not the obvious sources of help for some matter. In other words, it is a kind of supplement to the University telephone book.

To ask about ...

1. Departmental Accounts: Accounting/Accounts Payable, x3467.
2. Equipment: Office equipment problems and service contracts, Director of University Services, x 3257. Prices of and trouble-shooting for computers and peripherals, AIT Help Desk, x3150.
3. Faculty: Problems with health insurance, information on leave for reasons of health/pregnancy/family leave, Director of Human Resources, x3434. Legal protection for good-faith actions in the line of duty, Office of Employee Relations, Albany (your Dean or the Vice President for Academic Affairs will have a directory).
4. Miscellaneous: To reserve University cars and vans: M&O Management (forms are online); to get office and building keys (e.g., for new faculty): The locksmith x3268 (and an official written request should go to his supervisor in M&O Management, x3452).

Lost your keys and need to get in after hours? **Call University Police (x3333)**

5. Rooms: Classroom availability (including electronically capable), changes: Registrar's Office, x3171. During the semester, contact the Campus Life office x3143.

Meeting room availability: Department/School that "owns" the room (if any), or the Office of Campus Life for Williams Center (x3143) or all lecture halls or other rooms after hours.

To reserve lodging on campus for visitors (guest lecturers, job candidates): for the LoGrasso suite contact the President's Office and for rooms in Gregory Hall and Alumni House contact the FSA office x3417 - 227.

To report a leak or other structural damage contact M&O Building Structural Maintenance x3452.

## 6. Students

Information on nonacademic problems of students, legal aspects of problems with students: Office of Student Affairs, x3271.

Information on students with disabilities (academic concerns, examinations, classroom accommodations): Disabled Students Coordinator, Learning Center x3270.

Transcripts of students no longer in residence: Registrar's Office, x3171.

Questions on CCC requirements for graduation (substitutions): Director of CCC (contact through Academic Affairs, x3335).

Questions on CCC equivalence of Honors seminars (HN): Director of the Honors Program (contact through Academic Affairs, x3335).

#### 7. Technology.

The Help Desk (by phone at x3150 or by email at [helpdesk@fredonia.edu](mailto:helpdesk@fredonia.edu)) is your initial point of contact for all computer technology related questions. The Help Desk can assist you in obtaining access to e-mail, Banner, Your Connection, Cool Query, the Course Management System, etc. Additionally, any questions about student computer labs, Smart Classroom facilities, connectivity to the network for Internet access, requests for Internet hardwired or wireless access, requests for training/workshops, and faculty desktop setups or assistance should be directed to the Help Desk.

#### **Summer Responsibilities**

Chairs are often called upon to be on campus during the summer. Admissions may have prospective students, advising may have students who need your departmental expertise. In June, for example, chairs must review transcripts of newly accepted transfer students. The deans may need information or your input on urgent decisions. You may have to spend summer hours recruiting new faculty (full- or part-time). At this point, there is no additional stipend for hours that chairs spend on administrative tasks over the summer, though a summer stipend is under serious consideration. The summer burden varies greatly from department to department.

#### Dead Week

Dead week is the last week of classes for the semester. Faculty are not to give their final exams, or have final papers/projects due during this week. However, laboratory practicals are permitted.

#### Final Exams

There are set policies for final exam week to which faculty are expected to adhere. First and foremost, other than in laboratory courses no examination that is the "last," "end of semester," or "final" examination may be given during the last week of classes: such an exam must be given at the scheduled time during Final Examination Week. If a faculty member does not give a final examination, then s/he is expected to use the scheduled examination time in some formal way in a classroom setting. If a take-home examination is assigned, it must be due on or after the end of the scheduled period. Group examinations are only to be given during the times scheduled by the Registrar. Fundamentally, Final Examination Week is part of the regular semester and should be interpreted in that context.

Exceptions to the Final Examination Week schedule are made for students in two cases. First, no student will be required to take three final examinations in one day. It is the student's responsibility to bring this to the attention of her/his instructors in advance of the examination period and to arrange for one of these examinations to be moved to an alternate day and time: the chair may have to mediate a solution. Second, no student should be compelled to take an examination or submit work on a date set aside for the observance of her/his religious beliefs. Again it is the student's responsibility to notify

her/his instructor of this conflict in advance of the examination period, and, again, the chair may have to mediate a solution.

### Sabbaticals

The timetable for sabbatical leaves is in the Academic Affairs Calendar. Forms should be on file in the department, or they can be obtained from the Dean's Office. After completing a sabbatical leave, the faculty member is required to submit a report to you at the beginning of the next semester. The form for the report and the timetable will be sent to the faculty member with the approval for the leave.

### SUNY Fredonia Fundraising Policy and Guidelines

#### RATIONALE

The need to generate private funds to preserve and enhance Fredonia's excellence is critical. Coordination is essential to maximize the effectiveness of fundraising efforts and to avoid excessive duplication of solicitations in the name of the University. Responsibility for coordinating all fundraising programs and solicitations of private support from individuals, foundations, businesses, corporations and organizations rests with the Office of University Advancement under the auspices of the President.

#### POLICY STATEMENT

Solicitation of private contributions and gifts in kind made by anyone for the benefit of the State University of New York at Fredonia or any agency thereof shall require the prior approval of the President through the Vice President for University Advancement.

#### FUND RAISING POLICY GUIDELINES

Guidelines for the implementation of this policy are as follows:

##### Approval of Programs and Appeals

Requests to undertake a fundraising program or to solicit contributions shall be submitted to the Vice President for University Advancement at the Foundation House, 272 Central Avenue, 673-3321. They shall require approval by the appropriate department, Dean, or Vice President before being submitted to the Vice President for University Advancement and the University President before any action is taken. Faculty, staff, students, alumni and friends of the University are invited to review their ideas and plans with the Vice President for University Advancement prior to submission.

##### Repository for Gifts

The Fredonia College Foundation, Inc., the University's campus-related foundation, serves as the primary fundraising agent for the University and as a repository for all gifts to benefit the University. The Foundation accepts gifts of cash, land securities, properties and insurance from individuals and organizations that support priority needs.

##### The Fredonia Fund

The Fredonia Fund, under the auspices of the Fredonia Foundation, is a yearly appeal to alumni, friends, faculty and staff, parents and businesses, corporations and organizations. Contributions to the Fredonia Fund support priority needs of the University.

#### Gifts in Kind

The Advancement Office in conjunction with the University unit designated to receive the gift, shall review gifts before being accepted by the Foundation. If a gift involves a commitment on the part of the University, the Vice President for Finance and the University President will also be consulted. Art objects, equipment, real estate, books, etc will be reviewed carefully to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift. Consideration will be given to the cost of maintenance, cataloging, delivery, insurance, display, and space requirements for exhibition or storage.

When gifts in kind are given to the University with intent of the donor to receive a tax deduction, it shall be the responsibility of the donor and a requirement of the IRS that the donor, not the University, obtain an independent appraisal of the gift for tax purposes. Neither the University nor the Fredonia College Foundation shall become involved in the appraisal process.

All gifts in kind donated to the Fredonia College Foundation will either be transferred to or inventoried by the University or remain the property of the Foundation.

#### Restricted Gifts

Acceptance of a gift imposes a legal obligation to comply with the terms established by the donor. It is necessary, therefore, that the nature and extent of this obligation be clearly understood. The terms of each restricted gift will be reviewed with the care to ensure that they do not hamper the usefulness and desirability of the gift. If a gift is deemed unacceptable because of the restrictions the donor has placed on its use, the donor will be counseled to remove or modify the restrictions. Gifts will be refused or returned when the purpose (1) is inappropriate or not conducive to the best interest of the University, (2) is clearly a commercial endeavor, or (3) would obligate the University to undertake responsibilities, financial or otherwise, which it may not be capable of meeting for the period required by the terms of the gift.

#### Recording and Acknowledgement of Gifts

It shall be the responsibility of the Advancement Office to officially record receipt of gifts made to the University or any agency thereof through the Fredonia College Foundation, including cash pledges, securities, real estate and other gifts in kind. Major financial gifts and gifts in kind shall be acknowledged by the President of the University as well as the Foundation. The Fredonia College Foundation Office will compile official records on all private gifts and maintain prospect and resource files for development purposes.

#### Public Statements on Gifts to the University

The University Advancement Office shall coordinate all public statements regarding gifts to the University before such statements are released.

#### University-Related Organizations

University-related organizations intending to raise money independent of the Fredonia College Foundation are required to obtain approval of fundraising proposals and related promotional materials from the Advancement Office prior to any fundraising effort. Approval will be granted according to the following criteria:

The organization is a recognized University activity or is part of the University operations at the administrative office or departmental level.

The project to be funded is in itself an outgrowth of the educational mission of the University and its successful undertaking is deemed to assist the University in fulfilling its mission.

The project to be funded cannot be supported in any manner except by the solicitation of funds.

The fundraising measures proposed do not interfere with or detract from other development activities on a University-wide basis.

The fundraising project proposed does not interfere with or compete with other established University fundraising activities already in place. The fundraising project proposed does not reflect negatively in any way on the public perception of the University.

#### Student Organizations

Fundraising by student organizations will be coordinated through the office of Student Affairs.

#### College Mailing Lists

In considering the use of campus mailing lists and computer-generated labels for fundraising, organizations requesting such service are required to submit advance copies of fundraising material, intended to be disseminated, to the Advancement Office before approval can be granted. Jurisdiction of campus mailing lists is assigned accordingly:

Students	-	Student Affairs
Faculty	-	Academic Affairs
Staff	-	Human Resources
Emeriti	-	President's Office
Alumni	-	Alumni Affairs

### Appendix A

#### CHAIR COMPENSATION (Adopted Fall semester, 2005)

Small department

\$3500 annual stipend  
\$500 summer availability  
50% course release

Medium department

\$4000 annual stipend  
\$500 summer availability  
50% course release

Large department

\$4500 annual stipend  
\$500 summer availability  
50% minimum course release

For more information concerning chair compensation, please consult Article 25 in the UUP Contract through the following hyperlink:

<http://www.uupinfo.org/contract/contract.html>

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