Table of Contents

1. INTRODUCTION.............................................................................................................6

1.1 About NYIT ....................................................................................................................5

1.2 Mission Statement of NYIT ..........................................................................................5

1.3 Vision for a Global University ......................................................................................6

1.4 Charter and Licensure ..................................................................................................6

1.5 Accrediting Agencies ....................................................................................................6

1.6 NYIT Locations .............................................................................................................9

1.7 NYIT Administrative Organization ...............................................................................9

1.7.1 NYIT Central Administration ................................................................................10

1.7.2 NYIT Advisory Board (Global Campus) .................................................................10

1.7.3 Administrative Roles at NYIT (Global Campus) ......................................................11

1.7.4 NYIT Organizational Chart (Global Campus) ........................................................11

1. FACULTY .........................................................................................................................12

2.1 Faculty Role and Responsibilities ................................................................................12

2.1.1 Academic Freedom ....................................................................................................12

2.1.2 Academic Responsibility ..........................................................................................12

2.1.3 Absence and Attendance – Faculty ............................................................................12

2.1.4 Academic Calendar ....................................................................................................13

2.1.5 Academic Honesty – Faculty ...................................................................................13

2.1.6 Academic Honesty – Students ................................................................................13

2.1.7 Advisement – Registration .......................................................................................14

2.1.8 Commencement, Convocation, and Other Special Ceremonies ..............................14

2.1.9 Intellectual Property, Presentations, Copyrights and Patents ..................................15

2.1.10 Records Retention (Student and Personnel) .........................................................17

2.2 Faculty Employment ....................................................................................................17

2.2.1 Appointment, Contract and Reappointment ...............................................................17

2.2.2 Visas ..........................................................................................................................17

2.2.3 Full-Time and Part-Time Faculty Members ...............................................................18

2.2.4 Faculty Ranks & Qualifications .................................................................................18

2.2.5 Faculty Development ................................................................................................19

2.2.6 Outside Employment ................................................................................................20

2.2.7 Identification Cards ..................................................................................................20

2.2.8 Resignation of Full-Time Faculty ............................................................................20
2.3. Personnel .................................................................................................................. 21
   2.3.1. Faculty Credentials ............................................................................................. 21
   2.3.2. Employment Records .......................................................................................... 21

2.4. Workload .................................................................................................................. 21
   2.4.1. Full-Time Faculty Teaching Load ........................................................................ 21
   2.4.2. Availability and Duties of Full-Time Faculty ....................................................... 22
   2.4.3. Full-Time Faculty Office Hours .......................................................................... 22
   2.4.4. Part-Time Faculty Duties .................................................................................... 22
   2.4.5. Part-Time Faculty Office Hours .......................................................................... 23

2.5. Compensation and Benefits ..................................................................................... 23
   2.5.1. Compensation for Full-Time Faculty ................................................................. 23
   2.5.2. Compensation for Part-Time Faculty ................................................................. 23
   2.5.3. Benefits .............................................................................................................. 23

2.6. Leave ......................................................................................................................... 24
   2.6.1. Vacation Days ...................................................................................................... 24
   2.6.2. Holidays and Religious Observance ................................................................... 24
   2.6.3. Regular and Special Leave .................................................................................. 24
   2.6.4. National Holidays .............................................................................................. 24

2.7. Medical Insurance ..................................................................................................... 24

2.8. Bereavement Absence for Full-Time Faculty ............................................................. 24

2.9. Emergency Contact Details ....................................................................................... 25

2.10. Dependents Departing Host Country ...................................................................... 25

2.11. Salary Certificates and No Objection Letters (NOC) ................................................ 25

2.12. End-of-Service Payment .......................................................................................... 25

2.13. Termination .............................................................................................................. 25

2.14. Discipline, Grievance and Appeals ........................................................................ 25
   2.14.1. Faculty Discipline and Appeals ......................................................................... 25
   2.14.2. Faculty Grievances ............................................................................................ 26

2.15. Instructional Management ........................................................................................ 29
   2.15.1. Use of Telephones, Office Equipment, and Supplies ....................................... 29
   2.15.2. Class Rosters .................................................................................................... 30
   2.15.3. Class Schedules ............................................................................................... 31
   2.15.4. Classroom Assignments/Room Changes ......................................................... 31
   2.15.5. Course Syllabi .................................................................................................. 31
   2.15.6. Deans and Presidential Honors List (Undergraduate only) ............................... 32
   2.15.7. Early Warning .................................................................................................. 32
   2.15.8. Examinations - FINAL .................................................................................... 32
3.1 Academic Calendar .................................................................................................................................................. 37
3.2 Curriculum Additions or Changes ................................................................................................................................. 37
3.3 Academic Integrity Policy .................................................................................................................................................. 37
  3.3.1 Preamble ................................................................................................................................................................. 37
  3.3.2 Reporting Violations of Academic Integrity ................................................................................................................. 40
  3.3.3 Academic Dishonesty Review Process .......................................................................................................................... 41
  3.3.4 Student Accept Responsibility ....................................................................................................................................... 41
  3.3.5 Student Does Not Accept Responsibility .................................................................................................................... 41
  3.3.6 Academic Dishonesty Resolution Report ..................................................................................................................... 41
  3.3.7 Meeting with the Director of Student Affairs/Dean of Students .................................................................................... 42
  3.3.8 Academic Resolution Appeals ....................................................................................................................................... 42
  3.3.9 Discipline Review Board (Formal) ............................................................................................................................... 42
  3.3.10 Discipline Review Board Procedures ........................................................................................................................ 44
  3.3.11 Sanctions .................................................................................................................................................................. 45
  3.3.12 Academic Sanctions and Grade Penalties ................................................................................................................... 46
  3.3.13 Findings .................................................................................................................................................................. 46
  3.3.14 Discipline Review Board Appeals ................................................................................................................................... 46
  3.3.15 Grounds for Appeal .................................................................................................................................................... 46
  3.3.16 Rights and Procedural Safeguards ............................................................................................................................... 47
3.4 Attendance – Faculty ....................................................................................................................................................... 48
3.5 Attendance – Students ................................................................................................................................................ .. 48
3.6 Faculty Evaluation ......................................................................................................................................................... 48
  3.6.1 Teaching ................................................................................................................................................................. 49
  3.6.2 Advising .................................................................................................................................................................. 50
  3.6.3 Scholarship ............................................................................................................................................................... 50
  3.6.4 Service .................................................................................................................................................................. 51
3.7 Promotion, Reappointment, and Annual Evaluation processes ......................................................................................... 52
  3.7.1 Promotion ................................................................................................................................................................. 52
  3.7.2 Reappointment (Contract Renewal) ............................................................................................................................. 54
  3.7.3 Annual Faculty Evaluation ............................................................................................................................................. 55
3.8 Curriculum Development ................................................................................................................................................... 56
Appendix 1:

4.11  Research with Human or Nonhuman Subjects .......................................................... 68

4.10  Relationships with Other Employees and Students ................................................ 68

4.9   Faculty Resources .................................................................................................. 67

4.8   Non-Discrimination Policy ...................................................................................... 66

4.7   Drug and Alcohol Policy ......................................................................................... 66

4.6   First Aid ................................................................................................................. 66

4.5   Faculty Mail ............................................................................................................ 66

4.4   External Communication / Distribution of Literature ............................................. 66

4.3   Emergency School Closing .................................................................................... 66

4.2   Driving and Parking on Campus* .......................................................................... 65

4.1   Campus Safety and Security* .................................................................................. 65

4. ADDITIONAL INFORMATION .................................................................................. 65

3.15  Grade Point Average and Quality Point Average ................................................ 64

3.14  End of Term and Grading ....................................................................................... 60

3.14.1  End-of-Term Procedures .................................................................................. 60

3.14.2  Retention of Course Files ............................................................................... 60

3.14.3  Grade Submissions ........................................................................................... 60

3.14.4  Grades – General Information .......................................................................... 61

3.14.5  Grades – Incomplete (I) ................................................................................... 63

3.13  Instructional Materials and Textbooks .................................................................. 59

3.12  Student Code of Conduct ....................................................................................... 59

3.11  Special Needs Students .......................................................................................... 58

3.10  Tutorials .................................................................................................................. 57

3.9   Grade Posting ......................................................................................................... 57

3.8   Grade Posting ......................................................................................................... 57

3.7   Grade Posting ......................................................................................................... 57

3.6   Grade Posting ......................................................................................................... 57

3.5   Grade Posting ......................................................................................................... 57

3.4   Grade Posting ......................................................................................................... 57

3.3   Grade Posting ......................................................................................................... 57

3.2   Grade Posting ......................................................................................................... 57

3.1   Grade Posting ......................................................................................................... 57
1. INTRODUCTION

An essential responsibility of staff is to uphold the teaching of students at the highest level of excellence in terms of content, pedagogy, and methodology, as well as professional conduct. NYIT staff also carries out the career-orientation mission of the college by developing the latest technologies and by keeping stride with the changing needs of the modern environment. NYIT is proud of its informed and caring staff, a tradition it maintains by ensuring that professional bonds of teaching and learning are created in the classroom and beyond. The competitiveness of higher education has required in recent years a greater involvement of staff in the recruitment and retention of students. The primary responsibility for these functions resides in related administrative offices whose partnership with faculty has become increasingly pivotal to the success of any college’s goals for student recruitment and retention. NYIT research on its graduates has documented the fact that students remain at NYIT to complete their education primarily because of their positive experiences in and outside the classroom.

1.1 ABOUT NYIT

NYIT is a private, independent, non-sectarian, coeducational university with more than 15,000 students at campuses in North America, the Middle East, and China. NYIT offers more than 100 undergraduate, graduate and professional degree programs in arts, sciences, architecture, technology, business, education and medicine. Since its founding in 1955, NYIT has graduated more than 77,000 students. NYIT’s undergraduate degree programs prepare students for a wide range of careers at each of its locations and beyond. Students learn the fundamental principles in their field and develop leadership qualities. A core of humanities and social science courses across all majors provides a foundation of knowledge and allows pertinent electives. Students may use electives to follow special interests or to expand knowledge in subjects related to their major courses. NYIT’s graduate programs are professionally oriented and prepare individuals to enter new careers or to develop advanced knowledge and skill in their current field. They provide a firm grounding in theory as well as relate each topic to application in the profession.

1.2 MISSION STATEMENT OF NYIT

From its beginning in 1955, New York Institute of Technology’s mission has been:

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

Thus, additional elements of the mission of NYIT Global Campuses are:

- To integrate technology into all teaching and learning
- To develop and disseminate information about technology-based education; and
- To contribute to the development of a managerial and professional workforce able to support economic development and success locally and in the region.

Over its 50-year history, these elements of the mission were reviewed and renewed. Most recently, during the 2005-2006 academic years, the NYIT community engaged in a strategic planning process that looked forward toward the year 2030. That process included revisiting (and reaffirming) the college’s mission.
1.3 **VISION FOR A GLOBAL UNIVERSITY**

In May 2006, the NYIT Board of Trustees adopted *NYIT 2030: Setting Directions, Meeting Challenges*, a strategic document guiding institutional plans and efforts. A significant part of NYIT’s strategic planning dealt with the college’s aspirations as a global and at times a virtual university. The final report of the planning group described a view of the future this way: In 2030, NYIT will be a truly global institution rooted in a strong New York presence. Its campuses around the world will offer exemplary programs that will improve the quality of life for the populations in which they are located. Moreover, the University will have redefined what’s meant by a “global university” as opposed to a university that simply has a global footprint. It will be among the first institutions to have designed itself from the ground up as a “21st Century University.”

There is compelling strategic logic in NYIT’s aspiration to become a global university. Offering programs overseas is mission-related because it provides broader access to opportunity for students. NYIT is particularly well suited for the endeavor because of the international character of its faculty and student body in New York. NYIT’s programs enjoy strong overseas demand. Program currency will be enhanced by deep contact with other cultures, and a valuable social purpose served by bringing American-style wide-ranging debate to classrooms in many countries. NYIT 2030 also articulated a detailed vision of what NYIT will be in the year 2030: By 2030, NYIT will be:

- Known for its career-oriented undergraduate and professional programs
- Known for its thriving graduate centers featuring interdisciplinary degree programs and research
- Known as a global and partially virtual university with NYIT in New York as its quality hub
- Known as a model student-centered university
- Known as a leader in teaching with technology
- Known as a well-funded institution, with dependable revenue from a variety of sources

1.4 **CHARTER AND LICENSURE**

New York Institute of Technology, founded in 1955, is chartered by the Board of Regents of The University of the State of New York. NYIT is licensed by the relevant authority in each of its Global locations and is accredited and pursuing accreditation at the program and/or institutional level in each location as well.

1.5 **ACCREDITING AGENCIES**

**US Accreditations:**

NYIT is accredited by The Middle States Association of Colleges and Schools; The Engineering Accreditation Commission of ABET, Inc. (ABET.org) for the Electrical and Computer Engineering program in the Old Westbury and Manhattan campuses, and the Mechanical Engineering program in the Old Westbury campus; Engineering Technology Accreditation Commission of ABET, Inc. for Electrical and Computer Engineering Technology; National Architectural Accrediting Board for Bachelor of Architecture; Council for Interior Design Accreditation programs, Old Westbury Campus; Commission on Accreditation. American Osteopathic Association for New York College of Osteopathic Medicine; Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA); Commission on Accreditation in Physical Therapy Education (CAPTE) of
the American Physical Therapy Association; Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA); Commission on Collegiate Nursing Education (CCNE). The School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). This accreditation covers initial teacher preparation 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.

Commission on Higher Education of the Middle States Association of Colleges and Schools  
3624 Market St., Philadelphia, PA 19104-2680; Phone:267.284.5000; Fax: 215.662.5501

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)  
4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449 Phone: 301.652.2682

Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA)  
12000 Findley Rd., Suite 150, Johns Creek, GA, 30097; Phone: 770.476.1224

American Osteopathic Association (AOA)  
142 E. Ontario St., Chicago, IL 60611; Phone: 312.202.8000

Commission on Accreditation in Physical Therapy Education (CAPTE)  
1111 North Fairfax St. Alexandria, VA 22314; Phone: 703.684.2782

Commission on Collegiate Nursing Education (CCNE)  
One DuPont Circle, NW, Suite 530, Washington, DC 20036; Phone: 202.463.6930

Council for Interior Design Accreditation (CIDA)  
206 Grandville Ave., Suite 350, Grand Rapids, MI 49503-2920; Phone: 616.458.0400

Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET)  
111 Market Place, Suite 1050, Baltimore, MD 21202-4012; Phone: 410.347.7700

Engineering Technology Accreditation Commission (ETAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET)  
111 Market Place, Suite 1050, Baltimore, MD 21202-4012; Phone: 410.347.7700

National Architectural Board, Inc. (NAAB)  
1735 New York Ave., N.W., Washington, D.C. 20006; Phone: 202.783.2007

National Council for Accreditation of Teacher Education (NCATE)  
2010 Massachusetts Ave., NW, Suite 500, Washington, DC 20036; Phone: 202.466.7496
Global Accreditations

Canada
Ministry of Advanced Education of British Columbia
P.O. Box 9059 STN PROV GOVT; Victoria BC V8W 9E2, Canada; Phone: 250 356-2771
Fax: 250 356-3000

China
The State Council Degree Commission of the People’s Republic of China
No. 37 Damucang Hutong, Xidan, Beijing; 100816 People’s Republic of China
Phone: 86-10-66096114

China (Jiangxi)
Jiangxi Provincial Department of Education
No. 567 Bayi Road, Nanchang, Jiangxi Province, 330046 People’s Republic of China; Phone: 86-791-8636729; Fax: 86-791-8636729

China (Nanjing)
Educational Bureau of Jiangsu Province
No. 15 Beijing West Road, Nanjing City, Jiangsu Province; 210024 People’s Republic of China
Phone: 86-025-83239100

United Arab Emirates
Commission for Academic Accreditation,
Ministry of Higher Education and Scientific Research
P.O. Box 45133, Abu Dhabi, United Arab Emirates; Phone: +9712 6427772;
Fax: +9712 6428488
NYIT was granted licensure in 2007 by the Ministry of Higher Education and Scientific Research,
MOHESR: Commission for Academic Accreditation, CAA, in the United Arab Emirates, U.A.E. All
programs offered in the U.A.E. have been granted initial accreditation by the CAA.
1.6 NYIT LOCATIONS

- United Arab Emirates (Abu Dhabi), CERT Technology Park, P.O. Box 5464, Telephone +971 2 4048523
- Canada (Vancouver), P.O. Box 10104, Pacific Center, Telephone: 604-876-8286
- China (Nanchang), c/o JUFE, Jiangxi P.R. China, Telephone: (86) 791 381 6893
- China (Nanjing), c/o NUPT, 66 Xin Mofan Malu, P.R. China, Phone: 86.25.349.2393
- Old Westbury, NY (Home Campus), Northern Boulevard, Long Island, Telephone 001 516 686 1000
- Manhattan Campus, 1855 Broadway, New York, NY 10023, Telephone: 001 212 261 1500
- Central Islip, Carleton Avenue, Central Islip, NY, Telephone: 001 631 348 3000

1.7 NYIT ADMINISTRATIVE ORGANIZATION

The overall governing body of New York Institute of Technology is the Board of Trustees. The President, who is the chief executive officer of the college, reports to the Board of Trustees. Reporting to and advising the President are: the Provost, the Vice President for Global Academic Programs, and other Vice Presidents. Each campus is led by an Executive Director/Campus Dean who is supported by other administrators, Assistant Deans, and faculty. Together, they assure the academic programs and services offered are of the highest quality and meet the academic needs of students and faculty. In addition, each campus, and each academic program, may also create academic advisory boards to ensure that the institution is deeply rooted locally. The academic schools, based in New York, have the primary role in developing and administering academic programs. Each school is headed by an academic Dean who is the chief academic and administrative officer of that unit. Each school may contain a number of departments, programs, or centers headed by Chairs, or Coordinators. On each global campus, each program is headed by an Assistant Dean, assisting the Executive Director/Campus Dean on administrative issues, and reporting to the academic Dean in New-York on academic issues. Oversight for the NYIT faculty, curricula, and academic programs is provided by the Provost and Vice President for Academic Affairs.

The President of NYIT is also advised by the Academic Senate on matters related to students, academic standards, financial and other resources, curricula, and other related areas that affect the college. The NYIT Academic Senate is comprised of faculty, professional staff and administrators. It acts as an advisory body to the institution, assists in setting policy in the areas of academic standards, admissions, curricula, budget, institutional development, communications, calendar, and educational technology, and provides a venue for constituencies to exchange ideas within the NYIT community. The Senate Executive Committee is responsible for setting agendas, committee appointments, and referring proposals to the full
senate. Proposals come to the Executive Committee and the senate via 10 senate committees: Admissions and Academic Standards; Assessment; Budget, Finance, and Resource Allocation; Calendar; Communication; Constitution; Curriculum; Educational Technology; Executive; and Institutional Development and Library Systems. A senate Web site publishes committee information, minutes, roster of senators, the constitution, proposals, and other relevant information for the NYIT community.

1.7.1 NYIT CENTRAL ADMINISTRATION

President

EDWARD GUILIANO

Office of the President

RAHMAT SHOURESHI, Ph.D. Vice President for Academic Affairs and Provost
LEONARD AUBREY, Vice President for Financial Affairs, Chief Financial Officer and Treasurer
BARBARA ROSS-LEE, D.O., F.A.C.O.F.P. Vice President for Health Sciences and Medical Affairs
HARRIET C. ARNONE, Ph.D. Vice President for Planning and Assessment
NIYAZI BODUR, Ph.D., Vice President for Information Technology and Infrastructure
JOHN ELIZANDRO, Vice President for Development
CATHERINE FLINCKINGER, J.D., General Counsel
NANCY DONNER, Vice President for Communications and Marketing
PETER KINNEY, Chief of Staff
PATRICK LOVE, Ph.D., Vice President for Student Affairs
RON MAGGIORE, Ph.D., Vice President for Enrollment
VICTORIA PFEIFFER, M.B.A., Special Assistant for Financial Planning and Analysis

Office of Academic Affairs

RAHMAT SHOURESHI, Ph.D., Vice President for Academic Affairs and Provost
JUDITH DIMAIO, R.A., M. Arch., Dean, School of Architecture and Design
ROGER YU, Ph.D. Dean, College of Art, Sciences and Communication
PATRICIA CHUTE, Ph.D., Interim Dean, School of Education
NADA ANID, Ph.D., Dean, School of Engineering and Technology
JESS BORONICO, Ph.D. Dean, School of Management
PATRICIA BURLAUD, Ph.D., Dean, Operations, Assessment and Accreditations, Global Programs
FRANCINE GLAZER, Ph.D., Assistant Provost & Director of the Center for Teaching and Learning
ALLISON ANDORS, Ph.D. Director of Sponsored Programs and Research
KRISTEN SMITH, M.A., Registrar

1.7.2 NYIT ADVISORY BOARD (GLOBAL CAMPUS)

Details pertaining to the Global Campus NYIT Advisory Board can be found in the Campus Reference Book (NYIT-UAE Fact Book).
1.7.3 **ADMINISTRATIVE ROLES AT NYIT (GLOBAL CAMPUS)**

The Executive Director/Campus Dean is the Chief Executive Officer of the Institution. The Executive Director/Campus Dean ensures that all the policies and procedures adopted by the Institution in agreement with NYIT-NY are properly followed. In addition, s/he has the responsibility to plan and carry out the Institution’s external relations and development agenda, as well as the legal and internal audit functions of the Institution. The Executive Director/Campus Dean has primary responsibility for achieving campus-specific academic and development goals which include building existing and new enrolment, improving retention, increasing evening and weekend programs, and enhancing campus image. The Executive Director/Campus Dean acts as surrogate of the Vice President for Academic Affairs on her/his campus and is responsible for both the development of programs related to that campus as well as the day-to-day management of all campus personnel. The Executive Director/Campus Dean reports to the Vice President for Academic Affairs. S/he facilitates the operations of the Global Academic Programs offered at the Campus by the New-York Colleges and Schools in the host country.

Each of NYIT’s academic schools is headed by an Academic Dean based in New-York. Deans are the academic and administrative leaders of the schools and report directly to the Vice President for Academic Affairs.

Details on the global campus local administration can be found in the Staff Handbook, Section 1.7.2.

1.7.4 **NYIT ORGANIZATIONAL CHART (GLOBAL CAMPUS)**

The global campus Organizational Chart and administration details can be found in the Campus Reference Book/Campus Fact Book.
1. FACULTY

2.1. FACULTY ROLE AND RESPONSIBILITIES

2.1.1. ACADEMIC FREEDOM

Academic freedom at NYIT is firmly rooted in two principles: the need to create an environment where information and ideas can flow freely, in which students are able to experience a wide range of points of view; and the willingness to be respectful of the culture of the host country and that of the United States. (Also see Policies and Procedure Manual, A-18). The student handbook translates the rights of freedom of opinion and access to information into clearly expressed educational values. The handbook alerts students that a university education will challenge their conventional attitudes. The University’s goal is not to alter beliefs or values but rather to produce globally aware, responsible graduates with the capacity for independent critical judgment who exhibit respectful understanding of diverse points of view and tolerance for perspectives that might differ from their own.

2.1.2. ACADEMIC RESPONSIBILITY

It is the academic responsibility of the faculty:

- to encourage and monitor active and responsible learning,
- to respect students with attention and consideration,
- to infuse a climate of trust in the classroom,
- to clarify expectations for students,
- to create and maintain fair and relevant forms of assessment, and
- to affirm the importance of academic integrity and honesty, reduce opportunities to engage in academic dishonesty and challenge academic dishonesty when it occurs.

2.1.3. ABSENCE AND ATTENDANCE – FACULTY

Except for religious reasons or illness, faculty members may not shorten, lengthen, cancel, add, or reschedule classes. A faculty member who finds it unavoidable to be absent for any reason must make alternative arrangements for the class and must immediately notify both the Executive Director/Campus Dean’s office as well as the relevant assistant dean. It is also essential that the faculty member’s classes be informed by the assistant dean, after consultation with the Executive Director/Campus Dean’s office, of any changes in the class arrangements. Full-time faculty members are required to be available for academic assignments for four (4) days per week over a time period running from one week before the first day of the Fall term through commencement in the following calendar year, unless permitted otherwise by the Executive Director/Campus Dean. In addition, faculty must be available for the last four consecutive weekdays before the first day of the spring term. Faculty who teach on weekend days as part of their base loads may include those days as a part of their commitment. Except during periods of scheduled recess in the academic calendar, a full-time faculty member shall not accept any position that would make him/her unavailable for on-campus service. A full-time faculty member has a primary and uncompromisable obligation to NYIT. Outside professional activities, whether gainful or not, cannot be allowed to interfere with one’s teaching, scholarly research and other duties in his/her department at the Institute. In addition, the advising period is announced by the Office of the Executive Director/Campus Dean. (See Nanjing Campus Amendments to Faculty Handbook)
2.1.4. **ACADEMIC CALENDAR**

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

2.1.5. **ACADEMIC HONESTY – FACULTY**

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

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

Faculty academic dishonesty is cause for dismissal. (Please, also see the Policies and Procedures Manual, A-16 and Appendix 1, as well as NYIT’s Academic Integrity Policy [http://www.nyit.edu/campus_life/academic_integrity_policy](http://www.nyit.edu/campus_life/academic_integrity_policy))

2.1.6. **ACADEMIC HONESTY – STUDENTS**

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

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

A faculty member who believes that a student has committed one of these forms of academic dishonesty must inform his or her department and make a written report to the Office of Student Affairs to initiate disciplinary proceedings. The faculty member will be invited to participate in the proceedings, which will afford the opportunity to provide details. For further information please see NYIT's Academic Integrity Policy: [http://www.nyit.edu/campus_life/academic_integrity_policy](http://www.nyit.edu/campus_life/academic_integrity_policy) and NYIT Academic Computing Code of Responsible Technology Usage: [http://www.nyit.edu/images/uploads/campus_life/USS_ComputingCodeUsage.pdf](http://www.nyit.edu/images/uploads/campus_life/USS_ComputingCodeUsage.pdf)

*Please, refer to Section 3.3 of this Handbook for the full Academic Integrity Policy.*
2.1.7. ADVISEMENT – REGISTRATION

Offering accurate and timely academic advice is the cornerstone of NYIT’s student-centered approach to providing the highest level of education, taking into account both the international standards of the courses/degrees and the individual needs of the student. All academic advising is carried out by NYIT full-time faculty. Undergraduate and graduate students are assigned faculty advisors based on their majors and concentrations. Specific periods for advisement prior to registration each quarter are scheduled and faculty are expected to meet with their advisees at these times as well as when appropriate during the term. Academic advising by a full-time faculty member is required of all NYIT undergraduate and graduate students at the campus prior to registration for every term. Faculty advisors have access to student records in the form of degree audits, which track all courses and grades for that student (including transfer credits) in a framework that informs both student and faculty of the remaining requirements that need to be met. The faculty members are trained in accessing students’ online records and are responsible for monitoring progress toward degree completion, which can also be accessed online at http://www.nyu.edu/advising/advisor_resources/. The online system provides faculty and administrators with the necessary tools to efficiently advise and monitor students’ progress towards successfully completing their curriculum requirements. Through the —My Counselor feature, faculty can view a student’s degree map (under the heading —Program Evaluation), open a student’s registration record, and see —What-If scenarios that show how completed courses would be applied to another field of study. All student records are confidential and therefore tightly controlled in order to ensure the protection of privacy.

Part of the advisor's role is also to be informed about the academic progress of his/her advisees. The advisee's grade report is available to faculty and their departments http://www.nyu.edu/webadvisor/ These reports serve as a basis for advisement and help to identify students who may be having academic difficulty or students who are succeeding and deserve recognition. Faculty should be mindful that these records must be treated as confidential student information. The college catalogs and course schedules are the basic equipment for advising students about their programs:

http://catalog.nyu.edu/
http://www.nyu.edu/managing_your_classes/course_management/course_schedules

Familiarity with degree requirements, particularly college core requirements, is essential. Other advisement tools are available online. See the web site for more information http://www.nyu.edu/advising. Faculty should consult with their departments and deans, in order to determine the most efficient way to gain information about their advisees. (See Nanjing Campus Amendments to Faculty Handbook).

2.1.8. COMMENCEMENT, CONVOCATION, AND OTHER SPECIAL CEREMONIES

All full-time faculty members are expected to participate in institutional activities such as commencements, convocations, preparation for accreditation reviews, special ceremonies, etc. unless specifically excused by the Executive Director/Campus Dean. All part-time faculty members are welcome and are encouraged to participate. (also see section on Absence and Attendance - Faculty and also see the Policies and Procedures Manual, A-9).
2.1.9. **Intellectual Property, Presentations, Copyrights and Patents**

During the course of your work at New York Institute of Technology, you may have the opportunity to create what is legally known as intellectual property. The following policy and procedures govern the respective rights of both the concerned faculty member and the institution:

1. Both parties acknowledge that new technologies and changes in educational methods can be expected, but they agree to construe this article to achieve the purposes of encouraging and supporting innovation and discovery.

2. As soon as practicable, a faculty member shall advise the Vice President for Academic Affairs that he or she is, or intends to be, engaged in: (a) the development of intellectual property; or (b) research which may result in the development of intellectual property. In that disclosure the faculty member will, among other things, identify whether the intellectual property is being developed for: (a) the faculty member; or (b) New York Institute of Technology; or (c) some other entity.

3. Intellectual property refers to any trademarkable, copyrightable or patentable matter or discovery, know-how, research, or any intellectually created tangible thing or matter including, but not limited to: creative or artistic works, books, texts, articles, monographs, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and work papers; lectures, musical and/or dramatic compositions, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids; video and audio tapes and cassettes; computer programs, live video and audio broadcasts; programmed instruction materials, drawings, paintings, sculptures, photographs and other works of art.

4. **Personal Research** - NYIT waives all claim to or equity in any discovery or invention of its faculty resulting from personal research and in any patents that may issue therefrom. Personal research shall mean research not related to any university research program and for which the University makes no special contribution of time, facilities, materials or monies. The payment of a salary and the provisions of a normal academic environment in which to work are not to be considered as giving the University any financial equity in personal research, but the University expects the faculty member to create syllabi, assignments, and tests for students in the classes of the faculty member, in which event the University and the faculty member agree that the faculty member shall use such materials in the classes taught by him or her. The syllabi, assignments, and tests shall remain the property of the faculty. The blackboard "cartridge" which includes the syllabus, assignments, course documents, and assessments of student works, will be owned by the faculty member unless the faculty member authorizes it to be utilized outside of the University, in which case the income, if any, from its use shall be divided equally between the faculty member and NYIT, unless otherwise agreed.

5. **University Sponsored Research** - University sponsored research shall mean any research activity supported by the University through special grants, special purchases, or specially reduced teaching load paid for by funds administered by the University, regardless of the source of such funds. In addition, University Sponsored Research shall include intellectual property developed with the assistance of specially provided professional or technical assistance (including the assistance of faculty or staff of NYIT), even though this research does not result from a University grant, purchase, or from a reduced teaching load. NYIT shall own all right, title and
interest in patents resulting from University Sponsored Research, reserving the right to direct the assignment thereof to its designated agent, implicitly governing its action with due regard to the protection of the rights of the University and the interests of the inventor or inventors. NYIT shall bear all costs for patent applications made for University Sponsored Research. In the event that income accrues to NYIT from the administration of a patent or invention in which the University has an interest, fifty percent (50%) of the net income, if any, shall be paid to the inventor or inventors, his/her or their heirs, executors, administrators or assignees, and fifty percent (50%) of the net income, if any, shall be received by the University, unless otherwise agreed between the parties. The University must provide a detailed description of how net income will be calculated at the inception of the project.

6. The payments to which the faculty member shall be entitled in connection with the use of the intellectual property resulting from University Sponsored Research shall be made annually, by March 31st for the prior calendar year, unless otherwise agreed between the parties. The faculty member shall be given at the same time a detailed showing of the computation of the amounts remitted.

7. **Outside Sponsored Research** - Under the terms of certain contracts and agreements between the University and various agencies of government and/or private and public corporations, the University is, or may be, required to assign all patent rights to the contracting party. The University retains the right to enter into such agreements whenever such action does not violate the spirit of this Article and is considered to be in the best interests of the University. The inventor or inventors shall be informed of all such agreements prior to final negotiation. In the event that income accrues to NYIT from the administration of a patent or invention in which the University has an interest, fifty percent (50%) of the net income, if any, shall be paid to the inventor or inventors, his/her or their heirs, executors, administrators or assignees, and fifty (50%) of the net income, if any, shall be received by the University, unless otherwise agreed between the parties. The University must provide a detailed description of how net income will be calculated at the inception of the project.

8. If any tape recordings (either audio or video) or electronic copies are made of courses, they shall be made only with the advance permission of the participating faculty member, unless circumstances require an accommodation pursuant to the Americans with Disabilities Act. Such copies, if any, shall remain the property of the faculty member and shall be used only as the faculty member permits, except that the tapes must be used in connection with the instruction provided by the faculty member to those students in the faculty member's class who may need a reasonable accommodation utilizing the audio or video tape.

9. The University and faculty member will cooperate in the completion of all documents deemed necessary by the parties to confirm their respective rights, title and interest in the Intellectual Property developed pursuant to this Article.
2.1.10. RECORDS RETENTION (STUDENT AND PERSONNEL)

NYIT maintains two sets of records, one for student files and one for faculty records:

a) Student Files:

- Grade books, attendance records and official grade sheets are kept on file in administrative offices for seven (7) years.
- Copies of completed final exams are kept on file in the departments offices for seven (7) years.
- Course syllabi and copies of final examinations (questions/topics) for all courses and all sections are kept on file in department offices for seven (7) years.

b) Faculty Files

- Updated CV.
- Contract(s).
- Authenticated copies of terminal degree diploma.
- History of approvals of faculty development events.

2.2. FACULTY EMPLOYMENT

2.2.1. APPOINTMENT, CONTRACT AND REAPPOINTMENT

Full-time faculty appointments are made by the President or his designee, in consultation with the New York-based Academic Dean for the relevant program and the Executive Director/Campus Dean. Full-time faculty at a global campus may be offered renewable contract(s), depending on the needs of the programs. The first year of the first contract is probationary. Part-time faculty members are offered contracts for one term at a time, depending on the needs of the programs, in consultation with the local Assistant Dean of the program and with approval from the Academic Dean. Both full-time and part-time contracts may be renewed. Locally contracted part-time faculty may not subcontract performance of the teaching or other services included in the contract. Upon their arrival on campus, the Office of the Executive Director/Campus Dean organizes an orientation program for new full and part time faculty that covers items such as the American higher education system, NYIT, and life in the host country. (Please, also see the Policies and Procedures Manual, D-3.8).

2.2.2. VISAS

NYIT and/or its partners on global campuses offer assistance in acquiring residency visas for spouses, dependents, and maids. The charges for residence entry permits are available from the housing and visa officer. The following documents are, among others as specified in each Campus Reference Book, generally required for applying for residency permits for dependents:

- Clear copy of the passport with minimum six months’ validity
- Attested and notarized marriage certificate.
- Attested and notarized birth certificates of dependents
- (for Abu Dhabi only: the following documents are required for applying for residency permits for maids:
  - Clear copy of the passport with minimum six months of validity.)
Two color passport photos to apply for Entry permit.
A medical exam for those above 18 years of age.

2.2.3. FULL-TIME AND PART-TIME FACULTY MEMBERS

The NYIT faculty includes full-time faculty and part-time faculty. In addition, on a visiting basis, the NYIT faculty may include members from NYIT - New York, or at one of NYIT’s other campuses. Full-time faculty are precluded from having full-time employment elsewhere without the written permission of the Executive Director/Campus Dean and are also required to disclose potential financial conflicts of interest with NYIT through the submission of a financial disclosure statement. (Please, also see the Policies and Procedures Manual, D-3.11).

2.2.4. FACULTY RANKS & QUALIFICATIONS

In general, faculty should hold an earned doctoral or terminal degree obtained from a recognized university that is accredited regionally or nationally. Exceptions may be made in cases where candidates have outstanding or substantial industry experience in addition to a master's degree and professional certification, i.e., a CPA for an accounting faculty position. In some areas, a master’s degree is considered a terminal degree, such as fine and applied arts (M.F.A. or studio-M.F.A. plus relevant experience).

a) Instructor

The rank of instructor is provisional. An instructor shall be promoted to the rank of assistant professor at the beginning of the semester following the receipt of the doctorate or appropriate terminal degree in his/her field. Individuals shall be selected on the basis of their potential as scholars and teachers. They shall hold a master's degree or its equivalent, except in special cases, together with additional indications of scholarship and teaching ability sufficient to give high promise that the candidate may subsequently achieve the qualifications required for promotion to a professorial rank.

b) Assistant Professor

An appointee to this rank must:

- Have demonstrated the potential to achieve excellence in teaching and scholarly or creative activities.
- Have demonstrated professional growth in her/his field.

In addition to the requirements for an instructor, the appointee needs to have earned a doctorate, or in circumstances in which the doctorate is not the usual degree, an alternative to the doctorate, as follows:

- **Architecture**, first professional degree (B.Arch. or M. Arch.), plus the Registered Architect, Professional Engineer, or equivalent.
- **Interior Design**, a master in Interior Design plus NCIDQ (National Council for Interior Design Qualification) certification.
- **Communication Arts**, the M.S. plus several years of full-time or equivalent full-time relevant professional or teaching experience.
- **Fine and Applied Arts:**
  - **Applied Communication Arts**: M.F.A. plus significant, relevant experience.
  - **Studio**: M.F.A. plus significant, relevant experience and shows.
  - **Applied Art**: M.A. in a relevant field or M.F.A., plus significant relevant experience.
- **Physician Assistant Studies, Occupational Therapy, and Physical Therapy**: master’s or professional doctorate in a relevant field and professional licensure, with complementary research doctorate preferred.

c) **Associate Professor**

The criteria for appointment to assistant professor plus:

- For a promotion to the rank of associate professor, six (6) years of relevant teaching experience in the academic rank of assistant professor, which shall include at least three (3) years full-time teaching at NYIT.

- Superior teaching and scholarship performance, and demonstrated service and other academic and professional achievements.

d) **Professor**

The criteria for appointment to associate professor plus:

- A record of continuing distinction in research, scholarship or creative endeavors in the field. The scholarship record should clearly provide evidences of national and/or international distinction and reputation.

- Demonstrated excellent teaching ability and shown continuing active engagement with students in and outside of the classroom.

- A record of continuing evidence of relevant and effective professional service and demonstrated ability for continuing achievement in all areas.

- At least 12 years of full-time teaching experience in a college or university, including at least six of those years in the rank of associate professor, and at least six years of full-time teaching at NYIT.

Faculty may apply for promotion to a higher academic rank according to the promotion process described in section 3.7 in this document.

### 2.2.5. **Faculty Development**

NYIT recognizes the importance of developing faculty and maintaining intellectual vitality on campus. The **NYIT Center for Teaching and Learning (CTL)** supports faculty members in their work as teacher-scholars by cultivating reflective practice and promoting the scholarship of teaching and learning. The CTL assist faculty members in providing NYIT students with a career-oriented, forward-looking education that prepares them to succeed in a global economy and an increasingly technological world. As part of NYIT’s identity as a global institution, the CTL pays particular attention to how social, linguistic, and cultural diversity both affects and enriches the student experience. As part of NYIT’s identity as a partially virtual institution, the CTL serves as a resource for best practices in skillful, appropriate, and effective uses of technology in education. The NYIT Center for Teaching and Learning has developed online and other training programs to update faculty knowledge and skills in instructional technology. All resources available on-line at [http://www.nyit.edu/ctl](http://www.nyit.edu/ctl) through the NYIT’s Center for Teaching and Learning web site are free and accessible by all faculty members, both full and part time.
Faculty may also travel to attend local, regional, or international conferences, provided they have a refereed paper to present. In such cases, faculty requests to receive support to cover some of the costs of travel, room, meals and registration fees\(^1\) may be approved by the Provost and Vice President for Academic Affairs, in the limit of the faculty development dedicated budget pertaining to the current academic year.

(A NYIT-UAE Faculty Development Policy is also available at the Abu Dhabi campus Executive Director/Campus Dean’s Office)

**2.2.6. OUTSIDE EMPLOYMENT**

Full-time faculty at global campuses are not allowed to work outside of NYIT or to teach at other educational institutions. However, should an exception to this general rule be considered, such a request will be reviewed and approved by the Provost and Vice President for Academic Affairs, after recommendations of both the Executive Director/Campus Dean and the relevant New York Academic Dean.

**2.2.7. IDENTIFICATION CARDS**

Each employee is required to obtain an identification card with a photograph. Cards are to be carried at all times while on college premises and are to be displayed upon request. This card may also be required to enter certain buildings on campus. Faculty visiting other NYIT campuses must ensure that they bring their faculty ID cards with them and carry them at all times when on NYIT campuses. NYIT identification cards remain the property of NYIT and must be surrendered upon authorized request. Should a faculty member separate from NYIT, their NYIT ID card must be returned to the Office of the Executive Director/Campus Dean. NYIT ID cards are available from the Office of the Executive Director/Campus Dean. (Please, also see the Policies and Procedures Manual, D-3).

(See Nanjing Campus Amendments to Faculty Handbook).

**2.2.8. RESIGNATION OF FULL-TIME FACULTY**

A faculty member may terminate his/her contract appointment effective at the end of the academic year, provided that he/she gives notice in writing at the earliest possible opportunity, but not later than the first day of the last term he/she anticipates teaching at NYIT. A request may be made to waive this notice in case of hardship or in a situation where the faculty member would otherwise be denied substantial professional advancement or other opportunity. Before authorization is given for final salary payment, department and/or college or school duties must be completed. In addition, grades must be filed; equipment, supplies, library books, keys and ID card returned; and any outstanding financial or academic obligations met. On resignation of faculty, any balance of the annual housing allowance will be deducted from the final salary on a ratio of the amounts of months remaining on the housing lease (Please, also see the Policies and Procedures Manual, D-10).

---

\(^1\) See Appendix 1 ‘Faculty Travel Grants for Conference Presentations’, p.65
2.3. PERSONNEL

2.3.1. FACULTY CREDENTIALS

Prior to appointment, each prospective faculty member must submit the following documents to the Executive Director/Campus Dean:

- An accurate, current curriculum vitae showing educational background with degrees awarded, institutions, field of study, and dates of degree awards, employment history with institution/business, title, and dates of employment; record of scholarship with publications, presentations, and honors achieved
- A copy of the degree or diploma for the terminal or highest degree earned (An official transcript of the terminal or highest degree earned may also be required)
- A copy of his/her passport
- Completed employment application forms, including local and permanent addresses, and working mobile telephone and email contact information.
- Additional requirements may apply for faculty who wish to teach at an additional Global campus. Contact the Executive Director/Campus Dean for information.

2.3.2. EMPLOYMENT RECORDS

The Office of Global Academic Programs, the Office of Human Resources (New York), and the Office of the Executive Director/Campus Dean maintain copies of a number of documents and data related to staff, including resumes and performance reviews. However, official employment records for all NYIT employees are centrally maintained by the Office of Human Resources at NYIT’s home campus in Old Westbury, New York with an official copy endorsed by the Executive Director/Campus Dean. Records concerning wages of adjunct faculty are kept by the local Accounts Department and the Payroll Department (NY), for all other full-time contracted staff at NYIT (NY). NYIT policies regarding the retention of personnel records are: Personnel files for part-time staff are kept in the Office of the Executive Director/Campus Dean and in the Office of Global Academic Programs (New York) for three (3) years following the last term the individual taught at NYIT. Thereafter, the records may be discarded. Personnel files for full-time staff are kept in the Office of the Executive Director/Campus Dean and the Office of Global Academic Programs (New York) for three (3) years following the last term the individual was engaged at NYIT. Thereafter, the records will be archived with related records on file. NYIT will not disclose information from an employment file unless it receives an authorization signed by the subject of the records or when it receives legal process, such as a subpoena.

2.4. WORKLOAD

2.4.1. FULL-TIME FACULTY TEACHING LOAD

Full-time NYIT faculty are obligated to teach between eight (8) and ten (10) courses per year over all available semesters as determined by the NYIT Provost and the Academic Dean in charge of the relevant program and administered locally by the Executive Director/Campus Dean working with the program administrators. Overload classes, those in excess of the contractual courses, are paid at the same rate as for part-time faculty. Assistant Deans are given reduction in teaching loads from their respective school deans in New York after consultation with and agreement of the Provost and Vice President for Academic
Affairs. Tutorials are not counted toward teaching load (with the exception of an uncompleted yearly workload) and are limited to two tutorial courses per term. Visiting faculty members are governed by the contract under which they are originally hired and, according to these contracts, their teaching at a global campus may count toward their contract load or as overload.  

*(See Abu Dhabi Campus Amendments)*

### 2.4.2. Availability and Duties of Full-Time Faculty

Full-time faculty are expected to be on campus no fewer than four (4) days per week during each term. It is imperative that full-time faculty be available for academic advising assignments during the registration period prior to the registering of classes. Days away from the campus during the times prior to a new term must be approved by the Assistant Dean in order that advising duties be assigned in a coordinated manner. In addition to teaching and office hours, faculty are expected to undertake research and scholarly/creative activities, academic committee work, recordkeeping, assessment activities, advising duties where applicable, attend open houses and other recruitment events, program meetings, professional development and administrative assignments. In addition, full-time faculty are expected to participate in institutional activities such as accreditation activities, commencements, convocations, special ceremonies, etc. unless specifically excused by the Executive Director/Campus Dean.

### 2.4.3. Full-Time Faculty Office Hours

Each faculty member is required to schedule office hours in addition to his/her classroom hours. Full-time faculty must schedule a minimum of one office hour per week per 3 credit course taught. Office hours must be posted on the faculty member’s office door, filed with the Office of the Executive Director/Campus Dean, and listed on course outlines. Office hours should be scheduled after consultation with the Assistant Dean and at times convenient for students. Part-time faculty may schedule their office hours just before or after their classes.

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

### 2.4.4. Part-Time Faculty Duties

All part-time and visiting faculty members are expected to have office hours open to students they teach, and are welcome and are encouraged to participate in convocation, commencement, and other significant activities of the college. As a matter of course, part-time faculty should cover no more that 25% of the courses offered by the institution. Individual adjunct faculty can teach a maximum of 6 credits in any one semester. Part-time faculty are held to the same standards as full time faculty in terms of recruitment, performance, and assessment. Upon their arrival, the Office of the Executive Director/Campus Dean organizes an orientation program for new full-time and part-time faculty that may cover items such as the American higher education system, NYIT, and life in the host country.
2.4.5. **PART-TIME FACULTY OFFICE HOURS**

Part-time faculty must schedule a minimum of one hour per week per three-credit course taught. Office hours must be posted on the faculty member’s office door, filed with the Executive Director/Campus Dean, and listed on course outlines.

2.5. **COMPENSATION AND BENEFITS**

2.5.1. **COMPENSATION FOR FULL-TIME FACULTY**

Compensation for full-time faculty is based on the faculty members’ credentials and program needs. The exception to this policy is the payment for tutorial (independent) courses. Tutorial courses are not counted against teaching load (with the exception of an incomplete yearly workload) and are compensated independently. Note: tutorial courses must be approved by the Executive Director/Campus Dean in advance of their start date through the procedures listed below or payment for teaching them will not be made. Tutorial approval is made only by the Executive Director/Campus Dean in the best interests of the college and the student(s). A faculty member may not teach more than two tutorial courses per term.

Payment of compensation is made in 12 monthly installments by direct deposit to a local or U.S. bank of the locally contracted faculty’s choice. Payment of overloads is made at the end of the academic year (Fall plus Spring) or at the end of the Summer term, depending whether the faculty has Summer teaching obligations or not.

*(See Abu Dhabi Campus Amendments)*

2.5.2. **COMPENSATION FOR PART-TIME FACULTY**

Compensation for part-time contracted faculty is based on faculty members’ academic credentials. Rates are categorized according to the part-time faculty rank (Instructor, Assistant Professor, Associate Professor and Professor) and whether the concerned part-time faculty holds either a Ph.D. or a Master. All expenses incurred by the part-time faculty member are paid by him/her. No other payments or compensation from NYIT will be made unless agreed to and approved in writing from NYIT.

Payment is made according to the schedule in place at the campus, and providing the consulting faculty submits a complete course packet that is approved by the Executive Director/Campus Dean.

2.5.3. **BENEFITS**

NYIT full-time faculty, in addition to their regular compensation (plus their overload compensation, if any) are entitled to those benefits as are specified in their agreements. Depending on the location of the global campus, benefits may include housing or a housing allowance, health insurance and reimbursement of annual home travel.
2.6. **LEAVE**

2.6.1. **VACATION DAYS**

All faculty members must be on campus when they are required to be available for academic assignments as scheduled by their Assistant Dean and approved by the Executive Director/Campus Dean. When faculty are not required to be on campus then they can dispose of their time as they wish. Full-time faculty are paid on a 12-month basis regardless of their teaching schedule. (also see sections on “Absence and Attendance” – “Faculty” and “Holidays”. Also see the Policies and Procedures Manual, D-5).

2.6.2. **HOLIDAYS AND RELIGIOUS OBSERVANCE**

The schedule of classes and the NYIT global campus calendar are arranged to accommodate national holidays in the host country, such as all official holidays. (Please, also see the Policies and Procedures Manual, D-5)

2.6.3. **REGULAR AND SPECIAL LEAVE**

All regular and special leave is provided in accordance with local labor and employment law. Requests for leave must be made in advance and a ‘leave request form’ completed and fully approved before any leave is taken.

2.6.4. **NATIONAL HOLIDAYS**

All faculty members are entitled to the national holidays of the country in which they are working as announced by the relevant ministries.

2.7. **MEDICAL INSURANCE**

Medical insurance is provided to all faculty members who wish to avail themselves of this facility on most campuses. The university medical insurance facility covers immediate family members, limited to a spouse and dependent children under 18. Enrollment must be during the first month of employment only. If dependents of employees repatriate to their home country, they should be deleted from the medical insurance. This insurance is optional for those employees who are already covered under the medical insurance of a spouse or parent. For details, see the Human Resources Department or the Executive Director/Campus Dean

2.8. **BEREAVEMENT ABSENCE FOR FULL-TIME FACULTY**

Full-time faculty are granted up to a week of bereavement leave in the event of the death of a member of his/her immediate family upon notification given to the Assistant Dean. Compensation is prorated for the period and the funds are used to pay for a substitute stipend.
2.9. **Emergency Contact Details**

The HR coordinator maintains a database of contact details for all staff in the event of an emergency. Please ensure that you inform the HR Office of any change of address or telephone number. Note that access to this information is limited to the Executive Director/Campus Dean, and his designee(s).

2.10. **Dependents Departing Host Country**

Dependents repatriating to their home country are required to cancel their residence visas before departure. From date of cancellation, the person may remain in country for a specified period of time, after which a fine may be applied. Check with the Executive Director/Campus Dean for details. In the event that a dependent departs from country without canceling his/her visa, the original passport must be sent to the visa officer for cancellation.

2.11. **Salary Certificates and No Objection Letters (NOC)**

Salary certificates and NOC’s are available on request from the Human Resources Department.

2.12. **End-of-Service Payment**

End of service payments will be made in accordance with local labor law.

2.13. **Termination**

Employment will terminate upon the expiration of the term set forth in the employee’s agreement unless it is renewed. Employment may only be terminated before the expiration of the term by mutual agreement, by NYIT for cause, or by the faculty member for NYIT’s breach of the agreement or as provided under local law.

2.14. **Discipline, Grievance and Appeals**

2.14.1. **Faculty Discipline and Appeals**

Faculty members at NYIT are expected to abide by the rules and regulations of the institution and the laws of their host country. Faculty should conduct themselves in a professional manner at all times, fulfill their obligations to the university and profession, and respect the cultural diversity of the environment. The Executive Director/Campus Dean has the authority to act in a variety of ways when faculty fail to meet the expected standards and fulfill contractual obligations. At this discretion, the Executive Director/Campus Dean can recommend to terminate adjunct faculty during the term, can give written warnings to full-time faculty, or refer instances to the Vice President for Academic Affairs.

Full-time faculty members, after proper investigation, can be dismissed or suspended for cause, including professional misconduct and violations of NYIT policies that pertain to faculty; material misrepresentation of facts with respect to professional and academic qualifications, previous employment, academic credentials, publications, and other professional achievements; or gross neglect of duties. Decisions to dismiss or suspend full-time faculty members are made by the Vice President for Academic Affairs on the recommendation of the Academic Dean, the Executive Director/Campus Dean and the
Assistant Dean. In the event that the institution determines to suspend or dismiss a faculty member, the individual is notified in writing of the charge or charges and disciplinary action against him or her. Appeals can be made to the Office of Academic Affairs or the Executive Director/Campus Dean. Information that the faculty members believe to be relevant to the issue should be submitted for consideration. The final, binding decisions on the appeal are made by the Provost and Vice President for Academic Affairs and relayed to the faculty member, the Academic Dean, the Executive Director/Campus Dean, and the Office of Global Academic Programs. (Policy D-9, Policies and Procedures Manual).

2.14.2. FACULTY GRIEVANCES

Definition of a Grievance

A "grievance" means a dispute concerning terms and conditions of the employment arising from any administrative decision which the faculty member claims is in violation of rights under, or a failure to apply established NYIT personnel regulations, policies, or practices, or which results from a misinterpretation or misapplication thereof.

As faculty members may raise grievances about matters or issues relating to their work experiences at NYIT, the grievance procedure is intended to facilitate the handling of a grievance brought forward by a faculty member.

The internal procedures that apply within NYIT for addressing faculty member grievances on campuses outside of New York are set out below. These procedures are designed to ensure that throughout NYIT there is a transparent process for ensuring that faculty member grievances are dealt with fairly, consistently and promptly.

Principles of faculty member grievance resolution procedures of NYIT

1. That the procedures used to review and resolve grievances are fair and must be seen to be fair;
2. Confidentiality will be respected for all parties, unless the dissemination of the information is required by law;
3. That staff involved in resolving grievances will act fairly at all times and ensure that conclusions will be based on a fair hearing of each point of view;
4. There will be no reprisals or any disadvantage arising as a result of a faculty member making a grievance in good faith;
5. That grievances are handled in a timely manner with achievable deadlines specified for each stage in the resolution process;
6. Any faculty member who makes a grievance and any staff member or faculty member on whom the grievance has a direct impact, is regularly informed of the progress of the matter;
7. Where the complainant is not satisfied with the outcome proposed by the decision-maker at the end of the Informal Approach, the faculty member is entitled to seek a review, either on procedural or substantive grounds, from the campus Grievance Committee (see below: Formal Approach).

Informal Approach – Assistant Dean/Supervisor and Faculty member Responsibilities

1. A faculty member who has a grievance shall discuss the grievance with his/her Assistant Dean/Supervisor in an effort to settle the same. The faculty member must do this personally.
2. If the Assistant Dean/Supervisor and/or faculty member, after full discussion, feels the need for aid in arriving at a resolution, he/she may, by agreement between the faculty member and the Assistant Dean/Supervisor, invite other additional party/s as may be necessary and available to participate in further discussions. Such additional participants shall act as "resource" personnel but shall not relieve the Assistant Dean/Supervisor and the faculty member from the responsibility for resolving the problem. If a solution is found, the case is closed. NYIT expects that, in most cases, the discussion of the concern with the relevant faculty member will result in a prompt resolution of the matter which both parties will find acceptable.

3. The Assistant Dean/Supervisor shall submit a written report to the Executive Director/Campus Dean detailing the grievance, the discussion that happened between the Assistant Dean/Supervisor and the faculty member, the consensual solution found by both parties and his/her final recommendation to implement the solution. This report shall be signed by both the grievant faculty member and the Assistant Dean/Supervisor.

4. If the solution does not involve fiscal/financial consequences, and if, after review, the Executive Director/Campus Dean approves the recommendation, the case is considered closed, and files the report.

5. If the solution does involve fiscal/financial consequences and/or is not approved by the Executive Director/Campus Dean, then the Executive Director/Campus Dean forwards the report to the Office of Academic Affairs for further examination and settlement.

6. However, if a request or complaint is not satisfactorily resolved, the faculty member may put it in writing and file it promptly as a “formal” grievance (See Formal Approach).

**Formal Approach – Procedural Steps**

**Settlement Step 1**

1. To be considered formally, a grievance must be filed with the faculty member's relevant Assistant Dean/Supervisor. The faculty member must complete a "Grievance Form" available from the Office of the Executive Director/Campus Dean, submit the completed form to his/her Assistant Dean/Supervisor and inform the Executive Director/Campus Dean in writing that s/he is raising an official grievance.

2. The faculty member must answer the following questions on the form:
   - What specific right has been violated?
   - What is the University policy or local labor law that guarantees it?
   - What are the pertinent facts which may aid in arriving at a prompt and definitive resolution?
   - What efforts have already been made to settle this matter?

3. The faculty member is free to ask and receive the assistance of the central Office of Human Resources in preparation of his/her grievance form.

4. The Assistant Dean/Supervisor will review the informal decision he/she earlier gave the faculty member. The Assistant Dean/Supervisor may change, modify, or affirm his/her earlier decision. If the Assistant Dean/Supervisor changes the decision in a way to effect an informal agreement with the faculty member, he/she shall indicate "Resolved at Step 1" on the grievance form and return it to the faculty member with a copy of his/her recommendation, signed by both the faculty member and the Assistant Dean/Supervisor, to the Executive Director/Campus Dean.

5. The Executive Director/Campus Dean will then comply with the actions 4) and 5) already defined above in the Informal Approach procedure.

6. If, however, the Assistant Dean/Supervisor affirms or modifies his/her earlier decision in a manner not acceptable to the faculty member, the Assistant Dean/Supervisor shall indicate "Not
Resolved at Step 1” on the grievance form, shall sign it and have it signed by the faculty, and shall forward the grievance to the Executive Director/Campus Dean (next level of supervision) within two (2) working days after date received.

**Settlement Step 2**

1. The Executive Director/Campus Dean shall consider and answer the grievance in writing not later than ten (10) working days following the date of its receipt.
2. The Executive Director/Campus Dean should proceed in the following ways:
   - Consult with the Assistant Dean/Supervisor involved.
   - Ascertain all the pertinent facts.
   - Examine carefully the policies involved, if any, and make a determination of the appropriateness of the issue for grievance.
   - Discuss the matter with the faculty member and if the complaint is not a grievable issue, the faculty member should be so notified.
   - If feasible, settle the matter within the framework of existing University policy to the satisfaction of the faculty member and his/her Assistant Dean/Supervisor.
3. The Executive Director/Campus Dean shall indicate on the grievance form the disposition of the grievance at his/her level (Resolved at Step 2, Not Resolved at Step 2, or Not a Grievable Issue). The Executive Director/Campus Dean shall sign and date the form and hand deliver it to the faculty member, who will sign and indicate date received.
4. If a mutually agreeable settlement is not reached at Step 2, the Executive Director/Campus Dean shall indicate on the grievance form that the matter has not been resolved at Step 2 and shall promptly refer the matter to a Grievance Committee (Step 3) for further investigation and impartial determination of the facts.

**Settlement Step 3**

1. The Executive Director/Campus Dean shall refer the faculty member to a Grievance Committee (see the composition of the Grievance Committee here below) not later than two (2) working days after the non-resolution of Step 2.
2. The Committee will submit a report of its findings and recommendations to the Vice President for Academic Affairs or his/her designee for a final decision on the matter.
3. Based on the minutes of the grievance hearing and report, the Vice President for Academic Affairs or his/her designee shall issue a final and binding decision on the case.
4. The Executive Director/Campus Dean shall convey this outcome to all parties involved.

**Special Cases**

a) If the initiation of the grievance involves a direct complaint against his/her Assistant Dean/Supervisor, implying that the Informal Approach or Step 1 procedures cannot be applied correctly, the faculty member shall file a “Grievance Form” directly with the Executive Director/Campus Dean, indicating the reason of his/her accusation. The Executive Director/Campus Dean will then proceed to the Step 2.

b) If the initiation of the grievance involves a direct complaint against the Executive Director/Campus Dean, implying that the Informal Approach, Step 1 and Step 2 procedures cannot be applied correctly, the faculty member shall file a “Grievance Form” directly with the Vice President for Academic Affairs, indicating the reason of his/her complaint.
i. The Vice President for Academic Affairs or his/her designee shall refer the faculty member to a Grievance Committee (see the composition of the Grievance Committee here below) not later than ten (10) working days after the filing of the grievance.

ii. The Committee will submit a report of its findings and recommendations to the Vice President for Academic Affairs or his/her designee for a final decision on the matter.

iii. Based on the minutes of the grievance hearing and report, the Vice President for Academic Affairs or his/her designee shall issue a final and binding decision on the case and will convey this outcome directly to the faculty member, the Grievance Committee and the Executive Director/Campus Dean.

Composition of the Grievance Committee

1. At the beginning of each academic year, a pool of faculty members susceptible to sit at the Grievance Committee shall be constituted by the Executive Director/Campus Dean, on the basis of a minimum of 2 and a maximum of 3 faculty members per school/college.

2. Should Step 3 of a grievance process be reached, the membership of the Grievance Committee shall then be composed of:
   i. One faculty member from each school or college from the pool of faculty members identified at the beginning of the academic year (see 1. above), and selected by the Executive Director/Campus Dean on a rotating basis;
   ii. One faculty member selected by the aggrieved faculty member;
   iii. All members of the Grievance Committee must be fulltime regular appointed faculty member.
   iv. On a regular grievance case, the Executive Director/Campus Dean will chair the Grievance Committee;
   v. If the Grievance Committee is called by the Vice President for Academic Affairs or his/her designee for resolution of a special case b), the Grievance Committee shall elect a Chair internally.

2.15. INSTRUCTIONAL MANAGEMENT

2.15.1. USE OF TELEPHONES, OFFICE EQUIPMENT, AND SUPPLIES

Each NYIT office is equipped with functional tools, including telephones, computers and office supplies. This equipment is intended for use related to college business and is not for personal use. If you need to use office telephones for personal calls during business hours, you should keep calls brief so as not to interrupt department workflow or incur additional expenses. You are strictly prohibited from receiving personal telephone calls on any of the college’s toll-free lines. Excessive use of office telephones for personal calls may be grounds for disciplinary action.

Please never touch any equipment which you are not trained for, or authorized to use. You may put yourself or your coworkers in danger. You may have been given a computer and network access as part of your job duties. Your use of this computer is contingent on the following conditions:

- You are responsible for the proper use of your account; including choosing safe passwords and ensuring that your file protections are correctly set.
Use of college computers and networks for commercial purposes is not permitted. This includes, but is not limited to, development of programs, data processing of computations for commercial use and preparation and/or presentation of advertising materials not related to the college.

You should not attempt to gain access to privileged areas or to accounts that do not belong to you.

Individual accounts cannot be transferred to or used by another person. You should not share your passwords with anyone unless specifically directed to do so by your supervisor.

You should not use college computers to gain access to other systems.

Electronic mail is intended to be private. Do not attempt to read another person’s e-mail or other protected files.

Do not use your computer to send nuisance e-mail, including chain letters and obscene or harassing messages, or to play computer games.

Copying, storing, displaying or distributing copyrighted materials using college computer systems or networks without the express permission of the copyright owner, except as otherwise allowed by copyright law, is strictly prohibited.

You should never use your computer for any unethical, illegal, or criminal purposes.

The NYIT legal counsel has the right to have all emails sent from a NYIT computer tracked back for security purposes.


If you ever discover what may be a security lapse in our systems, please report your concerns to the Office of the Executive Director/Campus Dean at once. Violations of these policies can lead to the suspension of your computer access and additional penalties, up to and including the termination of your employment and, if warranted, criminal prosecution.

### 2.15.2. CLASS ROSTERS

Class rosters allow the college to verify which students are attending which classes, to make ready the administrative tools for recording grades and credit, and to reconcile financial records. Completing class rosters carefully and returning them promptly helps avoid confusion, and reduces the need for corrective paperwork after the fact. Preliminary class rosters are provided to each faculty member and are updated on a real time basis. Upon payment, student records are entered into PeopleSoft, and final class rosters are available to each faculty member via NYIT Connect and must be used to report attendance after the second week of the semester. Faculty should log on to NYIT Connect after the second week of the semester and complete the online final attendance as follows:

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

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

Students who have been attending class but whose names do not appear on the grade sheet should be directed to the registrar’s office. Instructors may not allow unregistered students to attend classes. Instructors may not add the names of students to final attendance rosters. The instructor should make a copy of the online attendance roster, sign and date the final attendance roster, and return it to the departmental office by the indicated date. The department then submits the roster to the registrar.
2.15.3. Class Schedules

Class schedules and teaching assignments in addition to the final exam timings are made by Assistant Deans and coordinators in cooperation with the registrar and with the approval of the Executive Director/Campus Dean. Once finalized, schedules cannot be altered without the approval of the Executive Director/Campus Dean. Class schedules are developed for the purpose of serving student needs. Although chairs, coordinators, and deans make reasonable efforts to accommodate the scheduling requests of faculty members, service to students and the efficient use of available faculty resources are the predominant considerations. Final examinations must be given on the scheduled day during the final exam period. By accepting to teach the course prior to the registration period, the faculty member accepts the obligation to hold the final exam at the date and time that is published simultaneously with the course schedule prior to the start of classes for a given term.

2.15.4. Classroom Assignments/Room Changes

All courses are scheduled to meet on specific days in assigned classrooms at assigned hours. Room assignments cannot be changed without prior Executive Director/Campus Dean’s approval. The same expectation applies to the examination period at the end of the semester or cycle. (See also section on Absence and Attendance - Faculty, and the Policies and Procedure Manual, B-2.)

2.15.5. Course Syllabi

Each course must have a syllabus that conforms to the course content approved by the academic department and the NYIT curriculum committees and Senate. NYIT faculty are expected to use the model syllabus and published course description as a basis for developing course syllabi for the course sections they will teach. All faculty are required to prepare their own syllabus for each course section. These are to be distributed to the students during the first class meeting. Additional copies must be given to the relevant Assistant Dean and the Office of the Executive Director/Campus Dean at the beginning of the term. The syllabus for each course must include the following information:

- The full official course name and number [e.g., ECON 101 Basic Economics]
- Term and year, day and hours of meeting, room location
- The faculty member’s name, office hours, and e-mail address
- The course description from the catalog
- The intended learning outcomes of the course
- Teaching and learning methodology, including any use of online instruction (where appropriate);
- The course topics and contents on a week-by-week basis
- A list of methods and dates of examinations and other student assessments, including the relative weight of various assessment elements in determining the course grade (Grading criteria, and Grading scale)
- Attendance expectations and consequences for absences
- A restatement of NYIT’s policy on academic integrity and computer use
- Course texts, recommended readings, instructional material and learning resources.
- A course syllabus blank template is available at [http://www.nyit.edu/academic_affairs/curriculum_committee/](http://www.nyit.edu/academic_affairs/curriculum_committee/)

The syllabus should also include any other information the faculty member feels will help students understand the scope and activities of the course and their responsibilities as well as the expected learning outcomes. See policy statements in this handbook as background for reviewing them with students. A
syllabus represents an agreement between the instructor and the student specifying what each is expected to accomplish during the term. The information provided on the course outline must form the basis for the calculation of student grades. Discrepancies between information on the course outline and the actual method used to calculate grades are often the cause for student grade appeals.

2.15.6. DEANS AND PRESIDENTIAL HONORS LIST (UNDERGRADUATE ONLY)

A full-time matriculated student who has attained a minimum grade point average of 3.50 or higher in any term in which he or she completed 12 or more credits (without any I grades) or a part-time matriculated student who has attained a minimum grade point average of 3.60 or higher in any term in which he or she completed six or more credits (without any I grades) has earned a place on the Dean's Honor List. Students who meet the same standards and earn a 3.70 or above are placed on the Presidential Honor List. Notification of these awards is sent to students, and the appropriate honor is recorded on their transcripts.

2.15.7. EARLY WARNING

After each term, students who are placed on probation or suspension are notified by e-mail or SMS text messages of their need to make an appointment with their Assistant Dean regarding their academic standing. It is strongly suggested that faculty should be prepared to submit concerns about at-risk students by week 6 of the semester to their respective Assistant Dean. The earlier in the semester an at-risk student is identified, the more options there are for resolving the issue and succeeding in the course.

2.15.8. EXAMINATIONS - FINAL

Final examinations are given in courses at NYIT as a matter of both pedagogical value and in fulfillment of requirements for the minimum number of contact hours between an instructor and the students in a course. If an instructor believes that a final exam is not an appropriate pedagogical tool for a particular class (for example, English Composition), a request to omit the final exam must be approved by the Assistant Dean, who will notify the Executive Director/Campus Dean’s office not to schedule a final exam when preparing the schedule of courses and exams prior to the registration period. All final exams must be held during the examination period and at the scheduled time and place. The final exam schedule accompanies the initial registration information about classes; by registering for course, students are agreeing to take the exam at the specified date and time. As a result, the only acceptable reason for a student missing a final exam is an unanticipated emergency such as a documented medical excuse. Likewise, a faculty member also agrees to the specified final examination schedule when accepting to teach a course.

The schedule of exams including the date, time, and place of the tests is developed by the Office of the Executive Director/Campus Dean in consultation with Assistant Deans. The Office of the Executive Director/Campus Dean also arranges for proctors for the exam. Faculty must be available for the initial 30 minutes of the exam period to answer technical questions but should not be present for the remainder of the testing period. This does not happen in reality: faculty proctor their own examinations. Two weeks prior to final exam week, faculty must submit their final exams to the Office of the Executive Director/Campus Dean for copying and administration. Exams may be reviewed by Assistant Deans to assure consistency with quality standards. Exams must be altered each time the given corresponding course is offered.
2.15.9. Grade Appeals

Students who disagree with the grade they receive in a course may appeal the grade within 30 days of the deadline for the Faculty Member to hand in grades. Grades can be considered for change only if there is unequivocal evidence of one or more of the following:

- The grade was incorrectly calculated
- A clerical error was made in recording the grade
- The instructor discriminated against the student on the basis of gender, race, religion, national origin or other classification
- Arbitrary and capricious conduct by the instructor
- A mitigating circumstance prevented the student from completing final course requirements. [In such case, the grade would be changed to W or I. In the latter case, the student would have a set period of time to complete the work, in accord with NYIT’s policy on grades of Incomplete.]

The student begins a grade appeal by filling out an appeal of grade form, which can be collected from the Executive Director/Campus Dean’s Office. The completed form should clearly state which of the five grounds for appeal is relevant and unequivocal supporting evidence for the claim should be supplied by the student at this time. Completed forms are then forwarded to the Executive Director/Campus Dean’s Office for review of class materials and the formulation of a written response on the form within ten days. Once completed by the student and the instructor, the form is forwarded to the Director of Student Affairs/Dean of Students for consultation with the relevant Assistant Dean. If the Assistant Dean agrees with the instructor to change the grade, a change of grade form is filled out by the instructor, the Registrar, and the Executive Director/Campus Dean. This form will be then forwarded to the central NY Registrar which will change the grade in the system. If the instructor and Assistant Dean are in agreement that the grade should not be changed, the Director of Student Affairs/Dean of Students is notified and relays the negative result to the student. If the student disagrees with the outcome, he has the right to appeal to the Grade Appeal Committee within 5 working days of being notified via the Director of Students Affairs/Dean of Students. If the instructor and the Assistant Dean disagree on the grade appeal, the Director of Student Affairs/Dean of Students will forward the case to the Grade Appeals Committee. The Grade Appeals Committee shall meet upon request from the Executive Director/Campus Dean. In the event that NYIT no longer employs the instructor, a student’s challenge shall commence with the Assistant Dean.

The Grade Appeal Committee comprises of the Executive Director/Campus Dean who will chair the committee and the Director of Student Affairs/Dean of Students who are non-voting members of the committee. In addition the Grade Appeals Committee comprises of two full-time faculty members from the relevant school (the faculty member that issued the initial grade is excluded from the committee), and one full-time faculty member from a different school. The faculty member that issued the grade, the Assistant Dean and the student appealing the grade may be invited to the meeting to answer questions from the committee. In addition the concerned instructor or the Assistant Dean must submit the course grade book, attendance roster and other relevant materials that might be requested by the committee. A grade awarded under Academic Dishonesty may not be appealed under this procedure, unless the charge has been resolved in favor of the student pursuant to NYIT’s Academic Integrity Policy. The Executive Director/Campus Dean will issue his decision based on the recommendations from the Grade Appeals Committee. This decision is final and binding.
In cases where the grade has been changed to an “I”, the student shall have one additional semester and a summer beyond the final decision of the Grade Appeals Committee in which to complete the work. The temporary grade of (I) shall change to a failing (IF) grade if the student does not complete all work by the end of the allotted time (see schedule in the catalogue). Such an IF grade may not be challenged, and the course must be repeated by the student to receive credit.

**Report and Determination of the Grade Appeals Committee**

As mentioned above, and based on the recommendation from the Grade Appeal Committee, the Executive Director/Campus Dean will issue his decision which, at this point will be final and binding. This decision will be notified by the Executive Director/Campus Dean’s Office to the student, the instructor, the Assistant Dean and the Grade Appeals Campus Committee for their records.

No grade maybe changed by the central New York Registrar without the signatures of the instructor, the Assistant Dean and the Executive Director/Campus Dean. It should also mention: “Grade Appeal” on the change of grade form.

**2.15.10. OTHER COLLEGES: APPROVAL TO TAKE COURSES AND TRANSFER CREDITS**

Candidates for NYIT degrees may take courses for credit at other accredited institutions only after obtaining advance written consent from the appropriate dean(s) or chair(s), the registrar, and the Office of the Executive Director/Campus Dean. In advising students, faculty should ensure that they are aware of this policy. The policies governing permission to take courses at another college are:

1. The student must have a compelling reason why this course cannot be taken at NYIT, such as graduation during that academic year (the student's advisor verifies this through signing the form)
2. The student cannot take a course that is offered at NYIT during the same term (unless the student is attending a special program, such as study abroad, or, during the summer term, the student lives more than 50 miles from an NYIT campus)
3. The course must be equivalent to an NYIT course, taken at a college or program with an equivalent accreditation (in which case the Assistant Dean/Supervisor that offers the course at NYIT must sign the form)
4. NYIT courses with numbers at or above 300 must be taken at 4 year colleges, not at 2-year community colleges
5. The student must have a GPA of 2.0 or higher; students on probation are prohibited from taking courses at other colleges
6. The student cannot have a bursar balance
7. The student must pay to NYIT a per credit fee for taking courses at another college
8. The student is responsible for paying the tuition directly to the other college
9. The student must submit the application to and receive permission from the Executive Director/Campus Dean, before taking the course
10. The student is responsible for having a transcript sent to NYIT immediately following completion of the course.
11. Only grades of C or higher will be transferred, but the transferred grades will be entered as TC [Transfer Credit] only and will not be included in the calculation of the student's GPA (although in special circumstances the grade may be used when calculating eligibility for graduation honors)
Students should pick up the form at the Registrar, obtain the appropriate permissions, and file with the registrar prior to enrolling. Upon completion of the course, the student is responsible for requesting that an official transcript be sent directly. (Policies B-12, B-15, Policies and Procedures Manual).

2.15.11. **Probation / Dismissal Policy – Undergraduate Students**

An undergraduate student at NYIT must achieve a minimum cumulative grade point average (GPA) of 2.00 to graduate. A minimum cumulative GPA of 1.70 as a freshman, 1.90 as a sophomore, 2.00 as a junior or senior must be achieved to maintain satisfactory academic status at NYIT. (GPA calculations are truncated after the second decimal place, and not rounded.)

**Probation I:** The first time an undergraduate student’s cumulative GPA falls below the minimum required, the student shall be placed on Probation I for his/her next regular term. The student will receive a letter from the Registration Office outlining available academic support services and requiring the student to meet with an academic advisor. Additionally, a student on Probation I status may be prevented by the Assistant Dean or designee from registering for more than 12 or the minimum full-time credits in future semesters until he/she is removed from probation.

**Probation II:** When an undergraduate student is on Probation I and his/her cumulative GPA falls below the minimum required for two sequential terms, the student shall be placed on Probation II for his/her next regular term. The student will receive a letter from the Registration Office outlining available academic support services and requiring the student to meet with an academic advisor. A student on Probation II status cannot register for more than six credits until he/she is removed from probation.

**Dismissal:** When an undergraduate student’s cumulative GPA falls below the minimum required for three sequential (but not necessarily continuous) regular terms, the student will be dismissed from the college. Dismissal is defined as ineligible to pursue credit-bearing courses at NYIT for a period of two academic years or until a minimum GPA of 2.0 is earned for the most recent 24 credits taken at another accredited institution of higher education. The decision of dismissal shall be automatically appealed to the Executive Director/Campus Dean. The Executive Director/Campus Dean may uphold the dismissal decision or may recommend reversal of the dismissal decision and may impose additional conditions for continuing registration. The Executive Director/Campus Dean may also appoint a committee to address the case. Students are limited to one appeal per term and the Executive Director/Campus Dean’s decision is binding and final. (Policy B-4, Policies and Procedures Manual).

2.15.12. **Probation and Dismissal – Graduate Students**

Graduate students must have a grade point average of 3.0 or better in order to graduate. Accordingly, those whose graduate GPA falls below 3.0 will be placed on academic probation and must raise their GPA to 3.0 within two semesters in order to be removed from probation. Students whose graduate academic record includes two or more C’s not balanced by A’s, or includes any failures in coursework, may be dropped from the program. Students who have earned a C or F in a course may retake the course to earn a higher grade. Only the higher grade will be used in computing the GPA; however, the original C or F will remain on the record as a matter of information. The only courses that may be repeated for credit are those which result in grades of C, W, F, IF, U, or WF.

2.15.13. **Responsibilities of the Committee on Academic Probation and Dismissal**

The Committee on Academic Probation and Dismissal is a subcommittee of the Admissions and Academic Standards Committee and is charged with reviewing the transcripts of students who fail to meet
the college’s minimum retention standards and to make decisions for remedial action or dismissal from the college. The Committee on Academic Probation and Dismissal will meet at least twice a year, after the fall and spring semesters, to review academic transcripts and make decisions. The committee may request and utilize supporting documentation from faculty, advisors, administration, and students to make its decisions. The committee shall work to develop a method to inform faculty and advisors of its decisions for remedial action or dismissal from the college. Students have the right to appeal a decision for remedial action or dismissal, and the committee will review the appeal and either overturn or stay its original decision. Students are limited to one appeal per semester, and the committee’s decision is binding and final. Voting members of the Committee on Academic Probation and Dismissal include: Chief academic officer or designee, Chief student affairs officer or designee, Coordinator, Central Advising Center, Dean of each school or designee.

2.15.14. WITHDRAWALS

The decision to withdraw from a course is a serious matter and should be made by the student only after consulting with the course instructor and faculty advisor. Students withdrawing from a course are not entitled to a refund of tuition. Students may withdraw from any course within the first eight weeks of the semester (or within 8 meetings of cycle classes) and receive the grade of W (Withdrawal). After the first eight weeks of the semester (or after the 8th meeting of cycle classes) students may withdraw with the transcript notation of W only if they are passing at the time and receive the instructor’s permission. After the 8th week or equivalent, if the student is failing the course a grade of WF will be assigned. Official Withdrawal from courses requires the submission of the withdrawal form to the registrar with both the student’s and the instructor’s signature. Faculty may indicate that the student is not passing the course when the student requests a withdrawal after the 8th week or equivalent. Furthermore, the instructor may assign a WF on the final grade roster if a student has stopped attending the course, but may not assign the W. The grade of F is appropriate when a student had been regularly attending classes, but did not pass the course. Withdrawal forms are available in departmental offices and once completed must be filed with the Registrar.

Withdrawal from the College

Students who wish to withdraw from the college may initiate an official withdrawal by contacting the registration office and obtaining a Withdrawal from the College form. Depending on the circumstances, the student’s withdrawal date will be recorded as the date the student began the withdrawal process or the date the student notified the College of his/her intent to withdraw. Tuition refunds, if any, will be based on the withdrawal date. If a student withdraws with a balance due on his/her account, no transcript, information or employment references will be furnished until the account is cleared.
3. GENERAL ACADEMIC POLICIES AND PROCEDURES

3.1 ACADEMIC CALENDAR
A preliminary academic calendar is published in the NYIT catalog, on the NYIT Web site, and in the pre-registration Schedule of Courses. The official academic calendar for each semester is distributed prior to registration, available in the administrative offices and posted throughout the campus. Faculty should refer to the calendar when preparing course outlines, planning assignments, and listing examination dates. Academic calendar at each location are published online.

(see http://www.nyit.edu/canada/academic_calendar/, http://www.nyit.edu/china/academic_calendar/ or http://www.nyit.edu/united_arab_emirates/academic_calendar/)

3.2 CURRICULUM ADDITIONS OR CHANGES
Curriculum changes generally originate with one or more faculty members, who discuss their ideas with the chair and curriculum committee of their department. Should there be agreement that the addition or change is advantageous, a proposal is made through the Assistant Dean to the department curriculum committee, then the School Curriculum Committee. Prior to any curriculum development, it is critical that the program proposers follow the Curriculum Development Process flowchart. If additions or changes are approved, they proceed to the Faculty Senate, and to the President. Proposals for curriculum additions/changes should address the changes in terms of quality, centrality, marketability and financial viability. All procedures and forms related to any curricular change are available online at http://www.nyit.edu/academic_affairs/curriculum_committee (Policy B-10, Policies and Procedures Manual). If the President approves the change, it is forwarded to the registrar who assigns (a) new course number(s), if appropriate.

3.3 ACADEMIC INTEGRITY POLICY

3.3.1 PREAMBLE
In its mission to provide a career-oriented education, New York Institute of Technology strives to create a community of students, faculty and staff intent on teaching, learning and researching. As members of this learning community, students and faculty must work together to ask difficult questions of what we know and to discover what we have yet to learn. The foundation of academic work is intellectual integrity, credibility and trust. A learning community can only be maintained if its members believe that their work is judged fairly and that they will not be put at a disadvantage because of another member’s dishonesty. For these reasons it is essential that all members of the NYIT community understand our shared standards of academic honesty. More than just a series of regulations, the Academic Integrity Policy serves as a guide for students and faculty for understanding these standards and their importance in the mission of NYIT. (Also see Section 2.1.5 and 2.1.6, Faculty Handbook).
Definitions

Academic Integrity

Academic integrity is the pursuit of scholarly work in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at New York Institute of Technology, and all members of the college community are expected to act in accordance with this principle. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception in the completion of academic work. Such acts of dishonesty violate the fundamental and ethical principles of the NYIT community and compromise the worth of work completed by others.

Academic Dishonesty

All members of the NYIT community are expected to observe high standards of academic integrity and ethical behavior in completing assignments for evaluation, testing, research and publication. Any practice or conduct by a member of the NYIT community that seriously deviates from the ethical standards that are commonly accepted within the professional community and as outlined in this policy constitutes academic dishonesty. Academic integrity violations encompass any act that compromises the integrity of the educational process. These violations include, but are not limited to:

1. Plagiarism

Plagiarism refers to representing the words or ideas of another as one’s own in any academic exercise without providing proper documentation of source. Examples include, but are not limited to:

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote or inter-textual note.
- Paraphrasing or putting into one’s own words information from a source without providing proper acknowledgement/citation.
- Reproducing without proper citation any other form of work of another person, such as a musical phrase, a proof, experimental data, laboratory report, graphics design or computer code.

It is the responsibility of all students to understand the methods of proper attribution and to apply those principles in all written, oral and electronic submissions. This information is available from instructors, library staff, library Web site (www.nyit.edu/library) and the Writing Center.

2. Cheating

Cheating refers to intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples include, but are not limited to:

- Copying from another student’s examination, research paper, case write-up, lab report, and homework assignment or computer program.
- Possessing or using unauthorized notes, text or other aids during an examination, quiz or other assignment.
- Looking at someone else’s exam before or during an examination.
. Handing in the same paper for more than one course without the explicit permission of the instructors.
. Possessing an electronic device that contains unauthorized information for a test or assignment such as programming one’s computer or calculator to gain an unfair advantage.
. Soliciting, obtaining, possessing or providing to another person an examination or portions of an exam prior or subsequent to the administration of the exam.
. Talking, whispering or using a cell phone during an examination for the purpose of obtaining answers to questions.

3. Unauthorized Collaboration

Unauthorized collaboration refers to working with other students without the instructor’s permission in the preparation and presentation of reports, laboratory reports, homework assignments, take-home exams, term papers, research projects, case studies or otherwise failing to abide by the instructor’s rules governing the academic exercise where the expectation is that the work to be completed is an individual and independent effort. Working in teams and collaborating with others in completing group projects and other assignments is an effective teaching pedagogy used by some instructors. However, collaborative learning must be sanctioned by the instructor. Students are encouraged to consult with the instructor if they are unsure about the assignment, course expectations or what constitutes unauthorized collaboration.

4. Fabrication

Fabrication refers to the intentional and unauthorized falsification, misrepresentation or invention of any information, data or citation in any academic exercise. Examples include, but are not limited to:

. Falsifying or altering the data collected in the conduct of research.
. Making up a source as a citation in an assignment or citing a source one did not use.
. Attempting to deceive the instructor by altering and resubmitting for additional credit assignments, tests, quizzes or exams that have been graded and returned.
. Stating an opinion as a scientifically proven fact.

5. Facilitation

Facilitation refers to intentionally or knowingly assisting any person in the commission of an academic integrity violation. Examples include, but are not limited to:

. Allowing another student to copy one’s answers during an examination.
. Giving another student one’s assignment or paper to copy or answers to a test or assignment.
. Taking an examination or writing a paper for another student.
. Inaccurately listing someone as co-author of a paper, case write-up, lab report or project that did not contribute.
. Signing an attendance sheet for a student who was not present in class.

6. Misrepresentation

Misrepresentation refers to intentionally engaging in deceptive practices and misusing one’s relationship with the college to gain an unfair advantage in the admissions process, access to programs and facilities, employment opportunities and any academic exercise. Examples include, but are not limited to:
7. Participation in Dishonest Acts

Some dishonest acts that undermine the fundamental values of an intellectual community fall outside of the more specific academic integrity violations described above. Examples include, but are not limited to:

- Purchasing a pre-written paper through a mail-order service.
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism or other academically dishonest acts.
- Intentionally missing an examination or assignment deadline to gain an unfair advantage.
- Stealing or attempting to steal an examination or answer key from an instructor, proctor or staff member.
- Infringing upon the right of other students to fair and equal access to any library materials and comparable or related academic resources.
- Attempting to prevent access by other users to the college’s computer system and its resources, to degrade its system performance, or to copy or destroy files or programs without consent.
- Offering bribes (e.g., monetary remuneration, gifts or favors) to any college official in exchange for special consideration, waiver of procedures or change of grade on an assignment or course.

3.3.2 REPORTING VIOLATIONS OF ACADEMIC INTEGRITY

Students, faculty and staff share in the responsibility for maintaining the academic standards of the college, for promoting integrity and for upholding the Academic Integrity Policy. To protect the rights and maintain the trust of honest students and support appropriate behavior, instructors should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments and examinations. To promote a learning environment that is built upon the fundamental values of honesty, trust, fairness, respect and responsibility each NYIT community member is encouraged to confront instances of suspected wrongdoing and to report alleged violations of the Academic Integrity Policy to the appropriate instructor, department chair, Academic Dean, Director of Student Affairs/Dean of Students, or Executive Director/Campus Dean. A standard Academic Dishonesty Incident Report or a personal letter or meeting with the appropriate college official are all appropriate means by which referrals are made. Students are not obligated to report suspected violations, but they are encouraged to do so. Students may also approach those involved in alleged academic dishonesty to remind them of their obligation to uphold standards of academic integrity.
3.3.3 **ACADEMIC DISHONESTY REVIEW PROCESS**

There are two (2) types of forums provided by this code to review alleged violations of the Academic Integrity Policy.

*Academic Resolution (Informal)*

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity. Students involved in academic dishonesty, either directly or indirectly as a participant are immediately responsible to the instructor of the course who is obligated to address the alleged violation. Academic resolutions are conducted by the instructor of the course in which an alleged violation of the Academic Integrity Policy has occurred. When an instructor suspects that a student may have violated the college’s policy, the instructor shall meet with the student to discuss his or her concerns and present the student with any supporting evidence and documentation. The student shall be afforded the opportunity to respond to the allegations and to offer an explanation.

3.3.4 **STUDENT ACCEPT RESPONSIBILITY**

At an academic resolution meeting if the instructor and the student agree that a violation has occurred and the student accepts responsibility for the violation, the instructor may at his or her discretion impose the following academic sanctions or grade penalties:

- Issue the student a verbal warning together with advice about what is acceptable academic conduct.
- Change the grade on the assignment, including lowering or assessing a failing grade.
- Change the grade for the course, including lowering or assessing a failing grade.
- Allow the student to resubmit the assignment or retake the exam.
- Assign additional academic work or alternative assignments.

Imposing additional sanctions such as disciplinary probation, suspension, expulsion or removing a student from class are outside the purview of the instructor and may not be issued as part of the academic resolution process. These sanctions may only be rendered through the formal disciplinary process administered by the Office of the Director of Student Affairs/Dean of Students.

3.3.5 **STUDENT DOES NOT ACCEPT RESPONSIBILITY**

At the academic resolution meeting if the student does not accept responsibility and/or disputes the allegation or decision of the instructor, the instructor will assign an (I) Incomplete grade on the assignment or in the course pending the outcome of a hearing before the Discipline Review Board as outlined in this code. Students assessed an (I) Incomplete grade will be allowed to continue in the course without prejudice pending the outcome of the formal disciplinary process. If the course ends before the Discipline Review Board has acted, the instructor will submit the (I) incomplete grade to the Registrar’s Office pending a hearing before the Discipline Review Board. At the conclusion of the disciplinary process the instructor will submit a Change of Grade form with the Registrar’s Office reflecting the outcome of the disciplinary hearing and the instructor’s evaluation of the student’s work in the course.

3.3.6 **ACADEMIC DISHONESTY RESOLUTION REPORT**

At the conclusion of the academic resolution meeting with the student, the instructor will complete an Academic Dishonesty Resolution Report signed by both parties indicating whether or not the student has accepted responsibility for a violation of the Academic Integrity Policy and any academic sanctions or grade penalties imposed.
The Academic Dishonesty Resolution Report may also be used by the instructor to request a formal review of the matter by the Director of Student Affairs/Dean of Students’ Office and the Discipline Review Board. A copy of the report and all supporting evidence and documentation should be forwarded to the Director of Student Affairs/Dean of Students’ Office and to the Department Chair within five (5) business days at the conclusion of the academic resolution process. The Academic Dishonesty Resolution Report serves as the official record of the meeting and will become part of the student’s disciplinary record maintained by the Director of Student Affairs/Dean of Students’ Office.

3.3.7 MEETING WITH THE DIRECTOR OF STUDENT AFFAIRS/DEAN OF STUDENTS

Upon receipt of the Academic Dishonesty Resolution Report, the Director of Student Affairs/Dean of Students will meet with the student who has accepted responsibility for a violation of the Academic Integrity Policy to review the policy and to stress its importance; outline the resources and services provided by the college to assist students in completing writing assignments and who may be experiencing academic difficulty; and issue a written warning indicating that a further violation of the Academic Integrity Policy will be attended by more serious disciplinary sanctions. In cases where a student is assessed and accepts a failing grade for the course by the instructor, the student will be informed that he/she is no longer allowed to attend the class. A summary letter of the meeting will be sent to the student and a copy forwarded to the instructor and Department Chair. In cases where the student does not accept responsibility for a violation of the Academic Integrity Policy, the Director of Student Affairs/Dean of Students will initiate the formal disciplinary process outlined in Section IV (B) of this code.

3.3.8 ACADEMIC RESOLUTION APPEALS

A student who accepts responsibility and agrees with the academic sanctions or grade penalties imposed by the instructor as part of the academic resolution process cannot appeal the decision to a higher authority, Discipline Review Board or the Grade Appeals Committee. The decision and sanctions imposed by the instructor are final. A student who does not accept responsibility and/or disputes the allegation or decision of the instructor has the right to have the matter reviewed by the Director of Student Affairs/Dean of Students’ Office with a possible referral to the Discipline Review Board.

3.3.9 DISCIPLINE REVIEW BOARD (FORMAL)

Authority and Jurisdiction

Administrative authority and responsibility for disciplinary policies and procedures on all NYIT campuses including international and global sites and in on-line courses is delegated by the President to the Vice President for Student Affairs. Jurisdiction of disciplinary matters involving violations of the Student Code of Conduct is assumed by the Director of Student Affairs/Dean of Students. The formal process used by the college to resolve alleged violations of the Academic Integrity Policy is a review of the matter by the campus Discipline Review Board.

Composition of Board

Formal hearings are conducted by the campus Discipline Review Board which consists of the Director of Student Affairs/Dean of Students who serves as chair, four (4) faculty members from different schools appointed by the Executive Director/Campus Dean, four (4) students appointed by the Student Life Organization, and two (2) administrators from different departments appointed by the Director of Student Affairs/Dean of Students. The chair selects two (2) faculty members, two (2) students and one (1)
administrator to hear each case and members serve on a rotating basis. Board members are appointed for two year terms.

**Initiating Charges**

The Director of Student Affairs/Dean of Students’ Office or comparable office on each campus is responsible for investigating complaints of alleged violations of the Academic Integrity Policy and the Discipline Review Board will be called upon to hear cases under the following circumstances:

- If after a thorough review of a complaint it is determined that there is sufficient evidence to formally charge a student with a violation of the policy.
- If at the conclusion of the Academic Resolution (Informal) process the student disputes the allegation and does not accept responsibility for violating the Academic Integrity Policy or disagrees with the sanction(s) imposed by an instructor.
- A review of a student’s disciplinary record indicates a second reported violation of the Academic Integrity Policy.
- The instructor or the Director of Student Affairs/Dean of Students feels that the seriousness of the first offense warrants a review by the Discipline Review Board.

If the Director of Student Affairs/Dean of Students determines that there is insufficient evidence to charge a student with a violation of the policy the formal disciplinary process will not be initiated and all parties will be notified in writing. If there is insufficient evidence to formally charge a student with a violation of the policy and the instructor chooses to issue an academic sanction or grade penalty, the student has the right to request a review of the matter by the Grade Appeals Committee.

**Notice of Charges**

Upon receipt of an Academic Dishonesty Resolution Report, Academic Dishonesty Incident Report or letter of complaint, the Director of Student Affairs/Dean of Students will provide the student with a written notice of the charge including specific code violations and a brief description of alleged offense(s) within five (5) business days via certified mail. The charged student will be provided an opportunity to attend an information session with the Director of Student Affairs/Dean of Students or designee, during which the student may review all materials to be used in his/her case including his/her disciplinary file, receive information regarding due process rights and procedures used in a disciplinary hearing, discuss the allegations upon which the charge is based, and obtain a copy of the Student Handbook and a list of additional resources.

If a student fails to respond to a request to schedule an information session and/or attend a scheduled information session within three (3) business days of receipt of notification, the student waives his/her right to an information session and a Discipline Review Board hearing will be scheduled.

**Hearing Notification**

Charged students shall receive notice of a Discipline Review Board hearing within five (5) business days prior to the hearing. Written notice shall include the date, time and location of the hearing. If the charged student fails to appear at the scheduled hearing or fails to provide adequate written notice requesting a postponement due to extenuating circumstances, the hearing will be held in the student’s absence. The
Director of Student Affairs/Dean of Students will determine whether the extenuating circumstances warrant a rescheduling of the hearing. No student may be found responsible for a violation of the Student Conduct of Code solely because the student failed to appear before the Discipline Review Board. The decision of the Board will be determined based on all the documentation and testimony presented at the time of the hearing.

3.3.10 DISCIPLINE REVIEW BOARD PROCEDURES
All formal hearings will be conducted using the following procedures:

1. Presentation of formal charges by the Director of Student Affairs/Dean of Students (Chair of the Discipline Review Board).

2. Brief review and affirmation of student rights and responsibilities by the Director of Student Affairs/Dean of Students.

3. Administration of an oath of honesty and truthful testimony to the charged student prior to testimony before the Board.

4. Opening statement by the charged student.

5. Questioning of the charged student by the Board.

6. Administration of an oath of honesty and truthful testimony to each witness prior to testimony before the Board.

7. Presentation of evidence and/or testimony by the instructor or designee followed by questions from the Board and student. The student will present questions for the instructor to the Board Chair. The Director of Student Affairs/Dean of Students reserves the right to determine the method for delivery of questions and to determine the relevance of the question(s).

8. Presentation of witnesses on behalf of the instructor or designee followed by questions from the Discipline Review Board and the student. Witnesses are excluded from the hearing except during their own testimony. Written statements may not be admitted into evidence unless signed by the witness. A copy of all written statements will be provided to the Discipline Review Board and the charged student prior to the hearing.

9. Presentation of evidence and witnesses by the charged student followed by questions from the Discipline Review Board and the instructor or designee. The Director of Student Affairs/Dean of Students reserves the right to determine the relevance of the questions. Witnesses are excluded from the hearing except during their own testimony. Written statements may not be admitted into evidence unless signed by the witness. A copy of all written statements will be provided to the Discipline Review Board and the instructor prior to the hearing.

10. Follow-up questions to the charged student and instructor or designee.

11. Closing statement by the instructor or designee.

12. Closing statement by the charged student.

All Discipline Review Board hearings are private and closed to the public. Formal hearings are taped via audio recording and the audiotape will serve as the official record of the hearing.

**Role of the Director of Student Affairs/Dean of Students**

The role of the Director of Student Affairs/Dean of Students when presiding over a Discipline Review Board hearing is to advise the student of his/her rights under the Student Code of Conduct; maintain an orderly hearing ensuring that all parties are treated with respect and free from intimidation or harassment; make all administrative decisions on matters relating to the admission of relevant evidence, testimony and questions; and administer the oath of truthful testimony to all participants.

**Deliberations and Burden of Proof**

At the conclusion of a Discipline Review Board hearing all parties except members of the Board are excused and the Board deliberates. The standard burden of proof used in all disciplinary cases is —preponderance of evidence. The term - preponderance of evidence means that evidence, considered as a whole, indicates the fact sought to be proved is more probable, or that it is more likely than not the alleged behavior did violate the Academic Integrity Policy. The burden rests with the college and the student is presumed not responsible. Responsibility is determined by a simple majority vote of the Board members, except in cases involving expulsion, which must be unanimous. A student’s academic and previous disciplinary record may not be used to determine responsibility but may be taken into account in determining appropriate educational and disciplinary sanctions. Deliberations are not audio taped but the vote count, decision rendered and sanctions imposed are taped and become a part of the official record of the hearing.

**3.3.11 SANCTIONS**

If the Board determines that a student has violated the Academic Integrity Policy it has full discretion to impose the following sanctions:

**Warning** – A written reprimand to the student that further violation of the Academic Integrity Policy will result in more serious disciplinary action.

**Educational Assignment** – Required participation in a development task for the purpose of making a positive contribution to the student’s well-being such as attendance at an educational workshop, research project, essay, meetings/interviews with college officials, planning and implementing educational programs, or other activities.

**Disciplinary Probation** – A specified period of time during which a student has the opportunity to demonstrate his/her ability to be a responsible member of the NYIT community. A student on probation is prohibited from holding an office or being elected to any honorary society. He/she may be restricted from participation in other activities as determined by the board.

**Suspension** – Suspension from academic enrollment and revocation of other privileges or activities, and the privilege to enter all NYIT campuses for a period of time not to exceed two (2) years. Conditions that will permit the student’s readmission, if appropriate, will be specifically outlined in writing. Any
communications with the college and student during the period of suspension will be directed to the Director of Student Affairs/Dean of Students.

**Expulsion** – Complete termination of student status and academic enrollment for an indefinite period of time. The sanction may be recommended, but can only be imposed by the president of NYIT. Conditions that will permit the student’s readmission, if appropriate, will be specifically outlined in writing. Any communications with the college and student during the period of expulsion will be directed to the Executive Director/Campus Dean.

### 3.3.12 Academic Sanctions and Grade Penalties

The Discipline Review Board does not have the authority to issue academic sanctions or grade penalties in cases where a student is found responsible for violating the Academic Integrity Policy. The evaluation of a student’s academic work and issuing a course grade is the responsibility of the instructor. However, the Board may make a recommendation to the instructor for consideration. In cases where a student is found responsible for an academic integrity violation by the Board and the student has exhausted the disciplinary appeals process allowed by this code, the student cannot appeal the academic sanctions or grade penalties imposed by the instructor to the college’s Grade Appeals Committee. The Board sanctions and any academic sanctions or grade penalties imposed by the instructor are final. In cases where a student is found not responsible for an academic integrity violation by the Board and the instructor chooses to impose an academic sanction or grade penalty to reflect the outcome of the formal hearing, the Director of Student Affairs/Dean of Students will refer the matter to the college’s Grade Appeals Committee.

### 3.3.13 Findings

The decision of the Discipline Review Board will be communicated in writing to the student within five (5) business days at the conclusion of the hearing. The decision letter will include a summary of the evidence or finding of fact used to support its determination, any sanction(s) imposed, and the procedure for appeal. The instructor and Department Chair will be sent a copy of the outcome letter.

### 3.3.14 Discipline Review Board Appeals

Any student found responsible for a violation of the Academic Integrity Policy may request a review of the determination of responsibility and/or of the sanction(s) imposed by the Discipline Review Board. The burden of proof at the appellate level rests with the student to clearly show that an error has occurred during the disciplinary process. The appeal process is not a re-hearing of the disciplinary case, rather a review of the specified error as outlined in Grounds for Appeal. Decisions of the Discipline Review Board may be appealed to the Appeals Review Board c/o of the Vice President for Student Affairs. A written appeal must be submitted within three (3) business days of the receipt of the written decision of the Discipline Review Board. If the Board’s decision is not appealed within this time frame, the original decision and all academic sanctions and grade penalties imposed by the instructor become final.

### 3.3.15 Grounds for Appeal

Failure to describe the nature of the evidence in full detail in the appeal letter will result in the denial of an appeal. Appeal considerations are limited to:
- A violation of a student’s rights which substantially affected the outcome of the hearing. Appeals based on this consideration will be limited solely to a review of the record and tape recording of the disciplinary hearing.
- The evidence presented during the hearing was not substantial enough to justify a decision by the Discipline Review Board. Appeals based on this consideration will be limited solely to a review of the record and tape recording of the judicial hearing.
- New evidence is available which was not available at the time of the original hearing and could have substantially affected the outcome. The nature of the evidence must be described in full detail in the appeal letter.
- The severity of the sanction is disproportionate to the nature of the offense.

3.3.16 Rights and Procedural Safeguards

A. Instructor

An instructor has the right to:

- Consult with the Department Chair, other faculty, School Dean or Director of Student Affairs/Dean of Students to determine a course of action. If the evidence does not substantiate a violation, the matter will be dropped.
- Determine the student is not responsible for or involved in academic dishonesty after a meeting with the student.
- Meet with a student as part of the informal academic resolution process and impose any or all academic sanctions and grade penalties outlined in this policy.
- Request a formal review of the incident by the Director of Student Affairs/Dean of Students’ Office at the conclusion of the academic resolution process.
- Participate fully in a Discipline Review Board hearing including providing testimony and any supporting documentation, call and cross-examine all witnesses, provide recommendations to the Board related to possible sanctions if the student is found responsible for a violation, and to be notified of the hearing outcome.

B. Student

A student has the right to:

- Meet with the instructor as part of the informal academic resolution process to respond to the allegations and offer an explanation. The student may accept responsibility for the violation and the academic sanctions or grade penalties imposed by the instructor.
- Clear and complete notice of the charge(s) and a brief description of the allegations upon which the charge is based.
- A designated opportunity to review all information in his/her judicial file prior to a hearing.
- A fair and impartial hearing.
- An opportunity to present relevant evidence and information on his/her behalf, including presenting witnesses and/or signed written statements, unless waived for informal academic resolutions or where a student accepts responsibility for the charge.
- Cross-examine witnesses as circumstances permit. Appropriate witnesses may be called by the college to all formal hearings. Those witnesses who appear may be cross-examined by the charged student in an appropriate format determined by the Board chair. If called witnesses do not appear, their written or taped statements will be considered by the hearing body.
Accompanied by an advisor selected by the student at all stages of the formal judicial process (Discipline Review Board). The advisor may not serve as a witness or represent the student before the hearing body. The student must speak for him/herself.

- Not provide self-incriminating testimony. Choosing not to do so does not constitute an admission of responsibility. However, absent such testimony, the hearing body may lend more weight to written documents and testimony of witnesses.
- Notification of the decision of the hearing in writing within five (5) business days after the conclusion of the hearing.
- Appeal the decision of the Discipline Review Board in writing within three (3) business days of the receipt of the hearing decision.

3.4 ATTENDANCE – FACULTY

Except for religious reasons or illness, no faculty member may shorten, lengthen, cancel, add, or reschedule classes. A faculty member who finds it unavoidable to be absent for any reason must make alternative arrangements for the class and must notify the Assistant Dean and the Office of the Executive Director/Campus Dean as soon as possible in order that the faculty member’s classes be informed of any changes in the class arrangements.

3.5 ATTENDANCE – STUDENTS

Faculty are required to record daily class attendance and all grades, including final exam grades on the NYIT attendance spreadsheet and grade sheets. Additionally, faculty must provide the last date of attendance for students on both the final attendance roster, on the final grade roster and in cases where a grade of F, WF or I are recorded for a student through the online grading system. Students are expected to attend all classes. While instructors are not required to make attendance a variable in determining final grades, faculty may set the number of allowable absences at a specific number or percentage of class sessions, and may deduct from a student’s grade if absences exceed this amount. Students are required to attend at least 85% of the classes, otherwise they will receive - F grade in the course in which they exceeded that level. The faculty member’s policy on attendance must be clearly described in the course syllabus and noted verbally in class at the first class meeting. Clear criteria for excused absences must be provided. Attendance policies must be applied consistently to all students in the class. Students’ attendance can significantly affect their financial aid and tuition obligations, and thereby their own and NYIT’s financial resources. Class attendance records will be submitted to the dean’s office at the end of the term along with other course documents.

3.6 FACULTY EVALUATION

Assessment of faculty is primarily used to ensure that the quality of instruction on Global Campuses maintain the standards of NYIT as an institution and is in line with the university’s academic programs and curricula, as well as with the relevant regulations and accreditation requirements of the country where the campus is hosted. Results of the assessment process are aimed at continuous monitoring of quality and are the basis of the review of faculty in the contract renewal process and decisions about faculty rank and retention. Evaluation of full-time faculty is focused not only on instruction but also their responsibilities of advising and service to the university community. Teaching experience, professional development, research, service, and personal qualities are also included in the evaluation of full-time faculty. Primary responsibility for the evaluation of NYIT faculty is held by the Assistant Deans with supervision and
input from the Executive Director/Campus Dean. The Assistant Dean drafts an assessment which is reviewed with the faculty member in the presence of the Executive Director/Campus Dean, who may provide an additional assessment of the faculty member’s service inside and outside the university. The Assistant Dean, Executive Director/Campus Dean, and the relevant faculty member then sign off on the final report. Should the faculty member wish to provide additional information, she or he may do so at that time. The entire package is then sent to the relevant Academic Dean and the Office of Academic Affairs, who, with the Provost, reviews the report once the Academic Dean has provided his or her recommendations. Detailed processes and relevant forms are available to all faculty members in Appendix 2 of this document.

Following discusses criteria for evaluation of faculty productivity and potential for promotions to higher ranks. It should be noted that the listed criteria are minimum requirements for each rank and are necessary, but may not be sufficient for promotion. Furthermore, it should be noted that NYIT needs to consider governmental requirements of each country for its global campuses.

3.6.1. TEACHING

a) **The Primary Objective of Instruction**: To ensure that appropriate learning goals are integrated into the instruction resulting in overall high quality student achievement. Discipline-specific, and course-level learning goals, and measurements that validate the achievement of learning goals, need to be provided by the faculty, within the context of departmental and institutional learning goals.

b) **Documentation of Student Learning**: Demonstrating high overall levels of achievement in student learning outcomes or continuous improvement form a basis to support instructional achievement. This may be accomplished in a variety of ways: one common method involves the “teaching portfolio.” This portfolio would include course syllabi, student samples of course embedded assessment instruments such as examination, course evaluation, standardized examination scores, and other materials that are designed to measure the extent to which learning has been achieved. Faculty are also encouraged to maintain a word document that contains a self-examination of specific areas of instruction where student learning might be strengthened, based on the outcomes across assessment instruments.

c) **Indirect Evaluation of Teaching Effectiveness**: This may be accomplished through student evaluations and peer evaluations. Placement or Survey data gathered from employers or alumni may also be relevant in supporting quality instruction.

d) **Other Activities Related To Achieving Excellence In Teaching**:
   - Application of new and innovative delivery systems/approaches to instruction;
   - Creation of innovative teaching resources (e.g. cases, projects, software);
   - Integration of contemporary technology into instruction;
   - Development of innovative teaching strategies;
   - Increased emphasis on communication skill development;
   - Utilization of academic service learning, community service, or experiential learning components;
   - Effective integration of ongoing and published scholarship into instruction;
   - Implementation of unique student learning assessment vehicles;
   - Curricular and programmatic development;
   - Involvement with continuing or extended education;
- Participation in teaching/pedagogical conferences and demonstration of the impact of this activity into the pedagogy;
- Engagement in professional activities that impact on instructional breadth and/or depth; and
- New course preparation.

*Faculty are encouraged to maintain a record of achievement in these areas in support of pedagogical initiatives and outcomes that support excellence and continuous improvement in teaching and instructional development.*

**N.B.:**
- The peer observations are undertaken by the supervisor of the relevant program in the classroom, with a standardized NYIT form which includes an opportunity for the instructor to respond to the remarks of the chair. Completed forms are shared with the Executive Director/Campus Dean, the Assistant Dean, and the Dean of the relevant school in New York. Copies are stored in the faculty files for incorporation in the promotion/reappointment/annual evaluation process. (A copy of this form can be downloaded at [http://www.nyit.edu/images/uploads/academics/INSTRUCTIONAL_OBSERVATION.pdf](http://www.nyit.edu/images/uploads/academics/INSTRUCTIONAL_OBSERVATION.pdf));
- Student Course Evaluations are filled out online by the students of every course taught at NYIT;

### 3.6.2. ADVISING

Full-time faculty members have an obligation to serve as academic advisers for students majoring in their discipline. Characteristics which contribute to good advising include, but are not limited to, the following:

- Knowledge of relevant courses, curriculum, and program that can guide students in selecting appropriate to their interests, abilities, and program requirements;
- Knowledge about careers and future educational options open to the students after the completion of their programs;
- Ability to effectively and accurately use the various physical and electronic resources that pertain to individual student records including the NYITConnect-linked features; and,
- Ability to communicate with students.

Effectiveness in advising is assessed through the following procedures or activities:

- Evaluations by the Assistant Dean;
- Student Satisfaction Inventory;
- Alumni/Graduating Student Survey; and,
- Participation in workshops or seminars designed to improve advising skills.

### 3.6.3. SCHOLARSHIP

Effective teaching necessitates active involvement in the intellectual and scholarly developments in a discipline. In addition, faculty members have an obligation to maintain a high level of professional competence and to keep abreast of developments in their field.
a) **Expectations**: All faculty members must demonstrate activities that make original contributions to their professional disciplines. Intellectual contributions pursued in support of this may be categorized into:
   - Won research grants from external sources
   - Contributions to learning and pedagogy
   - Contributions to practice (applied)
   - Discipline-based scholarship (basic/theoretical)
   - Creative expressions such as exhibitions (reviewed by peers) by faculty from architecture, communication arts, fine arts, and English (poetry, fiction, etc.)

b) **Special Emphasis** should be placed on the following:
   - Publications in peer-reviewed journals
   - The application of existing knowledge to professional practice by way of applied research, including registration of patents

c) **Additional Intellectual Output** may be evidenced through:
   - Research proposals and successful externally funded grants;
   - Research monographs
   - Scholarly books
   - Chapters in scholarly books
   - Textbooks
   - Proceedings from scholarly meetings
   - Papers presented at scholarly meetings
   - Published case studies.

d) **Faculty considering promotion to Professor** should emphasize the above, as well as:
   - Demonstrate an ability to secure publications in recognized leading journals in the field of study (i.e. transition from “quantity” to “quality” emphasis); and
   - Increase the level of activity related to student research engagement, collaborative research, the coaching of junior faculty; and/or the application of scholarship in ways that advances the goals and mission of NYIT and its 2030 plan.

### 3.6.4. SERVICE

a) **Service Activities**: include those, exclusive of direct instruction of students or scholarship, which advance the strategic plan of the University:
   - Student Service;
   - Service to the Academic Profession;
   - Service to the Faculty Discipline.
   - Service to the Community

b) **Service to Students**:
   - Provide personalized academic assistance to students outside of the classroom
   - Advise students and assist in academic planning
   - Create a learning community that provides ample opportunity for interactive communication outside of the classroom between students, and between the faculty member and the students

c) **Service to the Academic Profession**:
   - Participation and membership in academic organizations
   - Service on editorial boards of journals or in the capacity of an ad-hoc referee
• Conference organizer, session discussant, or a session chair
• Reviewer of textbooks or other scholarly books

d) 
  **Service to the Faculty Discipline:**
  • Invited speeches to organizations
  • Integration of theory into practice within the organization
  • Sponsored research

e) 
  **Community Service:**
  • Outreach for the purpose of philanthropy
  • Developing name recognition for NYIT, brand recognition, and the faculty
  • Increasing the reputation of NYIT and its faculty.

f) 
  **Documentation** supporting effective service is strongly encouraged; *a letter stating such effectiveness from a committee chair, project leader, or client will serve in this capacity.* If not available, the activities will principally be evaluated through a second-best self-reported documentation process, which should be as thorough and objective as possible.

3.7. **PROMOTION, REAPPOINTMENT, AND ANNUAL EVALUATION PROCESSES**

**For all Processes:** Faculty members need to create their portfolio electronically through the Mahara E-Portfolio system, including scanning and inclusion of necessary documents as requested.

The Executive Director/Campus Dean is responsible for making sure NYIT global faculty annual evaluations are completed in a timely manner and adhere to the NYIT guidelines. The local Chair (where appropriate) and/or Assistant Dean handle the specific scheduling and reviews within his or her discipline and area of responsibility. The Chair and/or Assistant Dean’s, and then the Executive Director/Campus Dean upload their recommendations (for promotion or reappointment) or feedback (for regular annual evaluation) into the faculty’s e-Portfolio. All recommendations and feedback are shared with the concerned faculty in a transparent manner in her/his e-portfolio.

On each campus, the Executive Director/Campus Dean has the responsibility to monitor all personnel processes in order to comply with the following calendars.

**3.7.1. PROMOTION**

Promotion is not automatic nor does it simply depend on length of service.

Once all recommendations from the campus are uploaded in Mahara, the School Academic Dean provides her/his own recommendation into the faculty’s e-portfolio as well. In making their recommendation for promotion, the responsible school/college administrators will review the whole record of each candidate in accordance with the relevant school criteria and processes as well as the needs for their programs. All promotions are recommended and made on the basis of demonstrated merit. It is assumed that, as faculty mature in experience, they will become more effective teachers and scholars, and provide more effective service. Qualifications for promotion to Assistant, Associate, and Full professor were detailed above.

Once all recommendations for promotion are uploaded, the Provost and Vice President for Academic Affairs posts his own letters to the attention of the President for consideration. The President provides
his recommendations to the Board of Trustees (BOT). The BOT’s decisions on promotions are final and binding.

Table 1 illustrates the annual process calendar for global faculty members who wish to be considered for promotion. It should be noted that the promotion calendar also applies to adjunct faculty seeking promotion to the next academic rank.

<table>
<thead>
<tr>
<th>Table 1. Steps in the Process 2015-2016 - Promotion</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All full-time faculty members are requested to maintain an updated electronic portfolio evidencing their achievements in the several categories identified in the Mahara portfolio system. <em>(Please, note that articles or evidences of achievements to be published or completed after Jan. 1st should not be included)</em></td>
<td>On an on-going basis</td>
</tr>
<tr>
<td>Faculty members should notify their Assistant Dean/Supervisor, Executive Director/Campus Dean and Academic Dean if they wish to be considered for promotion.</td>
<td>No later than September 11*</td>
</tr>
<tr>
<td>One Instructional observation should be conducted yearly for each faculty (full-time &amp; part-time) members without exception, according to the process described in the section 3.6.1 of the Global Faculty Handbook.</td>
<td>All campuses except Nanjing</td>
</tr>
<tr>
<td></td>
<td>No later than the end of the 8th week of the Fall semester</td>
</tr>
<tr>
<td>The relevant Academic Dean may request additional instructional observation(s) to be conducted for a faculty member of his/her school/college.</td>
<td>Upon request</td>
</tr>
<tr>
<td>Any faculty member may request additional instructional observation(s) with the consent of Assistant Dean.</td>
<td>Upon request</td>
</tr>
<tr>
<td>All Fall online Student Course Evaluations to be administered, and overseen by the Executive Director/Campus Dean.</td>
<td>No later than 1-2 weeks before the Fall Exam period</td>
</tr>
<tr>
<td>Chairs (where relevant), and Assistant Deans complete the evaluation of the faculty member of their school/college seeking promotion by reviewing their complete electronic portfolio in Mahara for each faculty. They upload their recommendation letter in Mahara.</td>
<td>All campuses except Nanjing</td>
</tr>
<tr>
<td></td>
<td>Between January 31* and February 15*</td>
</tr>
<tr>
<td>Each Executive Director/Campus Dean oversees this process to assure timely completion of this review, and upload her/his own recommendation letter in Mahara too.</td>
<td>April 1*</td>
</tr>
<tr>
<td>Each Academic Dean submits, in Mahara, his/her recommendations for promotion to the Provost &amp; VPAA.</td>
<td>May 1*</td>
</tr>
<tr>
<td>Provost &amp; VPAA submits, in Mahara, his recommendations for promotion to the President.</td>
<td>First week of June</td>
</tr>
<tr>
<td>VPAA informs faculty, the Academic Dean, and the Executive Director/Campus Dean about the final approval or denial of promotion.</td>
<td></td>
</tr>
</tbody>
</table>

*or the first business day after this date, if the date here mentioned is a week-end date or a holiday.*
3.7.2. **REAPPOINTMENT (CONTRACT RENEWAL)**

Once all recommendations for reappointment from the campus are uploaded in Mahara, the School Academic Dean also provides her/his own recommendation into the faculty’s e-portfolio. In making their recommendation for promotion, the responsible school/college administrators will review the whole record of each candidate in accordance with the relevant school criteria and processes as well as the needs for their programs. All reappointments are recommended and made on the basis of demonstrated merit, as well as on program resource needs.

Once all recommendations for reappointment are uploaded, and after consultation with the relevant Academic Deans, the Provost and Vice President for Academic Affairs confers with the President, and all final decisions on reappointments are issued by the Office of Academic Affairs (Global Academic Programs).

Table 2 illustrates the annual process calendar for global faculty members who wish to be considered for reappointment.

<table>
<thead>
<tr>
<th>Table 2. Steps in the Process 2015-2016 - Reappointment</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All full-time faculty members</strong> are requested to maintain an updated electronic portfolio evidencing their achievements in the several categories identified in the Mahara portfolio system. (Please, note that articles or evidences of achievements to be published or completed after Jan. 1st should not be included)</td>
<td>On an on-going basis</td>
</tr>
</tbody>
</table>

| Faculty members should notify their Assistant Dean/Supervisor, Executive Director/Campus Dean and Academic Dean if they wish to be considered for reappointment. | September 11* |

| One Instructional observation should be conducted yearly for each faculty (full-time & part-time) members without exception, according to the process described in the section 3.6.1 of the Global Faculty Handbook. | |

| The relevant Academic Dean may request additional instructional observation(s) to be conducted for a faculty member of his/her school/college. | Upon request |

| Any faculty member may request additional instructional observation(s) with the consent of Assistant Dean. | Upon request |

| All Fall online Student Course Evaluations to be administered, and overseen by the Executive Director/Campus Dean. | No later than 1-2 weeks before the Fall Exam period |

| Chairs (if relevant), and Assistant Deans complete the evaluation of the faculty member of their school/college seeking **reappointment** by reviewing their complete electronic portfolio in Mahara for each faculty. They upload their recommendation letter in Mahara. | All campuses except Nanjing Nanjing campus only |

| Executive Director/Campus Dean oversee this process to assure timely completion of this review, and upload their own recommendation letter in Mahara too. | October 15 November 15 |
Table 2. Steps in the Process **2015-2016 - Reappointment**

<table>
<thead>
<tr>
<th>Steps in the Process</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All full-time faculty members are requested to maintain an updated electronic portfolio evidencing their achievements in the several categories identified in the Mahara portfolio system. (Please, note that articles or evidences of achievements to be published or completed after Jan. 1st should not be included)</td>
<td>On an on-going basis</td>
</tr>
<tr>
<td>Each Academic Dean submits, in Mahara, his/her recommendations for reappointment to the Provost &amp; VP for Academic Affairs.</td>
<td>November 15*</td>
</tr>
<tr>
<td>Decisions on reappointments are issued by the Office of Academic Affairs and sent to the faculty, Academic Dean and the Executive Director/Campus Dean.</td>
<td>December 15*</td>
</tr>
</tbody>
</table>

*or the first business day after this date, if the date here mentioned is a week-end date or a holiday.

3.7.3. **ANNUAL FACULTY EVALUATION**

Once all faculty e-portfolios from the campus are uploaded in Mahara, and feedback from the Chair (where relevant), Assistant Dean and Executive Director/Campus Dean is posted in each e-portfolio, the relevant Academic Dean can then access the faculty member’s e-portfolio for her/his own review, and additional feedback when deemed necessary.

Finally, the Executive Director/Campus Dean and the Chair and/or Assistant Dean hold a joint follow-up meeting with the faculty member to allow for follow-up constructive feedback and mutually agreed upon action plan for the upcoming year.

The following table illustrates the annual process calendar for all global faculty members for their annual evaluation. It has to be noted that this evaluation process only applies to those faculty who have not sought promotion or reappointment at the start of the same academic year (evaluations are already part of these two processes).

Table 3. Steps in the Process **2015-2016 – Annual Evaluation** *(for all faculty who have not applied for promotion or reappointment at the start of the academic year)*

<table>
<thead>
<tr>
<th>Steps in the Process</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Instructional observation should be conducted yearly for each faculty (full-time &amp; part-time) members without exception, according to the process described in the section 3.6.1 of the Global Faculty Handbook.</td>
<td>All campuses except Nanjing Nanjing campus only</td>
</tr>
<tr>
<td>The relevant Academic Dean may request additional instructional observation(s) to be conducted for a faculty member of his/her school/college.</td>
<td>No later than the end of the 8th week of the Fall semester No later than November 15*</td>
</tr>
<tr>
<td>Any faculty member may request additional instructional observation(s) with the consent of Assistant Dean.</td>
<td>Upon request</td>
</tr>
<tr>
<td>All Fall online Student Course Evaluations to be administered, and overseen by the Executive Director/Campus Dean.</td>
<td>No later than 1-2 weeks before the Fall Exam period</td>
</tr>
</tbody>
</table>
### Table 3. Steps in the Process 2015-2016 – Annual Evaluation (for all faculty who have not applied for promotion or reappointment at the start of the academic year)

<table>
<thead>
<tr>
<th>Step</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All full-time faculty members are requested to maintain an updated</td>
<td>On an on-going basis</td>
</tr>
<tr>
<td>electronic portfolio evidencing their achievements in the several</td>
<td></td>
</tr>
<tr>
<td>categories identified in the Mahara portfolio system. *(Please, note</td>
<td></td>
</tr>
<tr>
<td>that articles or evidences of achievements to be published or</td>
<td></td>
</tr>
<tr>
<td>completed after Jan. 1st should not be included)*</td>
<td></td>
</tr>
<tr>
<td>Regular submission of Electronic Portfolios for annual evaluation</td>
<td>March 11*</td>
</tr>
<tr>
<td>Assistant Deans complete the evaluation of each faculty member of</td>
<td>March 18*</td>
</tr>
<tr>
<td>their school/college by reviewing their complete electronic portfolio</td>
<td></td>
</tr>
<tr>
<td>in Mahara. ADs upload their feedback (evaluation letter) in the</td>
<td></td>
</tr>
<tr>
<td>system. Each Executive Director/Campus Dean oversees this process to</td>
<td></td>
</tr>
<tr>
<td>assure timely completion of this review, and also upload her/his own</td>
<td></td>
</tr>
<tr>
<td>feedback (evaluation letter) in Mahara.</td>
<td></td>
</tr>
<tr>
<td>Faculty E-portfolios are shared with the respective Academic Dean by</td>
<td>March 18*</td>
</tr>
<tr>
<td>the Office of Global Academic Programs for her/his review, and follow-</td>
<td></td>
</tr>
<tr>
<td>up feedback, if deemed necessary.</td>
<td></td>
</tr>
</tbody>
</table>

*or the first business day after this date, if the date here mentioned is a week-end date or a holiday.

### 3.8. CURRICULUM DEVELOPMENT

NYIT has formal curriculum development procedures that assure each program of study is aligned with the mission of its school or college and the Institute, has requisite faculty expertise, and conforms to NYIT’s quality standards. The process is multilevel and the Institute has provisions for the participation of NYIT faculty, Assistant Deans and the Deans in these processes. Programs and the courses within them are developed by expert faculty in the discipline, reviewed and recommended first at the department level, then at the school level before being presented to the curriculum committee of the NYIT’s Academic Senate which has representatives from across the college. Faculty and Assistant Deans on the global campus may propose course or program modifications or the development of new courses or programs in regular faculty meetings and transmit their recommendations to the appropriate Program Coordinator in New York for discussion with the full faculty of the discipline. Videoconferencing and/or teleconferencing are used to include global campus personnel in department meetings, and curriculum committee meetings, as needed. Proposals about programs and courses that are reviewed and approved by the senate curriculum committee are then referred to the full Academic Senate for approval. New programs, concentrations, or tracks, as well as significant changes in curricula of programs offered in the global campus are subject to the review of the local quality assurance authority. This process assures that discipline experts develop and review the content and specific goals of proposed programs and courses, and that the broader issues of —fit with institutional and school missions and visions are considered by the broader college community. Criteria for approving a course or program include centrality, quality, feasibility, and marketability. Proposals must address these related questions:

**Centrality:** How is this new program consistent with the mission of NYIT and the range of programs historically offered at the college? How will this new program contribute to NYIT’s intellectual and material strengths?
**Quality:** Describe how the faculty, staff and facilities at NYIT can support a new program of high quality without compromising our ability to offer present programs. Present a chart of full-time/part-time ratios. Append program relevant program assessments, evaluations, and standards.

**Feasibility:** Explain how the financial and functional needs of the new program will be met on an ongoing basis and that the proposed program will contribute, either through its own favorable financial performance or through is financially beneficial synergy with other programs, to the long-term financial health of NYIT or that there are special considerations with respect to such contribution to overhead. Is there a need for dedicated facilities? What is the expected impact on enrollment, not only with respect to the specific program but with respect to overall NYIT enrollment?

**Marketability:** What are the needs of our students and the community that will be met by the new program? What is the estimated size of the applicant pool? What are the specific job titles available to graduates from this program? What will be the employment opportunities for them? What competition is offered by local colleges?

**Student Learning Outcomes Assessment:** Program specific goals and objectives must be clearly stated. New programs must also incorporate the variety of NYIT’s institutional goals and objectives, such as those associated with the mission, the 2030 strategic plan, and any goals and objectives that may be mandated by the academic school. Additionally, for undergraduate programs the general education core skill outcomes (i.e., literacy, including information literacy, global perspective, communication, critical thinking, interdisciplinary thinking, understanding ethics and morality, understanding the Process and Nature of Science and the Arts) must also be included. A matrix must accompany the proposal that demonstrates where the various learning outcome objectives are distributed among the courses of the curriculum, and how the program will assess graduating students in relation to all the learning outcomes. Furthermore, each course of the program must have goals and objectives that align with those of the program, and include a description of the instruments of assessment.

In addition, other policies and procedures assure continuous attention to accountability, information literacy and quality standards, including the development of syllabi, qualifications for faculty appointments, examination policies, term schedules, and others.

### 3.9. Grade Posting

Grades are due 48h after the final exam, and all faculty must post all grades on the rosters through NYITConnect. Instructors should not post student grades publicly. Students who want to know their grades immediately may give the instructor their e-mail addresses, or may submit postcards or envelopes to the instructor. Students have the ability to check their grades online as soon as the instructor has submitted the grades online. Grades should never be given out over the phone. One can never be sure who is calling and therefore, in giving out information over the phone, faculty risk violating a student’s rights concerning the privacy of his or her grades. There is a fee for the release of a complete, official transcript from the registrar.

### 3.10. Tutorials

Tutorials are courses that are offered to an individual or a small number of students (7 students or less) and take the form of a seminar. Tutorials are provided only under one or more of these circumstances:

- The course is needed for graduation at the end of the current term
The course is required for progress in the degree and students would not be able to continue study without it during the current term.

The course content is appropriate for a tutorial format.

Tutorials must be approved in advance by the Executive Director/Campus Dean. Upon approval of the tutorial, the request will be forwarded to the registration office and the course will be established. This is important because if the course is not officially established by the registration office, the student(s) will not be able to register for it and no class list or grade sheet will be generated. To protect academic integrity and course densities in other classes, reasons for requesting a tutorial should be clearly stated, demonstrate real need, and should include appropriate documentation. Any request tied to a graduation date, for example, should be accompanied by a printout of the student's unofficial transcript. Tutorials are required to meet on a regular fixed schedule. The number of contact hours is determined by the number of credit hours associated with the course. A statement of how and when the tutorial was conducted must be submitted in writing at the close of the course for administrative records. This statement must also be attached to the request for payment for the tutorial. Faculty are compensated separately for tutorials which do not count toward fulfillment of contract obligations unless the faculty member’s net workload (contractual workload minus release for academic administrative appointment, if any) is not fulfilled at the end of the academic year, or unless authorized by the academic dean. A faculty may not teach more than two tutorial courses per term.

(See Abu Dhabi Campus Amendments)

3.11. SPECIAL NEEDS STUDENTS

Students with special needs should contact the Director of Student Affairs/Dean of Students as early as possible in their program, preferably before taking any courses, for information about policies and procedures for requesting assistance due to a verifiable special need. NYIT provides reasonable accommodations for students with disabilities. Admission, course, and graduation requirements for students with special needs are the same as for all other students. Reasonable accommodations on a case by case basis will be made upon proof both of disability and need and availability of the accommodation. Accommodations for disabilities are meant to facilitate educational opportunities. Admission to NYIT and accommodations do not guarantee success. Accommodations may not incorporate all requests.

Director of Student Affairs/Dean of Students acts as a liaison between faculty and special needs students. It is the responsibility of the Director of Student Affairs/Dean of Students, and not faculty members, to decide what constitutes reasonable accommodation. After a student’s case is reviewed, a written statement is prepared listing the recommended accommodations for that student. The student presents this form to faculty and then both the faculty and the student sign this form which is then returned to the Director of Student Affairs/Dean of Students. If a faculty member disagrees with the recommended accommodation(s) s/he should contact the Director of Student Affairs/Dean of Students. Some examples of possible accommodations are: use of a note taker by a student who is hard of hearing, extended time on tests for a student with a learning disability, and a seat in the front row for a student with a visual impairment. It is a policy of the NYIT Academic Senate that faculty must allow a student to tape the faculty member’s class if taping has been identified as a reasonable accommodation for that student. NYIT welcomes students who are motivated to learn despite physical, emotional, or cognitive disabilities. If there are indications that a student has a learning disability, needs assistance, and has not sought appropriate accommodations, that student should be encouraged to contact the Director of Student Affairs/Dean of Students.
3.12. **STUDENT CODE OF CONDUCT**

New York Institute of Technology is committed to the philosophy of educating its students through rational inquiry, discourse, and cooperative resolution of controversial issues. To achieve its educational objectives, NYIT expects all members of the University community to show respect for the views of others and to accept responsibility for their own actions. Individuals and groups have the right to express dissent, but they must at all times give due regard to the rights of others. NYIT’s Student Code of Conduct was developed to protect the right of every student to learn, to preserve academic integrity and public order. Every student who accepts enrollment at New York Institute of Technology thereby agrees to abide by this code and all college rules and regulations published in the NYIT catalog. Violators of the code’s provisions are subject to disciplinary action by the Director of Student Affairs. The Student Code of Conduct is contained within the Student Handbook, which is available at the Office of the Registrar.

3.13. **INSTRUCTIONAL MATERIALS AND TEXTBOOKS**

Books and other instructional materials are selected for each course by the Assistant Dean in collaboration with faculty and the academic program’s curriculum committee and school dean at the home campus in New York. Criteria for the selection of textbooks and instructional materials include recommendations by the faculty member assigned to the course, the materials used in New York, and the availability of various textbooks in the region. Instructor’s copies of some textbooks will be kept for use by the instructor with the Assistant Deans. These can be borrowed for the duration of the course but must be returned to the Executive Director/Campus Dean’s office with the end of term materials. Approximately midway through each term, faculty requests are solicited for required and recommended books and other instructional supplies (such as laboratory kits and drafting instruments) that should be stocked for student purchase during the following term. These requests are approved by the Assistant Dean after appropriate consultation and submitted to the Administrative Coordinator. Students purchase the books and other materials at the beginning of each quarter. Note that all students are required to have their own copies of the books so they can work independently and keep up with all assigned readings and learning activities. Copying texts is an infringement of the authors’ intellectual property rights and copyright laws and is not permitted. Some students find it cost-effective to purchase books used from students who have taken the same course previously. This is permitted as long as the book purchased is the same edition that will be used in class. Students who drop a course and have already purchased a textbook for that course may return the unused book and obtain credit toward other textbooks, provided the returned book is in new, unmarked condition. It is sometimes appropriate and necessary for faculty members to prepare customized packets of information or software for use by students in their classes. In such cases, the material should be placed in the bookstore for students to purchase. Many NYIT students are on limited budgets. Effort should be made to keep the cost of required materials within reason. Furthermore, faculty may request that the library stock at least one copy of the required and recommended course texts on reserve for student and faculty reference. Finally, some students may find it cost-effective to purchase books used from students who have taken the same course previously. This is permitted as long as the book purchased is in the same edition that will be used in class (unless the relevant instructor agrees otherwise).
3.14. END OF TERM AND GRADING

3.14.1. END-OF-TERM PROCEDURES
The final course packet must be submitted to the Office of the Executive Director/Campus Dean for approval by the Director of Academic Affairs within 48 hours of the final examinations (the same 48 hour deadline as for the entry by instructors of the final grades into the New York database using NYIT Connect). The packet must include all of the following items:

- A clean copy of the final exam and all other tests plus assignment descriptions
- A copy of the syllabus
- All of the graded final exams/projects by the students
- A signed instructor timesheet
- An attendance sheet that contains information about each student for each class period
- A signed copy of the final exam attendance sheet
- A signed Grade Sheet in the form of a spreadsheet with a clear number score for participation (if relevant) and each assignment, quiz, project, and exam; a total score from 0 to 100; and, the final letter grade for each student. Grades must be computed in compliance with the formula presented in the course syllabus and the manner in which the grades were calculated must be presented in a manner that can be readily determined.

All submitted material must be signed by the instructor to verify the accuracy of its contents. Disciplinary actions will result upon discovery of intentionally inaccurate or misleading end of course materials received by the instructor. Any delay in submitting final grades can represent a hardship for students who may need their grades for employment purposes, tuition reimbursement from employers, scholarships, and entrance to graduate or professional programs, or for changes in their course registrations. End of course materials received after the 48 hour deadline can result in a delay in payment to the instructor.

3.14.2. RETENTION OF COURSE FILES
NYIT policies regarding the retention of course records are:

- Grade books, attendance records and official grade sheets are kept on file in administrative offices for seven (7) years.
- Course syllabi, copies of final examinations (questions/topics) for all courses and all sections are kept on file in department offices for seven (7) years.
- Copies of completed final exams (i.e., student blue books or appropriate documents) are kept on file in department offices for seven (7) years.

3.14.3. GRADE SUBMISSIONS
The final grades for each student must be electronically entered directly into the NYIT database through NYIT Connect by the instructor within 48 hours of the final exam (the same deadline as the end of course materials to be submitted to the Office of the Executive Director/Campus Dean). The instructor should use the final grade sheet, which is distributed by the Office of the Executive Director/Campus Dean to calculate a total mark in percentage form using the columns of the spreadsheet to display the marks received by each student for each element used in the grading process. These can include attendance, participation, assignments, projects, presentations, quizzes, tests, and examinations. Each elements used in the grading must be weighed according to the formula presented to the students in the course syllabus during the first class period. The percentage total for each student is then converted to a letter grade. The
calibration of grades to percentages is left to the discretion of the professor, although the following conversion is typically used at NYIT campuses:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Undergraduate Grade</th>
<th>Percentage</th>
<th>Graduate Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>96 – 100</td>
<td>A</td>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>91 – 95</td>
<td>A –</td>
<td>85 – 89</td>
<td>B +</td>
</tr>
<tr>
<td>87 – 90</td>
<td>B +</td>
<td>80 – 84</td>
<td>B</td>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
<td>75 – 79</td>
<td>C +</td>
</tr>
<tr>
<td>79 – 82</td>
<td>B –</td>
<td>70 – 74</td>
<td>C</td>
</tr>
<tr>
<td>75 – 78</td>
<td>C +</td>
<td>0 – 69</td>
<td>F</td>
</tr>
<tr>
<td>71 – 74</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67 – 70</td>
<td>C –</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63 – 66</td>
<td>D +</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 – 62</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 – 59</td>
<td>F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The only other grade that can be used by the instructor for regular NYIT courses is the grade of I for Incomplete; however, only in accordance with the criteria listed below in the section titled - Grades – Incomplete. For the grades of I, WF and F, note the date that the student last attended the class or completed course-related work. The grades of P and PR plus S and U are only used for non-credit courses and a limited number of thesis or project based classes. W cannot be assigned on the final grade roster because a withdrawal is a status assigned by the Registrar in response to approved paperwork that is signed by the student and instructor before acceptance by the Registrar prior to the final exam week.

3.14.4. GRADES – GENERAL INFORMATION

Letter grades are used at NYIT to indicate academic accomplishment. They are defined and listed in the NYIT catalog. The allowable grades for undergraduates and graduate courses differ. Please be sure to give only those grades permitted for the level of the courses you teach. The grade of PR is used only for developmental courses and intensive English as second language courses for students who have made some progress, but who do not demonstrate satisfactory skills to pass those courses. Students are required to re-enroll in those courses in order to complete them. Required courses in which a grade of F was received must be taken over again. In those cases where a student failed a course and has retaken and passed it, only the passing grade shall be used, but the F shall remain on the transcript as a matter of information. The only courses which may be repeated for credit are those which result in the grades of C-, D+, D, W, WF, F or PR and IF. The higher of the grade will be included in the calculation of the GPA. Student grades on assignments, exams, and courses are confidential. Faculty may not post student grades publicly nor announce them in class. Students should receive their grades by accessing their student.
Students receive one of the following grades for each course taken during the semester:

<table>
<thead>
<tr>
<th>Undergraduate Grade</th>
<th>Graduate Grade</th>
<th>Academic Grades for Regular Classes</th>
<th>Quality Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>B+</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>B</td>
<td>Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>Marginal, but passing Failure</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>I</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>W</td>
<td>Withdrawn, without penalty</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>WF</td>
<td>Withdrawn failing</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>IF</td>
<td>IF</td>
<td>Failure from an incomplete</td>
<td>0</td>
</tr>
<tr>
<td>Undergraduate Grade</td>
<td>Graduate Grade</td>
<td>Academic Grades for Special Classes</td>
<td>Quality Points Per Credit</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------</td>
<td>------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>PR</td>
<td>P</td>
<td>Progress, re-enroll</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>U</td>
<td>Passing; passing oral comprehensive, thesis, or externship</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>S</td>
<td>Unsatisfactory progress in thesis or project course - Satisfactory progress in thesis or project course; grade will be changed when course is completed</td>
<td>0</td>
</tr>
</tbody>
</table>

### 3.14.5. Grades – Incomplete (I)

The grade — I (Incomplete) may be assigned if the student has not completed all course work by the end of the term, but is passing the course, has missed a minimal number of assignments or examinations, has intentions of completing the course in a relatively short period of time, and if there is reasonable expectation to complete the course satisfactorily. I grades should be fully documented. Students must request a grade of Incomplete from the instructor, who should not agree unless the student has demonstrated a commitment to completing the work. The instructor has a right to refuse to assign an I grade, and to enter alternative grades (e.g., zero) for the missing work as specified in the course outline. The temporary grade of incomplete (I) shall change to a failing (IF) grade if the student does not complete all work by the end of the allotted time (see academic calendar for dates). Such an IF grade may not be challenged, and the course must be repeated by the student to receive credit. The following policies shall guide the awarding and calculation of the I grade and the change of the I grade to an IF grade:

- The student must request additional time to complete a single project, report or final examination;
- The grade of incomplete is to be assigned only to students who are otherwise passing the course at the end of the term;
- The instructor has the right to refuse the request and may assign a final grade based solely on the work already completed;
- The grade of incomplete will change to the failing grade if the outstanding course work is not completed in accordance with the schedule in effect at the time it was assigned, regardless of the average the student otherwise maintained in the class (see academic calendar for dates);
- A single, short extension of the time period shall be granted only in exceptional circumstances by the dean;
- The grade of incomplete will not be assigned to students with excessive absences, especially when those absences include the final sessions of the course, unless extenuating circumstances have been established;
- The incomplete grade is recorded by the Registrar as "attempted credits," until the course is complete;
- The incomplete grade that changes to a failing grade will carry zero quality points;
Students can advance if an incomplete grade is assigned to a prerequisite course for the term immediately following the assignment of an I grade but cannot advance after an I grade changes to an IF;

- When the grade of incomplete is changed to an IF, the I grade shall remain on the record and the transcript so that it will read IF, thereby distinguishing it from the F and the WF grades;
- I grades may have an effect on the student's visa or other status. Students are encouraged to meet with their advisor prior to requesting the I option.

Please refer to the NYIT Web site under the NYIT Worldwide section and then under the UAE for current deadlines for the completion of incomplete courses.

### 3.15. Grade Point Average and Quality Point Average

At the conclusion of each term, two averages are computed for each student to indicate the general level of academic standing. The first is the grade point average (GPA), which indicates the scholarship level for the term. The second is the cumulative grade point average (CGPA), which indicates the scholarship level for all work taken at the college. The GPA is computed by adding all of the quality points (grade point multiplied by number of credits for each class) earned for the term, and then dividing by the number of credits for those courses. In those cases where a student failed a course and has retaken and passed it, only the passing grade shall be used, but the "F" shall remain on the record as a matter of information. The only courses that may be repeated for credit are those that result in grades of C-, D+, D, W, I, WF, F or PR. A student receives one of the following grades for each course taken during the term:

<table>
<thead>
<tr>
<th>Undergraduate Grading Scale</th>
<th>Graduate Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grade</td>
<td>Grade Points</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A -</td>
<td>3.67</td>
</tr>
<tr>
<td>B +</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B -</td>
<td>2.67</td>
</tr>
<tr>
<td>C +</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C -</td>
<td>1.67</td>
</tr>
<tr>
<td>D +</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

64
4. ADDITIONAL INFORMATION

4.1 CAMPUS SAFETY AND SECURITY*

All campus buildings have marked fire exits, with designated fire assembly points in areas surrounding the buildings. Students are encouraged to note these locations for the buildings they use. Also they should also note the location of fire extinguishers and other equipment in these buildings. If anyone discovers a fire, he/she should sound the fire alarm immediately using the nearest break-glass unit. They should leave the building immediately by walking calmly and quickly to the nearest fire exit. Use of the lifts (if any) is not permitted then. Packing up belongings should not occur. Students should not re-enter the building until a fire official tells them it is safe to do so.

On each campus of NYIT, students and faculty find a Campus Security service that provides continuous, year-round security. These security officers are trained to respond to a variety of calls for assistance, from medical emergencies to crimes in action. Patrols of campus grounds/buildings are made frequently and include inspection of the premises to note any potential problems, such as lights that have gone out or glass that has been broken. Students and faculty should notify Campus Security of any circumstances that may pose a problem or hazard. All faculty members engaged in teaching classes at the time of a fire alarm will be responsible for directing classes to leave the building through the nearest available exit. This shall be done on all alarms. Staff members are to immediately leave the building through the nearest available exit and account for all their students. All personnel must familiarize themselves with the location of the nearest fire alarm. It is the responsibility of the Executive Director/Campus Dean to ensure that all personnel under his/her supervision at the campus are familiar with procedures to be used in case of fire. (Policy D-11, Policies and Procedures Manual). *

*Please, consult the Executive Director/Campus Dean’s Office for information specific to your campus.

4.2 DRIVING AND PARKING ON CAMPUS*

At NYIT locations where campus parking is available, it is understood that many students, faculty and staff drive to the NYIT campus every day to attend classes and work. For everyone’s safety and well-being, it is essential that all traffic signs, and posted speed, parking, entrance/exits, right-of-way and related directions are followed. Courtesy to pedestrians and drivers is expected at all times. The campus has ample marked spaced in student and staff car parks. Faculty should park only in these designated car parks as appropriate. Parking in a roadway, on sidewalks, or non-designated area is prohibited. Cars should not obstruct any access route, driveway, curb-cut or emergency escape route. Vehicles that are parked in violation of the campus rules are subject to towing at the driver’s expense. Drivers are responsible for the safe operation of their cars on campus and are responsible for any fines, fees, towing or other charges incurred during its presence on campus. NYIT assumes no liability for damage or loss to private vehicles, their occupants or contents while on campus or attending NYIT related functions off-campus.

*Only at locations where campus parking is available.
4.3 Emergency School Closing

On rare occasions, NYIT may be forced to close due to an unexpected emergency or other event. In such cases, students and faculty will be notified via an SMS text message to their mobile telephones. Specific NYIT employees may be designated to report even if the campus closes. (Policy D-2.12, Policies and Procedures Manual).

4.4 External Communication / Distribution of Literature

From time to time, as an employee of NYIT, a faculty member may receive inquiries from the media (e.g., newspapers, television stations, radio stations, magazines, or other periodicals). To ensure that the Institution maintains the appropriate public image and that communications to the media are accurate and consistent with applicable NYIT policy, faculty contacted by the media should refer the individual making the inquiry to the Executive Director/Campus Dean. In the interest of maintaining a proper environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time.

4.5 Faculty Mail

Staff should contact the Executive Director/Campus Dean for the accurate mailing address of each campus (Policy C-3, Policies and Procedures Manual).

4.6 First Aid

First Aid Boxes are provided throughout the campus. In case of an emergency requiring first aid, contact the nearest security officer and the Executive Director/Campus Dean’s Office.

4.7 Drug and Alcohol Policy

The non-prescriptive use, sale, possession, distribution, manufacture, or use of controlled substances, or abuse of a properly prescribed controlled substance, is strictly prohibited at all times either on College property or at other assigned work areas. Additionally, employees are prohibited from consuming alcoholic beverages during working time and from reporting to work impaired by alcohol or drugs. Employees are expected to strictly comply with this policy and maintain a drug and alcohol free workplace. Violation of this policy is grounds for disciplinary action, up to and including suspension or termination of employment. (Policy D-2.8, Policies and Procedures Manual).

4.8 Non-Discrimination Policy

All employees will be treated in a manner free of any bias or prejudice. No employment decision of any kind will be based on or influenced by an individual’s race, religion, sex, age, ancestry, national origin, marital status, or other characteristic, and in accordance to local employment law (Policy D-2.9, Policies and Procedures Manual).
4.9 Faculty Resources

4.9.1 Library Services

NYIT provides a variety of library resources and services through the local physical library and academic learning center on campus as well as through the state-of-the-art NYIT E-Library, which is accessible via the Internet from campus, from home, or, anywhere in the world. To use the library and the computer stations in the library and academic learning center, faculty must have a valid NYIT ID card. This user ID will also enable the faculty member to access the library collections maintained by partner institutions, such as the Higher Colleges of Technology in the UAE or the University of Post and Telecommunication in China. Detailed information regarding local library access is available from the Executive Director/Campus Dean’s office. The NYIT libraries’ catalogs, subscription databases, and e-book collection (NetLibrary) can be accessed through the —Library Services section of NYIT’s Web site (www.nyit.edu/library).

The NYIT library is open when the college is in session. The daily hours of operation are posted in the library and other places throughout the campus and vary with the class and exam schedule. It is staffed by a professional librarian who is available to assist. The NYIT-New York libraries’ catalogs, subscription databases, and e-book collection (NetLibrary) can be accessed through the —Library Services section of NYIT’s Web site (www.nyit.edu/library).

The procedure for Faculty ordering books for the library collection is:

- The faculty member should fill the Materials request form available in the Office of the Executive Director/Campus Dean.
- Obtain the approval of the Assistant Dean or equivalent.
- Submit the request to the Office of the Executive Director/Campus Dean (in hard and soft copy).

4.9.2 Photocopying

Faculty members may request to have syllabi and other course-specific materials photocopied by contacting the Executive Director/Campus Dean’s office. Faculty are required to abide by all copyright and fair use regulations (Policy A-15, Policies and Procedure Manual).

4.9.3 Technology

Technology Resources in Class.
To enable faculty to access the broadest range of instructional resources, many classrooms at NYIT’s Global campuses are equipped with a SmartBoard and have Internet access. In addition, faculty can request a TV with DVD or VCR for a class meeting by calling the IT support center.

Specialized Computing Labs and Software.
NYIT’s global campuses maintain specialized computer labs to support its programs in Engineering, Computer Science, Computer Graphics and Interior Design.
**Staff Computing Access.**
Open access to computing is provided for students, faculty and staff in the NYIT library on each campus and in the Academic Learning Center. In addition, faculty and staff offices have Internet-connected computers with word processing, spreadsheet, presentation and other software. Specialized software can be requested through the staff’s supervisor who will review the request and pass it on to the IT office.

**E-mail Accounts.**
Faculty and staff are provided with an NYIT e-mail account when hired. As part of the process of receiving an NYIT e-mail account, they will also gain access to the NYITConnect system, which is required to access student information. NYITConnect is the student registration and student management system that is used for monitoring student progress and advising students.

**Help Desk.**
Faculty, staff and administrative office computers, networking, and databases are maintained both locally and also centrally by the NYIT Global IT office. Any concerns or needs regarding hardware or software issues that need prompt attention; all personnel are encouraged to contact the IT Help Desk. Please be ready to identify the nature of the problem, the location, and whom to contact.

NYIT IT Policies, Standards and Procedures are also available online at [http://www.nyit.edu/service_central//policies_standards_procedures](http://www.nyit.edu/service_central//policies_standards_procedures)

### 4.10 RELATIONSHIPS WITH OTHER EMPLOYEES AND STUDENTS

NYIT has policies restricting or prohibiting relationships between a faculty member and a student or someone who is subject to the faculty member’s supervision or evaluation. Such relationships can compromise the ability to perform duties free of bias and may create the potential for harassment or other conflict of interest. See the Executive Director/Campus Dean for additional information about this policy (Policy D-11, Policies and Procedures Manual).

### 4.11 RESEARCH WITH HUMAN OR NONHUMAN SUBJECTS

Research with either human or nonhuman subjects, including survey and interview research, must be designed to protect the subjects. NYIT has policies and procedures for reviewing and approving research plans. See the Executive Director/Campus Dean for additional information. (Policies and Procedures Manual, Appendix 1. and 2).
Appendix 1.

FACULTY TRAVEL GRANTS FOR CONFERENCE PRESENTATIONS
Updated October 1st, 2012

Policy/Procedure:

In keeping with the portion of the mission of NYIT to support applications-oriented research that benefits the larger world, funds are made available through the Campus Dean’s Office to support faculty who attend and present mission-related papers at conferences and workshops. Faculty are asked to submit a description of their proposed participation in the conference/workshop to their program chair as early in the academic year as possible. (Funds are limited and early application will assure consideration for a grant.)

In order to make effective use of the limited funds the Campus Dean uses the following guidelines in approving expenditures:

- Relevance of the proposed conference participation to institutional and program mission. Role in a conference may include making presentations, chairing panels or being in an elected leadership position requiring participation in a professional conference.
- Travel with expenditures below $1000 will generally be covered 100%.
- Travel with expenditures exceeding $1000 will generally be covered up to 75%, not to exceed $2000.
- Annual expenditures for an individual faculty member may not exceed $2,000.
- Exceptions to the guidelines above may be made for participation that is critical to institution or program improvement, or to distribute limited funds as equitably as possible.

Procedure

Submit an Application for Faculty Travel Grants for Conference Presentations to your program chair or assistant dean who may approve and/or comment on the proposal and then forward it to the Campus Dean. Allocations are made by the Campus Dean in consultation with Program Chairs and are communicated to the Office of Global Programs as well as the relevant Academic Dean.

IMPORTANT:

- Once the authorized travel has been done, the faculty should complete, in accordance with the general NYIT Travel Policy, a Travel Expense Form, which should be signed by the Campus Dean, before being sent to the Office of Global Office for processing the reimbursement with Financial Affairs and to the Academic Dean for information.
- Reimbursement will be cancelled if the duly completed Travel Expense Form and all supporting documents (Flight purchase receipt, hotel paid bill, registration receipt, receipts for all claimed incidentals as well as all relevant receipts) are not provided before August 31 of the current fiscal year.
- Once the authorized travel has been done, the faculty should also complete a narrative report about the event/presentation/conference he/she attended. This narrative should be sent to the Assistant Dean/Program Supervisor, the Campus Dean, the Academic Dean and the VP-AA.
APPLICATION FOR FACULTY TRAVEL GRANTS FOR CONFERENCE PRESENTATIONS

NYIT
NEW YORK INSTITUTE OF TECHNOLOGY

A. Request for Engaging in Professional Development

Faculty or staff member ____________________ College/Dept ____________________

Title and date of conference or other activity _______________________________________

Location of conference (or other activity) ____________________________________________

Dates of absence from campus ______________________________________________________

Travel Purpose

____ Business only    ____ Primarily Business combined with Personal    ____ Primarily Personal combined with Business

First Day of Travel: ____________________ Last Day of Travel: ____________________

Travel itinerary:

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>Contact Information</th>
<th>Purpose (Business or Personal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach information about the conference, your role, and how participation will benefit NYIT. Obtain estimated airfare and estimate per diem expenses. (If no funding requested, indicate “none”).

Requested US$ | Approved US$ | Estimate | Maximum |

Air travel (per travel services) _______ _______ __________ __________
Other travel (taxis, etc.) _______ _______ __________ __________
Conference registration _______ _______ __________ __________
Accommodation _______ _______ __________ __________
Meal & incidental expenses _______ _______ __________ __________
Other expenses (specific) _______ _______ __________ __________
Total expenses _______ _______ __________ __________

*Total Expenses to be charged to:

* VP-AA to indicate whether the amount approved represents an estimate only and all reasonable expenses will be covered, or the maximum the Office of GAP will cover.
If classes or other assignments will be missed, indicate how those classes or assignments will be covered:

Indicate travel requests approved by NYIT – Office of Global Academic Programs within the last two years:

For Campus Dean Only: I confirm having received all previous professional development reports from this faculty, and that they are all kept within this faculty’s file in my office.

☐ Yes ☐ No  Signature of Campus Dean

______________________________  __________________________  __________________________
Name  Signature of faculty or staff member  Date

______________________________  __________________________  __________________________
Name  Signature of Assistant Dean/Program Head  Date

If approval recommended, forward to Campus Dean

______________________________  __________________________  __________________________
Name  Signature of Campus Dean  Date

If approval recommended, forward to Campus Dean

______________________________  __________________________  __________________________
Name  Signature of Academic Dean  Date

If approval recommended, and request involves international travel, forward to VP-AA

______________________________  __________________________
Signature of VP-AA  Date

Comments: 
Appendix 2.

PROFESSIONAL DEVELOPMENT REPORT

TO BE SUMMITTED TO YOUR ASSISTANT DEAN/PROGRAM HEAD, CAMPUS DEAN AND ACADEMIC DEAN, WITH A COPY TO THE VP / ACADEMIC AFFAIRS

Faculty or staff member ____________________________________________
College/Dept _____________________________________________________
Title of conference or other activity __________________________________
Location/date of conference or other activity ___________________________

Report