



The City College of New York School of Education

Faculty Handbook

December 2015

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Dear Faculty,

This document represents the beginning of a long-term project to compile and document information for faculty about their rights, obligations, and responsibilities in one comprehensive and easily accessible source. This is the result of the work of the School of Education's ad-hoc committees on a faculty handbook, which have worked on creating this document since 2009. As information changes rapidly, this document will need continuous updating and care. It is not an official source of information about College practices and policies, but is intended as a useful and accessible source of information as it is gleaned from official and other unofficial sources, including the College handbook for faculty which can be found at: <https://www.ccny.cuny.edu/academicaffairs/faculty-and-chairs-resources>

Your comments and input on the document are most welcome and eagerly solicited. Please submit your suggestions to any member of this year's handbook committee.

We hope this document will be useful to you, and we look forward to your feedback.

Sincerely,

2011-2012 SoE ad-hoc faculty handbook committee

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With special thanks to previous ad-hoc committees:

2010-2011: Nancy Stern (chair), Doris Grasserbauer, Hope Hartman, Sobha Paredes, Richard Steinberg

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1. School of Education Conceptual Framework

The philosophy of the School of Education is contained in a document called our Conceptual Framework. This document embraces a number of philosophies and theories of education, and has been approved by the faculty to guide

our course offerings and syllabi. A short version of the Conceptual Framework is shown below, but the longer version can be accessed at: https://www.ccnycuny.edu/education/about_us_mission_vision

Mission

The City College of New York mission statement can be found on the [CCNY website](#).

The City College School of Education prepares knowledgeable, reflective and caring educators who are qualified and committed to teaching and leading in diverse communities.

Themes

A. Developing in-depth knowledge about the world

We seek to support our candidates to develop the content knowledge and skills that are needed to help all students learn. Our goal is to nurture candidates' abilities and dispositions to realize their potentials and become life-long learners.

Proficiencies

1. Utilize content knowledge to organize, plan and implement lessons.
2. Utilize knowledge of the developmental characteristics of the age group to organize, plan and implement lessons.
3. Plan lessons that are aligned with the NYS learning standards
4. Utilize a variety of teaching methods that encourage students' development of critical thinking, problem solving, and performance skills.
5. Challenge students to develop skills that will advance their level of understanding. (Belief that all students can learn)
6. Demonstrate a desire to deepen own knowledge of subject content, curriculum and how children learn.

B. Becoming skillful, reflective practitioners

We aim for our candidates to demonstrate pedagogical excellence by fostering a practice that includes: a deep knowledge of human learning and development, the ability to support learners who can actively inquire and construct understandings about the world, the ability to recognize and respond to all learners, skills in using technology appropriately, a broad range of instructional and assessment strategies that are effective with all learners, competence in applying theory and knowledge to practice in real-world situations.

Proficiencies

1. Demonstrate strategies that create a positive learning environment. (Treat all students with fairness)
2. Utilize multiple forms of assessment to evaluate instruction. (Treat all students with fairness)
3. Assess and analyze student learning outcomes and make appropriate adjustments to instruction (Belief that all students can learn)
4. Utilize school based expectations for students in order to plan short and long-range goals
5. Reflect on teaching practice and suggestions of cooperating teacher and/or college supervisor to inform subsequent lesson planning and instruction.

C. Educating for and about diversity

We embrace diversity as a resource that enables the faculty to build on the varied strengths of all learners. We continuously work to promote understanding by being responsive to the needs and perspectives of those from diverse socio-cultural backgrounds. We focus special attention on how issues of diversity can best be used to support student learning and positively impact schools in urban settings

Proficiencies

1. Demonstrate attempts to learn more about the students' culture and/or language backgrounds. (Treat all students with fairness)
2. Provide for individual and/or group needs in the classroom. (Belief that all students can learn and treat all students with fairness)

D. Nurturing leadership for learning

Our goal is to develop the capabilities of candidates to assume leadership roles in their classrooms, schools, and communities. We seek to nurture educators who are critical-thinkers, can articulate their understandings to others, and become active agents for improvement and change.

Proficiencies

1. Foster relationships with colleagues and members of the school community to support students' learning and well-being.
2. Demonstrate a willingness to improve in areas that needed strengthening.

E. Building caring communities

We seek to enable candidates to create democratic communities in their classrooms and schools and to model caring, committed, and ethical practice.

Proficiencies

1. Demonstrate the ability to develop a democratic, respectful classroom by modeling caring, committed and ethical practices. (Treat all students with fairness)
2. Utilize a variety of positive and developmentally appropriate classroom management techniques.
3. Demonstrate professional dispositions that are expected of all candidates.

Dispositions

In order to realize the five themes of the conceptual framework we seek to instill in our candidates the following dispositions:

1. All students can learn.
2. All students should be treated fairly.
3. The classroom should be a caring and nurturing environment.
4. An educator's personal and professional standards should reflect the ethics and values of the teaching profession.
5. Reflective practice is essential for effective teaching and learning.
6. Individual and cultural differences should be respected.

2. Professional Responsibilities

2.1 General Information

In addition to teaching responsibilities, full-time faculty are expected to be available to students, to engage in scholarly activities, and to provide service. The website of the College Academic Affairs Office (Provost) provides information regarding workload and other matters: <https://www.ccny.cuny.edu/sites/default/files/academicaffairs/upload/WorkloadGuidelines-December-6-2011-1.pdf>

2.2 Teaching

2.2.1 Syllabus

A carefully prepared syllabus, which informs students of the scope of the semester's work and communicates the instructor's criteria for judging academic performance, must be distributed to the students at the beginning of the semester. The School of Education syllabus template and sample syllabi can be found [here](#). **The following items must be included:**

- Faculty Information; office hours, contact information
- Course title, number, section number
- Course description (from the College Bulletin)
- Connections to SOE Conceptual Framework
- List of assignments and due dates
- Policies on attendance and lateness (see College Bulletin)
- Statement for students with disabilities
- Schedule of exams and/or quizzes
- Statement regarding academic integrity
- Criteria for grading
- Include a course outline of the week-by-week topics and readings
- Required reading
- Recommended reading

The following recommendations will help provide clarity and further guidance:

- Be as explicit as possible about your attendance policy
- Be as explicit as possible regarding your policy for work that is handed in late
- Include information about the Writing Center. More information at: <https://www.ccny.cuny.edu/writing>
- CUNY policy on academic integrity can be found at: <https://www.ccny.cuny.edu/academicaffairs/integrity-policies>
- Include information about the The AccessAbility Center/Student Disability Services. More information at: <https://www.ccny.cuny.edu/accessability>
- Include policies on the format and timeliness of work submission (i.e., email, fax, etc.)
- Consider posting your syllabus online (See Section Course Website: Blackboard)
- Consider including the last date by which students can withdraw from a course without academic penalty (See College Academic Calendar)
- The Director of the AccessAbility Center, Sarah Damsky has asked us to provide you with the following text about academic accommodations for students with disabilities. Faculty is encouraged to add this text to their syllabi and to contact Ms. Damsky with any questions they may have at x5913:

“Qualified students with disabilities will be provided reasonable academic accommodations if determined eligible by the AccessAbility Center (AAC). Prior to granting disability accommodations in this course, the instructor must receive written verification of a student’s eligibility from the AAC, which is located in NAC

1/218. It is the student's responsibility to initiate contact with the AAC and to follow the established procedures for having the accommodation notice sent to the instructor."

Copies of all course syllabi are maintained by each department, so it is important that you send an electronic version of your syllabus to the department's office assistant (or to your program director) no later than the third week of each semester. If you would like to see copies of previous syllabi used for your course, check with your program director or your department's office assistant.

2.2.2 Classroom Policies

2.2.2.1. Student absence

Students are expected to attend every class session, and to be on time. Each instructor has the right to establish their own attendance policy, and may allow fewer absences than the College's general policy for students to receive credit for a course. The College policy is that the numbers of hours absent may not exceed twice the number of contact hours the course meets per week. An instructor has the right to fail a student from a course for excessive absence (in such a case, the instructor should assign a grade of WU). A student may appeal this action to the Committee on Course & Standing.

Both because it is the right thing, and because it is state law, no student may be penalized for practicing his or her religion. Students must be excused from class for observance of religious holidays; in all cases, students must be granted reasonable accommodation to make up the work that is missed, and they are expected to make up that work. If you have any questions about this, please contact the Office of Affirmative Action, at X 5426.

2.2.3 Grading

Grading is the prerogative and responsibility of the instructor. The grading scale is yours, but please inform yourself of what are valid grades (e.g., D is not a graduate school grade), and what various grades mean (e.g., WU, INC, PEN).

2.2.3.1 Available grades:

Pluses and minuses may be used with the grades A, B, and C. (For graduate students, there is no C-.) A grade of D is available for undergraduates only, but please see your program director before assigning a grade of D. A grade of F is available for both graduates and undergraduates. (Please note that an A+ is the numerical equivalent of an A, 4.0.)

INC (Incomplete): The SOE discourages use of this grade, but it may be given at the discretion of the instructor for students who, because of extremely extenuating circumstances, cannot complete the course requirements by the end of the semester. Any instructor who assigns a grade of INC must turn in to their program director and/or department chair a signed Incomplete Agreement Form (blank copies are available from the department assistant in NAC 6/207B).

PEN (Pending): This grade is given only in cases in which an instructor has charged a student with a violation of academic integrity (i.e., plagiarism), and the situation has not been resolved informally but is awaiting review by the Office of Academic Integrity or other deliberative body.

WU (Withdrew Unofficially): This grade means that a student withdrew from class attendance, although they did not follow formal means to do so. That is, the student's name appears on the roster at the end of the semester, even though s/he had not been attending. This is the grade instructors should assign to students who fail a course due to excessive absences. (Note that this grade factors into a GPA as a 0, the equivalent of a grade of F.)

W (Withdrew): This grade can only be assigned by the Registrar, for students who formally withdraw from a course by the date posted on the academic calendar for each semester.

WN (Withdrew/Never Attended): This grade is a non-punitive grade (i.e., it does not factor into GPA calculations), to indicate that a student whose name appeared on the roster has never attended class.

ABS (Absent): This grade is rarely used in the School of Education, but it indicates that a student who was in good standing in a course was absent from the final examination.

Grades are submitted electronically. You will receive information near the end of the semester, which will include the deadline date for entering grades. It is critically important that you observe that date, because many College processes (financial aid, graduation certifications, etc) depend on the timely submission of grades. If the electronic submission is not completed by the deadline, an individual change of grade form will have to be completed for each student, causing hardship to students, faculty, and the College administration.

2.2.3.2 *Grade Changes*

Change of grade forms can be obtained from the department office assistants.

Temporary grade changes (that is, changes from INC) made prior to the conversion deadline (i.e., the 10th week of the following semester for undergraduates, one year after the grade change for graduate students): Instructor submits the completed change of grade form to the Chair's Office. The Chair's Office then obtains the Dean's signature, and submits the form to the Registrar's Office.

Permanent grade changes: If the grade change is from one permanent grade to another, the student must submit an appeal to the [Committee on Course & Standing](#), explaining the reason for the grade change request; the instructor submits the completed change of grade form to the Chair's office, including an explanation for the requested change. The Chair submits the form to the Committee on Course & Standing for consideration along with the appeal.

NOTE: Once a letter grade has been submitted for a course, grade changes are permitted only in the case of errors on the part of the instructor. Students may not complete additional work after the end of the semester to raise their final grade.

2.2.3.3 *Grade Appeals*

Students who contest their final grades are required to exhaust all available remedies with faculty before they appeal to the Committee on Course and Standing -and they must do so as promptly as possible. A student is expected to consult with the instructor first. In good faith, the instructor should review the final exam or paper(s) with the student. If this does not resolve the issue, or if the original instructor is no longer employed at the College, the student should then consult with the program director of the program in which the course was offered. If the issue remains unresolved, the student must then file an appeal to the Committee on Course & Standing. Note that decisions rendered by this committee are final. Once the appeal has been received, the Committee may request additional information and/or documentation from the faculty member and/or others.

2.2.4 *College Policies Regarding Plagiarism*

Students are often surprisingly unaware of the conventions of academic writing, including citations. For instance, students often do not realize that citing authors' names is not sufficient when they quote directly from other sources, and that quotation marks must be used. We recommend that you be explicit in your assignments, and do not assume that students understand directives like "include a bibliography and be sure to cite your sources". It may be advisable to set aside class time to teach students how to cite sources and show references according to your preferred style (e.g., APA, MLA), and to explain when it is appropriate to do so. Please speak with your program director if you have any questions, and in all cases of suspected plagiarism.

Note that if you suspect a student has plagiarized work in an assignment, you may not assign a grade on that basis without following procedures established by the College. That is, students must be informed of the accusation, and must have an opportunity to deny the charge. Instructors who suspect plagiarism should complete the Academic Integrity Form, and discuss the form with their program director before proceeding (<https://www.cuny.edu/academicaffairs/integrity-policies>). If a final course grade is needed before a suspected case of plagiarism can be resolved, the instructor should submit a temporary grade of PEN (Pending).

The Blackboard website has a feature called SafeAssign, which can be used to help deter and detect cases of plagiarism. Please contact the Center for Excellence in Teaching and Learning (CETL) for more information about this feature.

2.2.5 Student Policies and Procedures

The CCNY Office of Student Affairs maintains a website that catalogs all centrally approved student policies and procedures: <http://www.cuny.edu/about/administration/offices/sa/policies.html>.

2.2.6 Probation and Dismissal

Graduate students in the School of Education must maintain a GPA of at least 3.0, and undergraduates must maintain an overall GPA of 2.0. Students whose GPA goes below this are placed on academic probation, and are advised to contact their advisor to make a plan for improving their academic progress. If the student's GPA is less than the required level for more than one semester, students face dismissal from the College. Once a student has received a letter of dismissal (generated automatically by the Registrar in conjunction with the Chair's office), the student should discuss the dismissal with his/her program director, who may permit reinstatement with appropriate conditions. If the program director does not support reinstatement, the student can appeal to the Committee on Course & Standing (CC&S). However, students should file an appeal to the CC&S only after they have conferred with the program director. Appeals to the CC&S may result in an interrupted term of study while the Committee reviews the appeal for reinstatement.

2.3 Peer Observations

Full-time faculty members in the School of Education are observed every year through peer observation, and adjuncts are observed on a rotating basis. If you are scheduled to be observed, you will be contacted by the faculty member who has been assigned to you. That faculty member will observe one full class period, and will write a report using the [peer observation form](#) based on the School of Education's Conceptual Framework. You should expect to schedule a post-observation conference, in which you will both discuss the observation and the report.

As a peer observer, you are providing a professional service to the School of Education and to your colleagues. Your role is generally understood to provide an evaluation, professional development, and specific ideas about how the observed instructor might improve his/her teaching.

2.4 Teaching and Learning Surveys

The Teaching & Learning Survey provides an opportunity for students in the School of Education to evaluate the instructional process and the courses they have taken. All teaching faculty and adjuncts are given the survey forms from their respective department, and instructors are required to set aside class time to administer the survey to students in their classes. Quantitative and qualitative results are returned to the instructor, and shared with the department chair.

The College also administers a Course & Teacher Survey; students in School of Education classes need not complete this form, as the School of Education Teaching & Learning Survey replaces this survey.

2.5 Our Students

Most of our graduate candidates are indeed teaching in classroom in the New York City public school, but not all. Some candidates do not have teaching certification, but are enrolled in graduate programs that will lead to both a Master's degree and initial certification. Other candidates already have initial certification, either through traditional or alternative routes. Most of our alternative route candidates are NYC Teaching Fellows, who do not have undergraduate degrees in education, but have been chosen through a highly selective program to participate in the Fellows Program. They are placed in high-need schools, and at the same time are required to complete a Master's Degree in Education, which is subsidized by the Teaching Fellows Program. Please talk with your program director for more information about the students you can expect in your classes.

2.6 Calendars

Be sure to consult the College's academic calendar each semester. The calendar is posted on the College website, <http://www.ccny.cuny.edu>, and you can find it easily under the Quick Links menu bar on the upper-right corner. Note that each semester the College generally designates certain days to follow a different day's schedule, and when this occurs, the change affects the whole College. For instance, if a Tuesday is observed as "Monday schedule", on that Tuesday, all classes that meet on Mondays meet at their regular time on place (though on Tuesday instead of Monday), and Tuesday classes do not meet that day.

In addition to the College's Academic Calendar, the School of Education maintains an [Informational Calendars](#) as well. There, you will find news announcements, meetings, and important dates for students from the Admissions and Student Services Office. (Note: There are two different School of Education Calendars. The general School of Education calendar lists information available to the general public; the [Faculty & Staff](#) calendar includes information about faculty meetings and other events of interest to faculty and staff.)

2.7 Canceling Classes/Different Meeting Location

We expect that instructors will not cancel classes, but we know that under extremely extenuating circumstances it is sometimes unavoidable. If you cannot attend a class session, you should find a suitable substitute instructor. If that is not possible, you should do at least three things: (1) make every effort to contact your students to inform them about the change as early as possible; (2) contact your program director; and (3) contact the department office assistant to inform them that your class will not be meeting at its regularly scheduled time. You should also make arrangements, in consultation with your program director and/or department chair, to make up the missed class time either on a different date and/or in a different format (e.g., field or online assignment or class meeting).

If your class does not meet, for any reason, at its regularly scheduled time or in its regularly scheduled place, a note should be placed on your classroom door, and you should inform your program director and the department office assistant as well, as students often come to these offices seeking information.

2.8 Classroom Technology

See 6.5 Using Technology in the Classroom below.

2.8.1 Course Website: Blackboard

Once your name is submitted to the administration as the instructor of a specific course, a Blackboard website will be created automatically. All students registered for your class will be listed on your Blackboard roster. (If you do not have access to your Blackboard site after a reasonable period of time, please contact your program director.) To access the Blackboard site, visit <http://www.cuny.edu>, and follow the on-screen prompts to log-in.

The Center for Excellence in Teaching and Learning (CETL) schedules workshops for Blackboard for different levels at the beginning of each semester. If you would like information about the workshops, contact CETL. There is also an option to work with somebody of that center one-on-one to go over the basics. The Center for Excellence in Teaching and Learning can be reached at (212) 650-6816 or contact the director, Bruce Rosenbloom, brosenbloom@ccny.cuny.edu.

Blackboard sites are initially set as "unavailable". This means that even though your course is created automatically, it is not visible to students until you make it available to them. After you have placed course materials on your site and are ready to have students access your course, change the availability setting:

1. Log on to Blackboard. Go to the My Courses tab at the top of the page.
2. Click on the title of your course.
3. Click on the Control Panel link, located near the bottom, along the left-hand side of the screen.
4. Locate the Course Options section. It is the bottom section on the left-hand side of the screen.
5. Click on the Settings link.
6. Click on the Course Availability link.

7. Mark the Yes radio button next to Make Course Available.
8. Click the Submit button. Your course site is now available for your students to access and use.

2.8.2 Course software: TaskStream

TaskStream is an accountability and learning tool that is used by the School of Education to efficiently collect and analyze student assessment data. There are specific courses that require instructor and student use of TaskStream. However, TaskStream can also be used as a resource for all students and faculty. Faculty can use TaskStream free of charge. The TaskStream website is located at <http://www.taskstream.com>. Further information about setting up a TaskStream account and receiving training can be accessed by contacting Dr. Leonard Lewis, Director of the Learning Resource Center at (212) 650-7801 llewis@ccny.cuny.edu.

2.9 Fieldwork Hours

Many courses in the School of Education require fieldwork. It is important that you know whether the course(s) you will be teaching require fieldwork hours, and if they do, you must include fieldwork assignments in your syllabus. Students will also need to hand in a timesheet to the Office of Field Experiences (OFE), in NAC 6/207, at the end of the semester. The OFE will contact you with more information, and will also request timesheets from students midway through the semester.

Students complete fieldwork hours outside of regular class meetings, and these hours may consist of time in schools and/or working with students, teachers, families, caregivers, or others. Each instructor should decide what the relevant fieldwork assignments are for their course, which should be included in the course syllabus. Depending on the nature of your fieldwork assignments, students may be able to use their own classrooms or schools (e.g., observe another classroom during their prep period or after school). Often students need help with placements where they can observe good teaching practice. Between your own contacts and the help of the OFE, your students should be able to successfully fulfill their fieldwork requirement. The director of the OFE is Dr. Bruce Billig, who can be reached at bbillig@ccny.cuny.edu or at 650-6915. You can also contact your program director for advice and assistance.

Note that students must complete all assignments related to fieldwork, and must submit fieldwork timesheets to the Office of Field Experience in order to receive a final grade for the course. (New York City Teaching Fellows are required to complete all fieldwork assignments in their courses, but are not required by the College to submit timesheets to the OFE.)

2.10 Independent Studies

Instructors may offer independent study courses, with approval of the department chair. To register a student for an independent study, there are [two forms](#) that must be completed during the registration and/or add/drop period.

2.11 Scholarship

2.12 Service

Committees: Information about Standing Committees can be found in the [School of Education By-Laws](#).

Advisement: Each faculty member may be asked to advise students in areas such as registration, course work and degree completion. In order to assist with those tasks you need to have access to SIMS and learn how to use it. Please contact your Program Director, the Office of Admissions & Student Services or the Dean's office for assistance. A useful tool to assist students with graduation requirements is [Degree Works](#).

3. Coming soon: Reappointment, Tenure, Promotion, & CCE

Currently the Center for Excellence in Teaching and Learning (CETL) is offering workshops each semester presented by the Provost to support faculty in this process. During this workshop the steps are outlined and questions are answered. There is also information on the website for [Academic Affairs](#).

3.1 Adjunct Faculty

3.2 Full-Time Faculty

3.2.1 Reappointment

3.2.2 Tenure (Teaching, Scholarship, Service)

3.2.3 Promotion

3.2.4 Certificate of Continuous Employment (CCE)

4. Administrative Issues

4.1 Photocopies

Large jobs should be submitted to the CCNY Duplicating Office in the Marshak Science Building, which is just across Convent Avenue. There is a form that must be submitted with all copy jobs. (Copies are available from the department's office assistant, in NAC 6/207B, or [here](#).) If you bring your documents to the Duplicating Office, they will often make copies while you wait. Alternately, you can send the documents to Duplicating through interoffice mail. Either way, be sure to leave at least one week lead time to receive your copies.

Please note that you must submit hard copies of documents you would like duplicated. (Regrettably, due to the large volume of duplicating requests received by the Duplicating Office and in the Department Offices, electronic documents cannot generally be printed for you.) Also, you may not submit books or journals to be copied, although you can make copies of pages from those sources and the copies can be sent to Duplicating. Pages with black borders must be cleaned up before they are copied: trim the black border from the page, and the Duplicating Department will enlarge the copy accordingly.

For smaller jobs, full-time faculty may use the copy machine in 6/207B, and adjunct faculty may use the photocopier in NAC 3/227D. To use either machine, you will need an access code which can be obtained from either Henny Wong, your program director, or your department office assistant. Instructors may make up to 250 copies per semester on this machine.

4.2 Ordering Textbooks

There are two important steps in ordering textbooks each semester, and **both must be completed even if you will not be using any required texts**. First, enter the information about required texts in the CUNY Booklist utility (4.2.1), also; inform the bookstore (4.2.2):

4.2.1 Booklist

Federal law requires that universities provide information to students prior to registration about required textbooks. Therefore, all instructors must provide information about required materials either to their department or via a utility that CUNY has developed called "Booklist". To access Booklist, log on to the CUNY portal (<http://www.cuny.edu>), and will see Booklist at the bottom of the menu on the left. You can find manuals and more information about the booklist utility here: <http://www2.cuny.edu/about/administration/offices/library-services/heoa-cuny-booklist/booklist-resources/>

4.2.2 Bookstore

Contact Jose Huertas in the bookstore (212) 650-7109 or ccny@bkstr.com or bookstore@ccny.cuny.edu. Please include not only the bibliographic information for the book(s) you would like to order, but also your course, section number, and estimated number of students who will enroll. (You can also order textbooks online, at <http://www.efollett.com>. Click on Faculty Services, and then e-doptions.)

Textbook rental program: When you order a textbook, the bookstore will check to see if the text is available through the Rent-A-Text program (www.rent-a-text.com). The bookstore believes this option will help students save money.

4.3 Ordering other Materials for Students

Please note that it is against CUNY regulations for departments or faculty members to sell class materials of any kind to students. There are two ways that students can receive additional materials, such as art or lab materials, manuals, or other supplies:

a) Some materials can be ordered by the bookstore for purchase by your students. In other cases, the Department may supply the bookstore with the materials, and give them a price that covers the production cost. The bookstore will add a markup of about 28%, and can make the materials available for purchase by the students. For more information, you can call the bookstore at x7109.

b) A Department may impose a materials fee equal to the cost of the materials. This is a complicated process managed by the Provost's office which must also be approved by the Board of Trustees, but once it is done, the fee can be collected by the Bursar when a student registers for a class, and the money put in a "Bursar's Account". The Department can access this money by writing a purchase order to cover the cost of production.

4.4 Ordering Chalk, Supplies, and Equipment

Check with your program director regarding chalk and other supplies. For equipment such as laptops and overhead projectors, see Section **Error! Reference source not found.** of this document.

4.5 Office space

Contact your program director for more information. Unfortunately, most programs do not currently have office space available for adjuncts. Most instructors conduct a lot of meetings with students through email, and make appointments to meet in other locations (i.e., the library, the cafeteria), at other times. As long as students can contact you and meet with you as needed, it is not necessary to maintain regular office hours.

A CCNY Faculty and Staff lounge (opened Fall 2006) is available 8 a.m. to 10 p.m., on the third floor of NAC (north side of the building) outside the faculty dining room.

4.6 Mailbox

Please check your mailbox weekly, as important information may be distributed to you there. Your mailbox is in the Chairs' office in NAC 6/207B, which is open daily until at least 5 and sometimes later. If you cannot access your mailbox during those times, please let your program director know so that we can make other arrangements for you to receive your mail.

4.7 Dining Services

The [College's cafeteria](#) is located on the north side of the NAC Building on the 2nd floor, and is open from 7 am - 8:30 pm Monday-Thursday when classes are in session (Fall and Spring). On Fridays, the cafeteria is open from 7 am - 2:30 pm. (Signs are posted outside the cafeteria with announcements of hours when classes are not in session.) The

Faculty/Staff Dining Room, also located on the north side of the NAC Building, but on the 3rd floor, is open Monday through Friday from 11:30 am - 2:30 pm, only when classes are in session.

Other dining options in the vicinity include: La Pregunta (Amsterdam and 135th Street), La Parilla (Broadway and 137th Street), and Cafe One (Amsterdam and 141st Street).

4.8 Parking

[Contact the Security Office](#) in NAC 4/201 to purchase a parking permit. Permits are available for every day, single days, and/or half-day permits only.

4.9 CCNY ID

Obtain an ID request form from the department office assistant in NAC 6/207B. You will need the signature of either the chair or the dean, and then you must visit the ID office in NAC 1/204 (212/650-5902). Hours for the ID Office are posted on their window, and additional hours are generally available at the start of each semester. <https://www.ccny.cuny.edu/studentaffairs/welcome-to-the-ccny-id-office>

4.10 Information about the School of Education

4.10.1 Organization of the School

The School of Education is divided into three departments: [Department of Teaching, Learning, and Culture](#), [Department of Secondary Education](#), and the [Department of Leadership and Special Education](#). The Department of Leadership and Special Education includes programs in Leadership and Special Education as well as Educational Foundations. The Secondary Education Department houses programs in the following areas of Secondary Education: English, Mathematics, Science, Social Studies, Spanish, Art, & Music. The Department of Teaching, Learning, and Culture, the largest of the three departments, houses the following programs: Bilingual Education and TESOL (P-12 and Adult); Childhood Education; Early Childhood Education; Literacy (P-12); Theatre Education (P-12).

Offices of department chairs are in NAC 6/207B:

- Leadership and Special Education - Professor Hazel Carter
- Secondary Education - Professor Edwin Lamboy
- Teaching, Learning, and Culture - Professor Amita Gupta

4.10.2 Programs and Program Directors:

<https://www.ccny.cuny.edu/education/programs>

Program	Program Director	Department
Art Education	Marit Dewhurst (Shephard 303D)	Secondary
Bilingual Childhood Education	Tatyana Kleyn	Teaching, Learning & Culture
Bilingual Education	Tatyana Kleyn	Teaching, Learning & Culture
Bilingual Special Education	Tatyana Kleyn	Teaching, Learning & Culture
Childhood Education	Laura Gellert	Teaching, Learning & Culture
Early Childhood Education	Beverly Falk	Teaching, Learning & Culture
Educational Leadership	Robert Lubetsky	Leadership & Special Education
Educational Theatre	Jennifer Katona	Teaching, Learning & Culture
English Education	Betsy Rorschach	Secondary
Literacy	Nadjwa Norton	Teaching, Learning & Culture
Adolescent Mathematics Education	Despina Stylianou	Secondary

Middle School Mathematics Education	Despina Stylianou	Secondary
Middle School Science Program	Richard Steinberg	Secondary
Music Education		Secondary
Secondary Science Programs	Richard Steinberg	Secondary
Social Studies	Shira Epstein	Secondary
Spanish	Edwin Lamboy	Secondary
Students with Disabilities	Yvel Crevecoeur	Leadership & Special Education
TESOL	Tatyana Kleyn	Teaching, Learning & Culture

4.10.3 Contacts for more information

Program directors, department chairs, and department office assistants can provide information and can direct you to other offices as needed. Please contact your program director for more information, which in some programs will include a program handbook to supplement the information contained here.

Adjunct faculty should contact program directors for additional assistance. Full-time faculty may find the following information useful:

Henny Wong	Computer Support
Chi Chu Ng	Computer Support
Aelicia Yeates	Finance
Margaret Schehl	College Certification Officer
Aminata Diop	Assistant to the Dean
Doris Grasserbauer	Director, Multimedia Center
Leonard Lewis	Director, Learning & Technology Resource Center

4.10.4 ConnectEd Newsletter

The School of Education publishes a newsletter four times each year, ConnectEd, with news about the SoE and information about workshops and other special events. The contact person for ConnectEd is Professor Emeritus Norman Shapiro (normanccny@aol.com).

Faculty should send announcements about any special events (workshops, speakers, conferences, mini-conferences, short-courses, etc.) to Professor Emeritus Norman Shapiro (normanccny@aol.com), so they can be publicized in the newsletter. Beginning in January 2012, ConnectEd will be published four times each year: September/October, November/December, February/March, and April/May. Faculty should send notice of upcoming events, specifying at minimum, date, time, place, title of presentation or event, description of the event, who would benefit from attending (faculty, grad or undergrad students, alumni, teachers and administrators in schools with whom we have collaborative programs, or everyone). (See earlier issues of ConnectEd first section, 'Events and Activities', to get an idea of the format https://www.ccnycuny.edu/education/connect_ed)

ConnectEd also provides the opportunity for full-time and adjunct faculty to share their professional activities and accomplishments. Publications, grants, promotions, work with schools, presentations at professional conferences and other notable activities may be included. See previous 'News and Notes' section of previous issues https://www.ccnycuny.edu/education/connect_ed.

4.11 CCNY Email

You are required to use a CCNY email account for CCNY matters. CCNY email accounts are created automatically for all new faculty (full-time and adjunct), and when possible, conform to the pattern of first initial + last name @ccny.cuny.edu. You can access your email for the first time at <https://www.ccnycuny.edu/it/e-mail>.

4.12 Reporting Requirements

All instructors are required to submit a variety of information each semester, and should plan to do so each and every semester:

- Syllabus / submitted within the first two weeks of the semester (should be sent electronically to program director or department office assistant)
- Multiple Position Report (full-time faculty only) / per department chair's request
- Workload Report / per department chair's request
- Attendance Verification: In keeping with CUNY Policy, all faculty must verify that students are attending assigned courses by a certain date each semester. The date will be announced.
<https://www.ccny.cuny.edu/academicaffairs/faculty-and-chairs-resources>
- Grades / information will be distributed to you near the end of the semester

You may be asked for additional information as well, but you can be sure that the items shown above will be necessary each semester.

5. NCATE/Assessment

The School of Education at The City College of New York is accredited by the National Council for Accreditation of Teacher Education ([NCATE](#)). This accreditation covers initial teacher preparation programs and advanced educator preparation programs. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel. The [CCNY SOE Assessment Handbook](#), originally prepared as part of the NCATE accreditation process, documents the assessment checkpoints for candidates in the School of Education.

6. Technology Resources

6.1 Email, CUNY Portal, and Blackboard

Before you can access the CCNY email, CUNY Portal and Blackboard your employee application must have been processed by the Human Resource Department in Shepard 50.

- **Email:** Your email account can be picked up from room NA 1/205 or you can go to <https://www.ccny.cuny.edu/it/e-mail> and following the instructions. Also, should you forget your password to your City College email account you can reset it at the above link.
- **CUNY Portal:** Register at <http://www.cuny.edu> by following the instructions.
- **Blackboard:** After you have registered for the [CUNY Portal](#) you will have access to your Blackboard courses by logging in to the CUNY Portal, and selecting Blackboard.
 - Courses are automatically created on Blackboard once the Registrar has been informed of the instructor for a course. If one or all of your courses do not show in the list of courses, something went wrong during your application process with HR or the courses you are teaching are not assigned to you by the registrar. You should contact your program director or chair, who should verify that you are the instructor of record on SIMS. If a discrepancy is identified, the program director or chair should notify the Dean's office.
 - Blackboard has a feature embedded to check assignments for plagiarism. For more information make an appointment with the Center for Excellence in Teaching and Learning at extension 6816.

6.2 Social Media

- **CCNY at Facebook:** CCNY is represented on Facebook. If you would like to receive announcements and other information via Facebook, log on to your Facebook account (or create one), and search for The City College of New York. The CCNY School of Education is also represented on Facebook. Please like us!
- **CUNY Academic Commons:** <http://commons.gc.cuny.edu/>
- **Program specific information:**
 - Educational Theatre Program is on Facebook (search for: The City College Graduate Program in Educational Theatre)
 - The Bilingual Education & TESOL Program is on Twitter (search for: CCNYBilingTESOL)
 - Early Childhood Education is on Facebook

6.3 Websites, Newsletter and Journal

- **CCNY Website:** <http://www.ccny.cuny.edu/>
- **School of Education Website:** <https://www.ccny.cuny.edu/education>
- **Program Websites:** <https://www.ccny.cuny.edu/education/programs> (If you are a program director please contact the Director of the Multimedia Center extension 5795 for any necessary changes on the program website.)
- **School of Education Newsletter:** ConnectED at https://www.ccny.cuny.edu/education/connect_ed
- **School of Education Journal:** The New Educator https://www.ccny.cuny.edu/education/the_new_educator_journal
- **Faculty profiles:** Full-time faculty are urged to post a profile page on the School of Education website. Please review profiles from your colleagues at <https://www.ccny.cuny.edu/people?cat=All&school=24&dept=All> and contact the Director of the Multimedia Center (dgrasserbauer@ccny.cuny.edu) to set up your own profile.

6.4 Your CCNY Computer

The Office of Technology maintains all faculty and staff computers, laptops and ensures that all applications are current and working properly. We now have eighteen labs and classrooms set up as Smart Classrooms which are also maintained by the Office of Technology. For computer issues please contact the Director of Technology at extension 6265.

Acceptable Use Policy: Please make sure that you familiarize yourself with the Acceptable Use Policy for technology (computer, labs, Internet, etc.) for our university, as well as other policies shown below:

- **CCNY Policies**
<https://www.ccny.cuny.edu/it/policydirectory>
- **CCNY Wireless Network Access Policy**
<https://www.ccny.cuny.edu/it/policies>
- **CUNY Policy on Acceptable Use of Computer Resources**
<http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>
- **CUNY Computing & Information Services – Security Policies & Procedures**
<http://www.cuny.edu/about/administration/offices/CIS/security/pnp.html>
- **The Multimedia Center Policies:**
<https://www.ccny.cuny.edu/mmcenter/policies>

Important Information Security Issues: Information security is part of all our jobs. Each member of the campus community is responsible for the security and protection of electronic information resources over which he or she has control. Please review information regarding this topic at <https://www.ccny.cuny.edu/it/security>

- **User Responsibilities**
 - You are required to abide by the University's Policy on Acceptable Use of Computer Resources at <http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>
 - If your job requires using or managing confidential data and systems please also review the University's Information Technology Security Procedures at <http://www.cuny.edu/about/administration/offices/CIS/security/pnp.html>

- Protect your computer system and electronic data from unauthorized use, malicious programs and theft
- Never send your password or username to anyone!
- Report to your supervisor any security policy violations, security flaws/weaknesses you discover or any suspicious activity by unauthorized individuals in your work area
- **Improve the security of your computer**
 - Use software products that are currently maintained by their publisher and keep the software products updated with critical* security patches
 - Use anti-virus and anti-spyware tools and check to see that these tools are regularly updated
 - Do not share your computing accounts. You do not want to be accountable for the actions of unauthorized users
 - Use secure passwords that cannot be easily guessed and do not share your password
- **Protect the information on your computer**
 - Delete unneeded electronic information with personal identifiers
 - If your job requires you to have personal identifiers (SS#, D.O.B.) on your computer and your supervisor has authorized it, use encryption to protect the data. Please contact your local IT Personnel, the Help Desk at extension 7878, or visit <https://www.ccnycuny.edu/it/security> for step-by-step instructions on implementing proper encryption on your data.
 - Ensure critical data files are backed up and the backups are securely stored in another location
 - Physically secure your computer by using security cables and locking building/office doors and windows

For all questions about and problems with the above mentioned technologies you can contact the Director of the Multimedia Center at extension 5795.

6.5 Using Technology in the Classroom

At CCNY technology can be brought to the classroom in different ways:

- **Smart Classrooms:** A Smart Classroom consists of a projector, computer, an interactive whiteboard and Internet. The School of Education has created several Smart Classrooms in NAC. (new list CTIR)

For the following classrooms you will be able to pick up a set of keys, if you are teaching in that room for a semester (in progress): NA 3/221, 3/224, 3/225, 4/219, 5/206, and 6/204

The following Smart Classrooms are available for particular programs: NA 3/217 (MITC), 3/218 (MRC), 3/222 (Petrie), 5/206 (Secondary)

The following are conference rooms with SmartBoards or projection screens: NA 3/214 (Dean's), 3/226 (LTRC, projection screen), 3/227C, 6/207C (Chair's)

The following Smart Classrooms are computer labs: NA 3/226 (LRTC), 4/216 (MMC), 4/221 (MMC), NA 4/220B (CETL)

CTIR: Committee on Technology and Instructional Resources

MRC: Mathematics Resource Center

MMC: MultiMedia Center

MITC: Math in the City

LTRC: Learning and Technology Resource Center

CETL: Center for Excellence in Teaching and Learning

- **Projection Classrooms:** A Projection Classroom consists of a projector, Internet and a hook up for a laptop to connect to the Internet and the projector. You will have to pick up a connection cable from iMedia to hook up your laptop. If you have no laptop, the iMedia office can provide you with one. The iMedia office created projection classrooms (which they call Smart Classrooms), maintains them and offers assistance for them. If you have any problems with one of those classrooms please contact the iMedia office at extension 5480. List of Projection Classrooms: https://www.ccnycuny.edu/it/imedia_smartrooms

- **IT to bring to the classroom:** The Multimedia Center, the Learning and Technology Resource Center and iMedia have different equipment you can bring to the classroom. Please contact those offices for the equipment currently available:
 - Multimedia Center: <https://www.ccny.cuny.edu/mmcenter>
 - Learning and Technology Resource Center: <https://www.ccny.cuny.edu/ltrcenter>
 - iMedia Office: <https://www.ccny.cuny.edu/it/imedia>
- **IT available to students:** The Learning and Technology Resource Center offers workshops for test preparations (SEAT, etc.) each semester. The Multimedia Center has several digital cameras, camcorders, and tripods students can borrow to document their academic projects. The Multimedia Center and the Learning and Technology Resource Center are available as open lab for students to accomplish their assignments or ask technology questions.

The School of Education maintains two computer labs:

- The **Multimedia Center** consists of two adjacent rooms located in NAC 4/221 and NAC 4/216. Faculty can take advantage of this resource and reserve the Center to spend time with their students on state of the art software and hardware. The Center also lends equipment (i.e., digital cameras, video cameras, etc.) to students and faculty for course assignments. Instruction from Center staff is also available. For more information and/or to reserve the Center, contact the Director of the Multimedia Center at extension 5795 or visit the website at <https://www.ccny.cuny.edu/mmcenter>.
- The **Learning and Technology Resource Center (LTRC)** is located in NAC 3/226. The LTRC provides access to technology to support the School's effort to ensure that our candidates are equipped with the knowledge, skills and dispositions to function effectively in classroom settings. For more information and/or to reserve the Center, contact the Director of the LTRC at extension 7801 or the Center direct under extension 5455. You can also visit the website at <https://www.ccny.cuny.edu/ltrcenter>.
- Many other computer labs are available on campus as well. A complete list can be found on the CCNY website at <https://www.ccny.cuny.edu/it/hours>.

7. Other Resources

7.1 Library

The Cohen Library is on the second floor of NAC. To arrange for borrowing privileges, bring your CCNY ID to the Circulation Desk for a library barcode. The CUNY library system owns several of the major educational electronic databases such as ERIC, Wilson Web, and Education Full Text that will help you and your students with research needs; these can be accessed via the Internet using your library barcode. The library also has several educational journals (electronic and hard copy), and journals and books that the library does not own can often be obtained through interlibrary loan.

Professor Jacqueline Gill, (212) 650-6089 (jgill@ccny.cuny.edu) is the library liaison with our division. Professor Gill will be happy to come to your class, or set up an appointment for your class to get a guided tour of library facilities.

The Library offers workshops to familiarize students with the following:

- General (Accessing library resources from home / Course reserve / Interlibrary loans / Returning books at any CUNY campus / Renewing books online)
- Finding Resources (Books/ Government documents / Articles / Journal / Newspapers / eBooks / How to conduct searches / etc)
- RefWorks to create bibliographies for you papers

Should your students have questions concerning research in the Library, Professor Gill is also available via an online blog at <http://soelibraryhour.wordpress.com>.

7.2 Professional Development Opportunities

7.2.1 Professional Development Committee

Each year the School of Education elects faculty to a one-year term on the Professional Development Committee, whose charge is to support the professional development and advancement of faculty. Contact anyone on the Professional Development Committee to suggest or request activities and/or information.

7.2.2 Library

Offers workshops for faculty to learn about the online resources, etc. All online resources can also be accessed from off campus for more information please go to <http://library.ccny.cuny.edu/main/>

7.2.3 PSC-CUNY Grant

All faculty are encouraged to learn about grants that are available through PSC-CUNY. See <http://www.psc-cuny.org/> for details and deadlines.

7.2.4 The Center for Excellence in Teaching and Learning

Offers workshops for faculty each semester about pedagogy, instructional technology, grant writing, technology skills. For more information please go to <https://www.ccny.cuny.edu/cecl>.

7.2.5 Director of the Multimedia Center

Can help you to infuse technology in the course, program (SmartBoard, presentation tool, TaskStream, ePortfolios, Web 2.0 tools, social networking, etc.); tech support for research (e.g. video taping, conversion, etc.) As well as support on the video component of edTPA for faculty and students.

7.2.6 Director of the Learning and Technology Resource Center

Offers workshops on TaskStream for faculty and students as well as test preparations and support for edTPA.

7.3 Resource Facilities at a Glance

- **Office of Public Safety:** <https://www.ccny.cuny.edu/safety>; if you have an emergency or need assistance in unlocking your classroom door, contact Security directly at extension 7777.
 - **Multimedia Center:** <https://www.ccny.cuny.edu/mmcenter>
 - **Learning and Technology Resource Center:** <https://www.ccny.cuny.edu/ltrcenter>
 - **iMedia:** : <https://www.ccny.cuny.edu/it/imedia>
 - **Center for Excellence in Teaching and Learning:** <https://www.ccny.cuny.edu/cecl>
 - **Library:** <http://library.ccny.cuny.edu/main/>
 - **City Tech Center:** https://www.ccny.cuny.edu/it/facilities_tech_center
 - **Other Computer Labs:** <https://www.ccny.cuny.edu/it/hours>
 - **CCNY Bookstore** (650-7109) or bookstore@ccny.cuny.edu
 - **Wellness and Counseling Services:**
<https://www.ccny.cuny.edu/counseling>
 - Among other services this office offers workshops with the following topics:
 1. Introduction to the WCC w/ Depression & Suicide Awareness (45 min)
 2. Stress Management (60 min)
 3. Test Anxiety (60 min)
 4. Time Management (60 min)
 5. Anger Management (60 min)
 6. Insomnia (60 min)
 7. Conflict Resolution & Assertiveness (60 min)
 8. Identifying Psychologically Disturbed Student (for faculty/staff only) (60 min)
- For more information please contact Joshua Rosenthal, PsyD, Outreach Coordinator.

- CUNY has earmarked emergency funds for a CCNY Food Initiative, a program to support students who are struggling with a lack of food. This initiative, spearheaded by the Interim Vice Chancellor for Student Affairs, provides support for students who may be going hungry, whether because low income or for other reasons. It also helps break the cycle of poverty by connecting students with resources that will prevent hunger, which can interfere with academic progress. If you come across a student in need of assistance, please refer them to the Wellness & Counseling Center. We can provide free meal vouchers for use in the cafeteria, food stamp screening and a listing of external resources.
Please keep in mind that protecting student privacy must be paramount.
The Wellness & Counseling Center is located in Marshak J-15. The general office number is ext 8222. You can contact Teresa Walker, Associate Director, at ext 5920 for any specific questions or concerns.

- **AccessAbility: Office of Student Disability Services:** <https://www.ccny.cuny.edu/accessability>

7.4 The CARE Team

The CARE Team is a multi-disciplinary group that meets regularly to help maintain a healthy and safe campus environment for all students, faculty and staff at CCNY. The CARE Team receives reports of concerning behavior or misconduct and may conduct an investigation, assess threat, deploy resources for support, intervention, warning/notification, response and follow-up. CARE Team members represent Student Affairs, Student Conduct, Counseling, and Public Safety in collaboration with other departments whenever necessary. We work hard to balance individual needs with those of the greater campus community and respect and maintain both academic integrity as well as due process. You are in a position to notice when someone appears to be overly stressed, disruptive and/or a potential threat to themselves or others. Appropriate referrals to the CARE Team include: alcohol or substance abuse issues; a sudden, drastic change in behavior or appearance; overly stressed, disruptive or disconnected behavior; anything that really worries you

How to refer to the CARE Team

To make a referral to the CARE Team, please call Student Affairs at 212-650-5426 or email CARE@ccny.cuny.edu. To help the CARE Team support you most effectively, when referring a case, please describe observed behavior and refrain from making subjective interpretations.

The CARE Team should not replace other appropriate referrals.

- Call Public Safety at ex. 7777 immediately in case of emergency, threat or disturbance on campus
- Refer to The Counseling Center in Marshak J-15 ex.8222 if someone seems to be experiencing a mental health problem
- To report a case of student misconduct, the Conduct Officer can be reached at ex. 5426

7.5 PSC-CUNY

All faculty are members of the faculty union, PSC-CUNY: <http://psc-cuny.org>

8. Special Events

Faculty are encouraged to organize special events for students, alumni, and/or the community. If you would like to consider organizing an event, contact your department chair, and also inform the department secretary so the event can be announced on the SOE website.

To encourage faculty to develop special professional experiences for the SOE community, the School of Education Retired Faculty Association can provide part of the costs for (a) honoraria for invited speakers; (b) refreshments; and (c) other costs. (The remainder of the costs would need to be assumed by the department and/or the School of Education).

Faculty and program directors should contact their chair to submit requests and a tentative budget.

Funds may also be requested from the Office of the Provost, or the Office of Student Affairs. See the Dean for details.

In an email to the City College community dated January 19, President Coico write, “Please be reminded of the College policy against serving alcohol at events attended by students. We have a responsibility for the health and wellbeing of our students, many of whom are minors, and of course we must abide by federal, state and local laws. As you plan for events over the course of this next semester, please be mindful of our policy regarding the presence of alcohol at events for which our students may be in attendance.”

9. Under Construction: Other Topics

9.1 Governance

9.2 Issues with the undergraduate grade of D

9.3 Workload credit for independent studies