Molloy College

Faculty Handbook 2009
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PART I

ORGANIZATION AND ADMINISTRATION OF COLLEGE

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C. Organization of Faculty p.4.
D. Administrative Officers p.4.
INTRODUCTION

This handbook, compiled by the Faculty Council, explains the rights, responsibilities and major policies of primary concern to teaching faculty. It functions as an official document of internal regulation. It is the usual practice that the policies and practices stated in this handbook apply equally to all members of the teaching faculty. However, in some cases, faculty members have requested and been granted exceptions to the stated policies. Such requests for exceptions must be made in writing to the Vice President for Academic Affairs and the Faculty President, as appropriate, for approval at least one (1) semester in advance of the initiation of the process. This handbook also contains a brief history of the college and an overview of the college governance structure. The committee structure of the Faculty Council described in the Faculty Council Constitution and By-Laws provides a mechanism for the formulation and implementation of policies pertaining to faculty. When policy changes are indicated, teaching faculty opinion is solicited in accordance with the voting procedure stated in the By-Laws and recommendations are forwarded to the President and Board of Trustees for approval prior to inclusion in this document.

Questions concerning any portion of the information contained herein may be directed to your Faculty Council representative. The names of Faculty Council representatives will be e-mailed to all faculty by September of each academic year.

Other documents of institutional government and locations where they may be inspected are as follows:

The College Charter in the Board Room of Kellenberg Hall.

The By-Laws of the Board of Trustees in the Library.

The Constitution and By-Laws of the Molloy Faculty Council in this handbook and in the Library.

The By-Laws of the College-Wide Governance Structure in this handbook and in the Library.

The Administrators' Handbook in the Library and in each department.

The Student Handbook in the Library.

Chairperson/Division Deans’ Manual in every department or division.
PART I
ORGANIZATION AND ADMINISTRATION OF THE COLLEGE

A. HISTORY

The college is incorporated under the laws of the State of New York and is known legally as MOLLOY COLLEGE. It was established in September 1955 as Molloy Catholic College for Women under a provisional charter of the University of the State of New York. The absolute charter was granted in January 1960 with the power to confer degrees of Bachelor of Arts and Bachelor of Science including the M.S. in nursing (approved 1988), M.S. in Education (approved 1999), B.F.A. (approved 2003), B.S.W. (approved 2005), M.B.A. (approved 2003), M.A. Criminal Justice (approved 2007), and M.A. Music Therapy (2008). The power to confer the A.A. degree was granted in 1976. In March 1971 the name of the college was officially changed to MOLLOY COLLEGE. In December 1972 the State, upon application by the Trustees of the college, amended the charter to allow the matriculation of male students. The Board of Trustees in 1982 admitted men to all programs. In 2005 the College celebrated its 50th Anniversary.

Molloy is accredited by the Board of Regents of the University of the State of New York, Middle States Association of Colleges and Schools, Commission on Accreditation of Allied Health Education Programs, Joint Review Committee on Education Programs in Nuclear Medicine Technology, Joint Review Committee on Education in Cardiovascular Technology, American Health Information Management Association, Committee on Accreditation for Respiratory Care, Council on Social Work Education (Undergraduate), Commission on Collegiate Nursing Education (Graduate and Undergraduate), National Council for Accreditation of Teacher Education (NCATE) (Graduate and Undergraduate), National Council of Teachers of Mathematics (NCTM) (Adolescence Education and Adolescence Special Education – Graduate and Undergraduate), and Council for Exceptional Children (CEC) (Special Education – Graduate and Undergraduate).

B. GOVERNMENT

The Board of Trustees bears full responsibility for the college as a corporate entity. It formulates, determines, and approves such policies as it deems necessary for the administration and development of the college. All authority within the college derives from the Board of Trustees. The President is the chief executive officer of the college, President of the corporation, a member of all Board and college committees and presides over the Colloquium. Other administrators derive their power from the President. The Molloy College Governance Structure (hereafter referred to as MCGS) legislative body of the college, consists of representatives of the administration, faculty, students, and staff. The MCGS formulates policy relative to the college community as a whole, subject to the approval of the Board of Trustees (By-laws of MCGS, pp. 33-59). (See Page 54 for list of all non-governance entities). The standing committees of the MCGS are the Priorities and Planning Committee, the Financial Resources Committee, the Graduate and Undergraduate Academic Policies and Programs Committees, and the Community and Campus Life Committee. Their composition and duties are described in the By-Laws of the MCGS (Handbook, pp. 33-59.) (see page 54 for list of all non-governance entities).

All issues affecting the college as a whole come before the MCGS. Matters which concern only individual constituencies of the college--faculty or student or administration--are considered by separate specialized bodies. The Molloy Student Association represents students, administrators are represented by an Administrators’ Council, the Faculty Council represents the faculty, and the Staff Advisory Group represents the staff. The Faculty
Council formulates such legislation as is needed for faculty self-governance and regulation. Its functions are to represent the teaching faculty of Molloy College and to participate in the formation and implementation of major college policies that affect the faculty. The Faculty Council has seven members: The Faculty President, and six (6) Faculty Councilors. The Standing Committees of the Faculty Council are the Contract, Nominations/Elections, Faculty Development, Faculty Research/Scholarship, Promotion/Tenure, and Sabbatical Committees. In addition, there are the following ad hoc committees: Grievance, Dismissal, and Hearing. Their composition and duties are described in the By-Laws of the Council.

The Faculty President is the chief elected official of the Faculty, the faculty spokesperson, and the usual liaison agent for faculty interests with the college President and with the Vice President for Academic Affairs. She/he is a voting member of the Priorities and Planning Committee and ex-officio, the Chairperson of the Faculty Council. She/he supplies, directly or through the Council, members for appropriate ad hoc committees; may serve as liaison for individual faculty complaints; is ultimately responsible for recommending revision and updating of the Faculty Handbook, and calls meetings, as need arises, but no less than once a semester, of the teaching faculty only. Any tenured member of the teaching faculty who has served on Faculty Council for two (2) years can run for the position of Faculty President. Term of office is two (2) years. The Faculty President is granted twelve semester hours per year equivalency for her/his assignment as Faculty President.

C. ORGANIZATION OF FACULTY

1. Departmental/Divisional
The Academic organization of the college is departmental/divisional under the Vice President for Academic Affairs. A complete list of the departments/divisions and of the majors offered is to be found in the Molloy College catalog.

2. By Academic Rank
The college grants four ranks to all faculty members: Instructor, Assistant Professor, Associate Professor and Professor. In addition full-time faculty who retire with at least ten (10) years of full-time teaching at Molloy may be granted the rank of Professor Emeritus. (See Promotion Policy, p.60 for criteria). Part-time faculty with no previous teaching experience are ordinarily accorded the rank of Adjunct Instructor. Part-time faculty members who hold, or have held, rank at another institution of higher learning are ordinarily granted adjunct status according to their permanent rank in their own colleges; e.g., Adjunct Instructor, Adjunct Assistant Professor. Appointment and Initial Assignment of Rank are made by the Vice President of Academic Affairs.

D. ADMINISTRATIVE OFFICERS

For a list of administrative officers see the organizational chart on the website.
Part II

FACULTY CONTRACTS AND CONTRACTUAL OBLIGATIONS

A. Contracts

1. Professional and Ethical Relationships p.6.
2. Appointment of New Faculty p.6.
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B. Faculty Responsibilities

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C. Chairperson Responsibilities p.26

D. Division Dean Responsibilities p.28
PART II

CONTRACTS AND CONTRACTUAL OBLIGATIONS

A. CONTRACTS

1. PROFESSIONAL AND ETHICAL RELATIONSHIPS

Contracts for full-time teaching faculty cover the period of September 1 through August 31. All teaching and extra-curricular activities of a full-time faculty member end at Commencement. Initial and subsequent contracts will be for one year. Part-time faculty usually receive contracts for one semester at a time.

It is the responsibility of all faculty to respect and uphold the philosophy, objectives, and policies of Molloy College (contract and catalog). See Appendix I, p. 165, for the AAUP Statement on Academic Freedom which is endorsed by Molloy College. Section 3002 of the New York State Education Law requires instructional personnel to take an oath to support the Constitution of the United States and of New York State. For those who object to the formal oath, the Business Office supplies an amended form, equally acceptable to the State, in which new employees "pledge and declare."

By signing her/his contract, a full-time faculty member agrees to devote 24 credit hours or the accepted equivalent per year to the college and to observe the rules and regulations of the college (Appendix II, current contract). Full-time faculty members are expected to serve on elective and/or appointive committees of the college. They are expected, in order that their academic resumes might reflect their most recent endeavors, to update annually their Professional Data Sheets filed in the Office of the Vice President of Academic Affairs, adding new degrees, publications, committee and other service. All such material is considered in contract renewal, promotion, and granting of sabbatical. Cooperation in surveys and self-studies mandated by re-accreditation and long-range planning is also a faculty responsibility.

It is understood that changes in policies and contractual obligations as well as benefits and privileges as stated in the Faculty Handbook shall only become effective at the beginning of the new contract year. Any proposed changes shall be presented to the Faculty Council at least thirty (30) days prior to a Board’s vote. The Faculty Council, in consultation with the teaching faculty, shall have the opportunity to make recommendations concerning the proposed changes and have these recommendations considered by the Board of Trustees.

2. APPOINTMENT OF NEW FACULTY

The Procedure for Hiring Full-Time Faculty has been approved by the Vice President for Academic Affairs in consultation with the Chairperson/Division Deans’ Council and the Director of Human Resources.

Department Chairperson/Division Deans are responsible for following the Hiring Procedure for Full-Time Faculty as outlined in the Chairperson/Division Deans’ Manual.
3. REAPPOINTMENT/NON-RENEWAL

Reappointment for annual contracts of full-time faculty will normally be made in the Spring semester of the year in which the contract begins. The contract shall be signed and returned by the faculty member within thirty (30) days of the date of the contract. Failure to return signed contracts within 30 days signifies the faculty member's decision to terminate employment with the college.

Notice of non-renewal of a full-time faculty contract shall be given by the President as follows:

(a) for those in the first (1st) year of teaching, no later than March 1 of the contract year.
(b) for those in the second (2nd) year of teaching, no later than December 15 of the contract year; or, if the contract terminates during the academic year, at least six (6) months in advance of its termination.
(c) for those in the third or subsequent year of teaching, by the date of issuance of contracts; or if contracts are delayed, no later than the end of the Spring semester prior to the effective date of the terminal contract.

When the college determines not to renew a contract of any non-tenured member of the faculty and gives written notice of non-renewal as provided above, the college shall be under no obligation to give a statement of the reasons or otherwise defend such action, except as provided in the Dismissal Policy, p. 128.

It shall be the Chairperson/Division Dean's responsibility to consult with members of the department and to transmit to the Vice President for Academic Affairs at least two (2) weeks prior to the dates listed above a recommendation for or against the renewal of contracts for all faculty with less than seven (7) years of full-time teaching at Molloy.

4. SALARY SCHEDULES, PAYMENT, AND PAYROLL DEDUCTIONS

Full-time faculty are paid in accordance with rank and years of experience. See appendix IIC for current salary scale.

Advanced Degrees

Attainment of advanced academic degrees is recognized by a one time salary increase according to the following scales:

(a) for faculty at Molloy four (4) years or more:

For obtaining M.A. or M.S. $800
For obtaining a Doctorate $1600

(b) faculty at Molloy less than four (4) years when degree is obtained receive part or all of the increment depending on how much advanced study was considered in the initial contract. These increments go into effect at the beginning of the academic year following official date degree is confirmed
Salaries are paid twenty-four (24) installments. Notification that checks are ready is posted on faculty e-mail. Checks are available in the Human Resources Office. Direct Deposit can be arranged through the Human Resources Office.

Federal Income Tax, Social Security, state and local income tax will be withheld from the employee’s paycheck. The amount of Federal Income Tax withheld is calculated from the status and number of exemptions claimed on the employee’s W-4 form. If there are any changes in status or exemptions claimed the faculty member must see Human Resources to complete a new W-4. Faculty members who live within the five boroughs of New York City must also complete the NYS IT-2104 form in order to ensure appropriate withholding of New York City taxes. Deductions for insurance premiums while on leave of absence can also be arranged. It is the faculty member’s responsibility to inform the Human Resources Department of any changes to their personal information (e.g. marital status, address, phone, etc.) The college reserves the right to withhold end of term checks until all college obligations are fulfilled; e.g., filing final marks, submission of course outlines.

Revised Spring, 2004
Revised Spring 2008

5. BENEFITS

All full-time faculty members are entitled to the full benefits listed in this section, unless otherwise noted.

The following provides information concerning benefit eligibility and what happens in the event an employee terminates employment, retires, becomes disabled, or takes a leave of absence. Please refer to the applicable Summary Plan Descriptions for specific plan details.

Long Term Disability

The College provides long-term disability insurance to replace income lost due to an illness or accident that extends beyond the state twenty-six weeks (26). Coverage begins on the first of the month following ninety (90) days of employment. Coverage ends on the first day of the month following the last day an employee is at work. The premium for the long-term disability coverage is fully paid by the College.

After six months of disability, this insurance pays an employee 60% of his or her income per month until he or she recovers, no longer meets the definition of disability under the plan, or turns age 65. The maximum benefit is $6,000.00 per month. Employees disabled after age 60 receive benefits for a pro-rated period. Any benefits are subject to income tax when received. Benefits are reduced by other income received during disability, including Social Security benefits and benefits from all other governmental programs.

Employees should refer to their Summary Plan Description for additional plan details.

Workers’ Compensation

Employees are covered for on-the-job injuries under the New York State Employee Compensation Act. This coverage is fully paid by the College. If an employee is injured or disabled while on the job or contracts an occupational disease, he or she is entitled to file
a claim for Workers’ Compensation Benefits. Depending on the nature of the injury or illness, the employee may receive cash benefits and payments of all necessary medical expenses as determined by the Workers’ Compensation Board. All incidents must be reported to the employee’s supervisor immediately and an injury report must be completed and filed with the Human Resource’s Office.

**Tuition Remission Program**

**Eligibility Requirements**

To qualify for tuition remission benefits, an employee must be employed in a benefits-eligible position and meet the service requirements specified under each benefit. For purposes of this policy, eligible relatives are defined as the employee’s spouse and children. In the case of an employee with no children of their own, immediate nieces and nephews will be considered eligible relatives.

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### Undergraduate Tuition Remission

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<th>College Tuition Benefits</th>
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<td><strong>Full Time Faculty, Staff and Administrators</strong></td>
<td>50% tuition reduction for the employee and up to 3 eligible relatives after 3 months of employment. 100% tuition remission for the employee and up to 3 eligible relatives after one year of employment.</td>
</tr>
<tr>
<td><strong>Part Time (Adjunct) Faculty</strong></td>
<td>100% tuition remission for the employee after teaching 4 full semesters, 50% tuition reduction for their eligible dependents after teaching 4 full semesters. Maximum of 3 dependents.</td>
</tr>
<tr>
<td><strong>Part Time Staff and Administrators</strong></td>
<td>Receive a prorated share of the Full time benefit calculated as a function of hours worked per week.</td>
</tr>
<tr>
<td><strong>Athletic Coaches (Full and Assistant)</strong></td>
<td>1 course per semester (up to 4 courses per year) for the coach or their eligible dependent. After two full years service, 100% tuition remission for the employee, 50% tuition reduction for their eligible dependents (ages 17-24). Maximum of 3 dependents.</td>
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### Graduate Tuition Remission

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<tr>
<th>Position</th>
<th>College Tuition Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Time Faculty, Staff and Administrators</strong></td>
<td>50% tuition reduction for the employee after 3 months of employment. (25% for their eligible dependents). 100% tuition remission for the employee after one year of employment. (50% tuition remission for their eligible dependents)</td>
</tr>
<tr>
<td>Position</td>
<td>Benefits</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Part Time (Adjunct) Faculty</td>
<td>100% tuition remission for the employee after teaching 4 full semesters. 25% tuition reduction for their eligible dependents after teaching 4 full semesters. Maximum of 3 dependents.</td>
</tr>
<tr>
<td>Part Time Staff and Administrators</td>
<td>Receive a prorated share of the Full time benefit calculated as a function of hours worked per week.</td>
</tr>
<tr>
<td>Athletic Coaches (Full and Assistant)</td>
<td>1 course per semester (up to 4 courses per year) for the coach or their eligible dependent. After two full years service, 100% tuition remission for the employee, 25% tuition reduction for their eligible dependents (ages 17-24). Maximum of 3 dependents.</td>
</tr>
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**I. TUITION REMISSION FOR EMPLOYEES**

Molloy College offers eligible employees the opportunity to take courses (undergraduate or graduate), that enhance work performance, promote self-improvement, or provide qualifications for higher job classifications. Tuition remission covers the balance due of tuition charged less any scholarships or grants creditable toward tuition. All other costs, with the exception of the Student Activities Fee and the Technology Fee, are the employee’s responsibility.

The maximum number of credit hours granted for each eligible employee may not exceed 8 per fall and spring semester and up to 4 for each summer session and intersession semester. Classes must be scheduled with first consideration for the work demands of the department. If classes are to be scheduled during the work day, approval must be given by the immediate supervisor in advance.

Tuition remission benefits are not applicable for most courses from which faculty compensation is derived as a percentage of revenue generated, i.e., for independent studies, tutorials, internships, performance study instruction, or any other type of individualized study. An employee who wishes to take an independent study that is not covered under the tuition remission benefit would have to pay the normal per-hour tuition rate. In addition, tuition remission benefits may not be awarded in courses with enrollment of fewer than eight tuition-paying students.

**AUDITING OF COURSES**

The customary fee to audit a course is covered for benefits-eligible employees once they have met the eligibility period. Employees are responsible for paying the registration fee.
II. TUITION REMISSION BENEFITS FOR RELATIVES

The spouse or qualified relative of eligible employees are entitled to tuition remission benefits upon their admission to Molloy College. Graduate tuition remission covers the balance due of the tuition charged for courses taken less any scholarships and grants creditable toward tuition. The employee or relative will pay all fees.

Eligible relatives must apply and be accepted for admission through the College's standard admission process. Eligibility for this benefit has no bearing on the admission decision.

GOVERNING GUIDELINES AND RESTRICTIONS

Tuition remission benefits are granted for a maximum of 12 credits above the number of credit hours necessary to graduate. Tuition remission benefits are not applicable for most courses from which faculty compensation is derived as a percentage of revenue generated, i.e., for independent studies, tutorials, internships, performance study instruction, or any other type of individualized study. An eligible relative who wishes to take an independent study that is not covered under the tuition remission benefit would have to pay the normal per-hour tuition rate. In addition, tuition remission benefits may not be awarded in courses with enrollment of fewer than eight tuition-paying students.

COORDINATION WITH OTHER FINANCIAL AID

The maximum tuition remission benefit is the applicable tuition charge, less any tuition assistance specifically designated as an award (with the exception of Pell Grants) to be used for tuition purposes and/or based on tuition charges, whether awarded or eligible to be awarded, to a qualifying student. That assistance may include scholarships and grants from state or federal sources, from Molloy College, or educational benefits through other employers.

For example, if the maximum tuition remission benefit for a standard full time course load for one semester is $10,000. The recipient is also eligible to receive $2,000 in a NYS Tuition Assistance Program (TAP) grant and is also the recipient of a College merit-based scholarship of $2,500 for the same period. The tuition remission benefit would be reduced by $4,500 providing for a total tuition remission benefit of $5,500 for the semester.

A tuition remission eligible student is required to apply for the New York State Tuition Assistance Program (TAP) as well as any other state aid programs specified for tuition purposes that he/she might qualify.

A student must be aware of the deadlines for applying for financial aid as well as the tuition remission benefit. Additionally, a student who fails to apply for the appropriate outside assistance or demonstrate proof of ineligibility will have his/her tuition remission benefit reduced by the amount the College estimates the outside assistance would have been or in the absence of the ability to determine an estimate, the minimum amount of the award(s).
APPLICATION PROCEDURES AND DEADLINES

Application forms, which are available in the Office of Human Resources must be completed annually by the student and the employee and returned to the Office of Human Resources by relevant deadline. Any student taking more than 12 credits per semester must also complete and return the FAFSA form to the Office of Financial Aid.

- Fall semester: Forms must be submitted by May 31
- Spring Semester: Forms must be submitted by November 15
- Summer semesters: Forms must be submitted by March 31

TAXIBILITY OF TUITION REMISSION

In some circumstances, tuition remission is considered taxable income under IRS guidelines. Current tax code is as follows:

**Undergraduate Tuition Remission:**

**Employee, Spouses and Dependent Children** - Tuition Remission is not taxable

**Non Dependents** - Tuition Remission is fully taxable to the employee. Undergraduate Tuition Remission for non dependents (nieces and nephews) is fully taxable as income to the employee. Tax on the value of this tuition remission will be withheld from your paycheck

**Graduate Tuition Remission:**

**Employee** – Graduate Tuition Remission is taxable for dollar amounts above a certain level as set by the Internal Revenue Service. Tax on the value of this tuition remission above and beyond the IRS limits will be withheld from your paycheck.

**Spouses and Children** Tuition Remission is fully taxable to the employee

“The full value of graduate tuition remission received by your spouse and dependent children is treated as taxable income to you. Tax on the value of this graduate tuition remission is withheld from your paycheck”.

WITHHOLDING TAX

**Taxation Schedule:** In the case of taxable remission, additional non-cash income in the amount of the remission and related withholding will be applied to the employee's paycheck over one or two months during the semester of remission (within the applicable calendar year), as follows:

- for Fall semester: November and December paychecks
- Spring semester: April and May paychecks
- Summer semester: August paychecks

Please note that the additional taxes will probably result in a smaller take-home pay for the periods noted above. Please contact HR at x 6773 for further information on taxability of tuition remission.
Tuition Exchange Program

Employees who have been employed at the College for one year or more are eligible to apply for scholarships under the CIC and CCCTE tuition exchange programs. CIC and CCCTE are partnerships of colleges and universities offering competitive tuition exchange scholarships to children of employees of member institutions. Scholarships are not fringe benefits; they are competitive awards. Applicants must meet the admission requirements of the member institution.

If you are interested in applying for a tuition exchange scholarship you should contact the College’s liaison officer approximately twelve months before you plan to use the program. Lists of the member schools are available in the Human Resources Office.

Credit Union

The Nassau Educators Federal Credit Union provides services to a number of educational institutions. Membership in the credit union is available to all Molloy College employees. Benefit and enrollment information is available in the Human Resources Office.

NY 529 College Savings Plan

New York’s 529 College Savings Program, Direct Plan, provides a flexible, convenient, and low-cost way to save for college. The program features a wide range of investment choices, tax-free withdrawals when used for qualified higher education expenses, and contributions that are tax-deductible (up to certain limits) for New York State residents.

Social Security

Social Security benefits are provided to all employees of the College. The cost of these benefits is paid equally by the College and the employee. The employee’s share is deducted through a payroll deduction, with a matching share contributed by the College, as required by law.

In brief, the Social Security Act provides benefits in the following five areas:
- Lump sum at death;
- Survivor payments;
- Disability income;
- Retirement income; and
- Medicare coverage.

For information concerning the benefits available under the Social Security Act, contact the local Social Security Office.

Life Insurance

Full time faculty members are eligible for life insurance coverage on the first day of the month following ninety (90) days of employment. The Molloy College policy provides basic coverage in the greater of annual salary (up to $100,000.00) or $50,000.00. An additional Accidental Death and Dismemberment benefit will be paid to the named beneficiary if a covered employee should die from an accidental injury. This coverage is fully paid by the college.

If an employee becomes disabled prior to age 60, life insurance may be continued to age 65 without the payment of additional premiums. The employee must submit proof to the
carrier of his/her disability. If the employee recovers, this waiver will end. Employees will be given the opportunity to convert to an individual policy at the end of the waiver of premium period, unless the employee returns to work with the College.

The terms and conditions of Life Insurance coverage are determined by the applicable insurance contract, notwithstanding anything to the contrary in any other written or verbal statement. These terms and conditions are contained in the Summary Plan Description provided.

**Medical and Prescription Drug Insurance**

Molloy College offers a comprehensive medical insurance package for full time faculty members. Employees are eligible for coverage on the first day of the month following thirty (30) days of employment plan for themselves or for themselves and their eligible dependents. Employees are required to pay a portion of the monthly premium for their coverage as well as that of their dependents. This contribution schedule will be provided to employees in their enrollment materials.

The terms and conditions of the medical insurance plan and its coverage are governed by the contract of insurance between Molloy College and the insurance carrier or carriers involved. These terms and conditions are contained in the Summary Plan Description provided.

**PENSION PLAN**

**Retirement Annuity (RA)**

All employees who meet the following criteria: (1) one year of continuous employment, (2) attaining age 26, and (3) credited with 1000 hours or more of service, are encouraged to participate in Molloy College’s pension plan. The plan is a voluntary “defined contribution benefit plan” and employees have the option of choosing between various funding vehicles offered by Teachers Insurance Annuity Association (TIAA- CREF) and/or American International Group (AIG/VALIC).

Employees who elect to participate in the plan must contribute 5% of their base annual salary. Molloy College makes an additional 9% contribution of the base annual salary to each participant’s account. This Molloy College percentage increases to 9.5% at 10 years of service and 10% at 20 years of service. Employee contributions are made as a pre-tax payroll deduction. These amounts and the interest earned are not subject to income tax until they are received as benefits. The one year’s continuous employment criterion will be waived if a new employee has at least one year of service with another institution of higher education, immediately preceding employment at Molloy College.

The Retirement Annuity is governed entirely by the terms of the plan document itself. The plan document and Summary Plan Description can be reviewed in the Human Resources office.
Supplemental Retirement Annuity (SRA)

All employees are eligible to participate in a voluntary tax sheltered annuity plan. Employees may contribute up to the legal limit, which is set annually by the IRS. Please see Human Resources for a calculation of your personal limit. There is no waiting period and the College does not contribute to this plan.

All employee contributions are through payroll deduction on a pre-tax basis. These amounts and the interest earned are not subject to income tax until they are received as benefits.

Rights under the SRA are governed entirely by the terms of the plan document itself. The plan document and Summary Plan Description can be reviewed in the Human Resources office.

Dental Insurance

Molloy College offers a comprehensive dental insurance package for full time faculty. A employee is eligible for coverage on the first day of the month following one month of employment. Employees have the option of electing plan for themselves or for themselves and their eligible dependents. Depending on the option chosen, employees may be required to pay a portion of the monthly premium for their coverage as well as that of their dependents. This contribution schedule will be provided to in the enrollment materials.

The terms and conditions of the dental insurance plan and its coverage are governed by the contract of insurance between Molloy College and the insurance carrier or carriers involved. These terms and conditions are contained in the Summary Plan Description provided.

Voluntary Benefits

Flexible Spending Accounts

All regular full-time and part-time employees are eligible to participate in a health care and/or dependent care reimbursement accounts to pay for certain health and dependent care expenses while reducing federal income and social security taxes. Use of the account is voluntary and is subject to IRS regulations.

Each year, employees decide whether, and how much, to contribute to one or both accounts for the following year. New employees may begin to participate on the first of the month following 30 days of their employment dates. Unless there is a change in family status, employees may only enroll or discontinue the plan during the annual open enrollment period. Complete details about Flexible Spending Accounts are available in the office of Human Resources.
Specified Disease/ Accident Coverage

Employees may choose to purchase membership in a personal lifestyle protector cancer and/or accident plan on either an individual or family basis. Both plans are designed to supplement existing accident and sickness coverage by helping to maintain the lifestyles of its policyholders by helping with the unexpected costs of fighting cancer and/or treating accidents. New employees may begin to participate on the first of the month following 30 days of employment. Unless there is a change in family status, employees may only enroll or discontinue the plan during the annual open enrollment period. Complete details on the plans are available in the office of Human Resources.

Voluntary Life Insurance

Employees may choose to purchase life insurance above and beyond the college’s basic coverage for themselves and eligible dependents. Employees have the opportunity to choose a level of protection that best suits them and their family members through payroll deduction. New employees may begin to participate on the first of the month following 30 days of employment. Unless there is a change in family status, employees may only enroll or discontinue the plan during the annual open enrollment period. Complete details on the plans are available in the office of Human Resources.

Tax Equity and Fiscal Responsibility Act (TEFRA)

Molloy College is committed to complying with the provisions of TEFRA. In the year that an employee reaches age 65, he or she is notified of his or her rights under this legislation, specifically:

An employee may continue his or her Molloy sponsored health insurance, and it will remain his or her primary coverage.

An employee may choose Medicare as primary. If Medicare is chosen as primary, the Molloy College health insurance must be cancelled.

An employee may select a supplemental policy; however the College cannot make payment for the policy.

RETIREMENT BENEFITS

Medical Insurance Costs

Full-time employees, who retire with at least 15 years of full-time employment and having reached age 62, will be reimbursed $700.00 yearly to defray some of the costs of health insurance in retirement. In order to receive this benefit, retirees must submit proof of their payment for medical insurance on a bi-annual basis.
**Pension Plan**

The College will stop contributing to the defined benefit pension plan for the employee on the date employment terminates. Please refer to the Summary Plan Description for this plan for specific details concerning termination.

**Tax Deferred Annuity**

Employee contributions to the tax deferred annuity program will cease on the date employment terminates. Please refer to the Summary Plan Description for a description of options available after termination.

**Effect of Termination on Employee Benefits**

Employees who terminate employment with the College are entitled to certain continuation of benefits for the insurance programs as described below. Please consult the plan materials for more specific information.

**Medical Insurance - Consolidated Omnibus Budget Reconciliation Act (COBRA)**

Any Molloy College employee or dependent, who loses coverage under the Molloy College health plan as a result of a qualifying event that occurs, may elect to continue coverage under their health plan subject to the terms and conditions of the plan. Qualifying events under COBRA are defined as:

- The termination (other than by reason of gross misconduct) or reduction in hours of the covered employee's employment;
- The death of the covered employee;
- The divorce or legal separation of the covered employee from the employee's spouse;
- The covered employee becoming entitled to benefits under Medicare; or
- A dependent child ceasing to qualify as a dependent under the plan.

Unless otherwise stated, coverage for each qualified beneficiary electing continuation benefits shall be provided from the date of the qualifying event to the earliest of the following:

- 18 months, if coverage was lost due to the termination of employment or reduction in hours. However, if the employee or his or her covered dependent is disabled, as determined by the Social Security Administration, on the date of the Qualifying Event, coverage may be continued for up to 29 months or
- 36 months, if coverage terminated due to the employee's death, entitlement to Medicare, divorce or legal separation; or for 36 months, if coverage terminated due to a covered dependent ceasing to qualify as a dependent; or from the date any required contributions are not made; or the date the person on continuance becomes covered under another group health plan.

If benefits under the plan are changed for active participants, the benefits of the qualified beneficiary will be changed accordingly. Each qualified beneficiary who elects COBRA benefits must complete the appropriate election form and agree to pay the required contributions within 60 days of receiving the Notice of Federal Continuance Rights from
the College. Failure to make an election within this 60 day period will result in the loss of
the continuance option.

For continuation purposes, employees should notify Molloy College no later than 60 days
after the following events occur: there is a divorce or legal separation between the covered
employee and his or her spouse or a child ceases to be a dependent child as defined in the
policy.

Conversion

At their request, employees who terminate employment with the College may convert their
medical plan to an individual policy without submitting evidence of insurability.
Conversion is available at any time after employment terminates, including at the end of
COBRA. Employees are not permitted to be covered under COBRA and a converted
policy concurrently.

Certification of Credible Coverage (HIPAA)

Employees who terminate employment with the College and become employed with a new
compny may need to satisfy pre-existing condition limitations on their new health plan.
Under the Health Insurance Portability and Accountability Act (HIPAA), coverage under a
prior group health plan is applied to satisfy the pre-existing condition limitation period
under the new plan. Molloy College will provide employees and their dependents with a
certification of creditable coverage that documents:

The period of creditable coverage under this plan;
The period of creditable coverage under COBRA or any other continuation provision; and
The duration of any waiting period imposed for medical expense benefits under this plan.

This certification will be provided:

- At the time the employee or his or her dependents cease to be covered under the
  policy or become eligible for coverage under a COBRA continuation provision or
  any continuation provision required by state law;
- At the time coverage for the employee or his or her dependents ceases under a
  COBRA continuation provision or any continuation provision required by state
  law; or upon request made by the employee or his or her dependent that is made no
  later than 24 months after the date coverage ceases.

HIPAA Privacy Rule

At times, Molloy College acquires individually identifiable health information about you
and your covered Dependents for various employment-related purposes related to your
coverages under any pension or welfare benefit plans or programs. To the extent that
Molloy presently or hereafter provides Medical, Prescription Drug, Dental, Vision, and
Health Care Flexible Spending Account Programs, that information is “Protected Health
Information” and Molloy College and the insurance carrier must maintain the privacy of
your Protected Health Information under the provisions of HIPAA. In addition, under
HIPAA and the Privacy Rule, the insurance carrier and Molloy College must provide you
with notice of their legal duties and privacy practices with respect to that Protected Health
Information.
Life Insurance for Retirees

Basic life insurance will be terminated on the first of the month following the last day of employment with the College.

Employees who terminate employment may convert their policy to an individual plan. Forms for this are available in the Human Resource Office.

Employees who terminate employment due to disability are eligible for a continuation of benefits under the Waiver of Premium provision. This provision continues benefits to age 65 for former employees disabled prior to age 60 without the payment of additional premium. Former employees must satisfy the appropriate definition of disability to qualify. Molloy College will provide the necessary forms to apply for this benefit. The insurance carrier will make the appropriate benefit determination.

Long Term Disability

Employees who terminate employment due to disability will continue to be covered under the long-term disability program until a benefit determination under that program is made.

Long term disability benefits terminate on the first of the month following the date a non-disabled employee terminates employment with the College, retires or takes an unpaid leave of absence. Benefits will be reinstated for employees on leave once they complete thirty-five (35) hours of full-time work.

Unemployment Insurance

Unemployment Insurance provides income to persons who are actively seeking employment while they are out of work due to circumstances beyond their control. To receive these benefits, employees must file a claim with the local Unemployment Office.

Tuition Remission

Death and/or Total Disability:

Tuition remission benefits are not necessarily terminated with the end of an employee's service. If an employee dies or receives benefits through the College's long-term disability plan, before completing 10 years of benefits-eligible service, relatives currently enrolled at the College will continue to receive their tuition remission benefits until completion of enrolled degree.

If an employee dies or receives benefits through the College's long-term disability plan after completing at least 10 years of benefits-eligible service, all of the employees dependents (spouses and dependent children ages 17-24), whether currently enrolled or not, will remain eligible for benefits.

Termination for Other Reasons

If employment is terminated for reasons other than death and long term disability, eligibility to receive benefits through Molloy College's tuition remission benefits for an employee's relatives will cease on the last day of work. The College reserves the right to charge the appropriate prorated tuition for any time that remains between the date of termination and the end of the semester or term.
Payroll Deductions and Payroll Practices
Federal Income Tax, Social Security, state and local income tax will be withheld from the employee's paycheck. The amount of Federal Income Tax withheld is calculated from the status and number of exemptions claimed on the employee's W-4 form. If there are any changes in status or exemptions the employee must see Human Resources to fill out a new W-4. Employees who live within the five boroughs of New York City must also complete the New York State IT-2104 form in order to ensure appropriate withholding of New York City taxes.

Deductions for insurance premiums while on a leave of absence can also be arranged. It is the employee’s responsibility to inform the Human Resource Department of any changes to the employee's personal information (marital status, address, phone number, etc.).

Direct Deposit
Molloy College employees are encouraged to have their paycheck electronically deposited into their bank accounts (checking or savings). Doing so ensures that pay amounts are automatically available for immediate use each payday.

Garnishment of Wages
A garnishment is a legal deduction of a specified sum from wages to satisfy a creditor. If Molloy College receives legal documents requesting to garnish an employee’s wages, NY State requires that the College complies.

Please see Part V of the Handbook for additional College policies (e.g. Affirmative Action, Drug and Alcohol, Harassment Policy, etc.).

MISCELLANEOUS BENEFITS
Hooding Relatives
A graduate may receive her/his hood from Molloy Alumni who are members of her/his immediate family (mother, father, sister, brother, wife, husband, daughter, or son). All other requests for hooding by a special person outside the graduate's immediate family must be submitted in writing to the President for approval.

Cafeteria
Coffee and tea may be obtained from the cafeteria.

Social Events
Faculty are invited by the President to social events during the year. The Faculty Council hosts socials sponsored by the college.
B. FACULTY RESPONSIBILITIES

1. Classroom Responsibilities

Academic Integrity

It is the responsibility of the faculty to maintain the highest degree of academic integrity at the college, e.g., by including reference to it in their course outlines and discussion of it early on in their classes. (see Appendix IV, A, p. 171)

Contact Hours

The New York State Commissioner’s Regulations describe the basic formula for computing 1 semester hour of credit for lecture courses as follows:

1 semester hour - 15 hours (of 50 minutes each) = 750 minutes

For laboratory work, the formula is:

1 semester hour = 30 hours (of at least 50 minutes each) = 1500 minutes.

At Molloy, the Fall and Spring semesters are normally 14 weeks in length. To comply with state regulations, each “hour” is set at 55 minutes in length. A typical 3-credit lecture course is normally held 2 times per week. A 3-credit course meeting once a week would, therefore, have each class meeting proportionately increased to at least the minimum required by the state regulations. Variations from this standard are indicated in the course descriptions, and in the Course Offerings booklet for the affected courses.

Faculty are bound by contract to honor these regulations, which are stated in the College Catalog.

Course Outlines

Each semester, each instructor must submit to the Chairperson/Division Dean of the department, within one (1) week of the beginning of classes, two (2) copies of a Course Outline for each course taught, one copy to go to the Associate Dean for Academic Affairs within ten (10) days of the start of the class. Each course outline must be approved by the Department Chairperson/Division Dean prior to finalization and distribution to students. Faculty are being asked to address Student Learning Outcomes in certain of their course outlines. All students must receive a copy of the Course Outline within one (1) week. Cover sheets for these outlines are available from the Chairperson/Division Dean or the Office of Academic Affairs. Each outline should include course goal or philosophy, objectives, required text and readings, assignments and approximate dates due, criteria for grading, outline of topics of units and selected bibliography and must follow the format for Course Outlines as listed in Appendix III. Instructors are free to determine such matters by themselves or in consultation with the class. It is the responsibility of all faculty to continually review and update course outlines (Appendix III, p. 170).

Revised Spring 2008

Testing

Testing depends on the nature of the course, departmental policy, and the judgment of the instructor. A final examination or its equivalent is required; several examination days are provided at the end of each semester. Faculty must meet with their classes on the assigned date during the examination week. It is the responsibility of the faculty member to prepare, arrange for, and direct make-up examinations. Each faculty member must maintain a file of examination questions and graded examinations for a period of one (1) year. Tests and examinations are proctored by the instructor of the course.
Grading

Grading is by letter or, with special permission upon student's application to the Registrar's Office within eight (8) weeks of the semester, by pass/fail. See catalog for details and limitations of the use of the pass/fail policy. Standards for letter grades and their quality-point equivalencies are to be found in the catalog under "Scholastic Standing." At mid-term, faculty members are expected to submit on forms provided, the names of students failing or on the borderline because of substandard work or excessive absences. These lists are referred to the VPAA for review and counseling. Final grade reports are submitted to the Registrar's Office within a specified time--usually 48 hours--after the final examination.

Incompletes

A grade of Incomplete (I) will be granted only in case of hardship (circumstances which, in the judgment of the instructor, warrant special consideration). If all course work is not completed by the last day of class, it is the student's responsibility to request from the instructor a grade of Incomplete within 48 hours after the last meeting. If the final examination is missed, it is the student's responsibility to contact the instructor within 48 hours after the final examination. If the student fails to follow the above procedures, the instructor will grade accordingly (as per Course Outline). An (I) will remain on the record for one (1) month after the last day of final examinations. (Refer to the Academic Calendar for actual deadlines). If, by that time, the instructor has not notified the Registrar that the (I) has been changed to a letter grade, the (I) becomes an (F). In extreme cases, the deadline for changing the grade of (I) may be extended, but only with the written approval of both the instructor and Vice President for Academic Affairs.

Revised Spring, 2004

Course Enrollment

For the first day of class the instructor receives an on-line listing of the names of the students enrolled in that class. Students in the class whose names are not on the listing will present to the instructor Admit Cards signed by the Registrar. For a period of seven academic days, students may drop or add courses through the Registrar's Office. At the end of that period the instructor receives a final, revised listing of her/his class enrollees. Any discrepancies between that list and the actual class attendance should be reported to the Registrar's Office. Changes of program later than the above deadline must be referred to the Vice President for Academic Affairs.

Until five (5) days before mid-semester, a student may withdraw from any course with only a (W) recorded as the mark for that course. From that point until the last day of class, if the student withdraws, her/his marks up to then are considered in the grade she/he receives: (WF) if work has been unsatisfactory; (W) if satisfactory; (WA) Withdrawn Absent from the Last Class. (The WA is to replace the NA option for the students who came during the term, then failed to drop at the end.)

Visitors may attend individual classes, given faculty permission. In order to conform with insurance and safety regulations, notification will be given to the Vice President for Academic Affairs.
Cancellation of Classes

It is the policy of the college not to cancel regularly scheduled classes. In cases of emergency when transportation is disrupted, faculty members are expected to exercise every effort to meet with their classes. When a decision is made to cancel classes, the information is announced on local radio and T.V. stations; on Molloy College web and the Molloy telephone system. Faculty are encouraged to register for the Molloy Emergency Notification System. Those registered for the system will receive notifications regarding cancellations.

Revised Spring, 2004
Revised Spring 2008

Faculty Absence

If, because of illness or any other unavoidable reason, a faculty member must be absent from a class or laboratory period, he/she should notify the Chairperson/Division Dean of his/her department. If a faculty member anticipates an absence he/she should notify the VPAA by using the form regarding faculty absence available in the Academic Office.

Student Attendance

The college policy of responsible student attendance is described in the catalog. First semester freshmen are limited to three absences in a course. Any special attendance requirements in a particular course must be clearly stated by the instructor at the beginning of the course. Instructors are required to keep a record of student attendance from the first day of class and submit number of absences on the Final Grade Report. This record is kept because of possible insurance needs and financial aid regulations.

Evaluation of Non-tenured and Tenured Faculty

All non-tenured faculty members shall be evaluated every year by the Chairperson/Division Dean or his/her delegate or by the VPAA. All tenured faculty shall be evaluated by the Chairperson/Division Dean or his/her delegate or by the VPAA or his/her delegate every two (2) years. It shall be the responsibility of the Chairperson/Division Dean of each department of the college to transmit to the Vice President for Academic Affairs a written evaluation with respect to teaching ability and meeting of departmental responsibilities of each non-tenured and tenured faculty member. It shall be the responsibility of the Vice President for Academic Affairs or his/her delegate to conduct and file a written evaluation with respect to teaching ability and meeting of departmental requirements of each non-tenured and tenured Chairperson/Division Dean. All evaluations shall be signed by both the evaluator and the faculty member evaluated and shall be kept on file in the personal folder of each faculty member in the Office of the Vice President for Academic Affairs. (Appendix V-A,B,C, - Evaluation Forms).

Student Evaluation

To assess teaching effectiveness for advancement or for tenure, a faculty member must use a format approved for use by Faculty Council. Normally, this will be the Molloy Student Government format found in Appendix V-D, #1, 2 and 3. The Policies on Promotion and Tenure indicate that every course taught in every semester since hiring (for Tenure or promotion to Assistant Professor) or since prior promotion (for other ranks) be submitted. Faculty have the responsibility to insure that all such evaluations are conducted and gathered in a timely way by the Office for Student Affairs, which supervises these evaluations.
Tenured faculty and those not seeking promotion beyond their present rank are strongly encouraged to make use of the student evaluations. Faculty may make use of evaluation formats of their own devising but, unless these have the approval of Council, they cannot be submitted in lieu of the approved formats.

**Colleague Evaluation**

Colleague evaluations of teaching effectiveness form a vital part of faculty development. All faculty, especially those new to Molloy, are strongly encouraged to ask colleagues with experience, whether of their own department or not, for constructive critical assessment. For promotion or tenure, an up-to-date evaluation by the Chair/Division Dean or VPAA is required in addition to one or more other evaluations, following the format specified in Appendix V-A. The faculty member should also seek evaluation of his/her effectiveness as a collaborator in the department in which he/she works, and must submit recent statements of same (Appendix V-B or C) for promotion or tenure.

**Textbooks**

It is the responsibility of all faculty to place orders for textbooks with the college store according to the schedule prepared by the store manager. Orders can be placed via e-mail using the password issued through the store. Desk copies are ordered by the faculty directly from the publisher.

Revised Spring, 2004

2. Educational Responsibilities

**Sessions other than the Regular Semesters**

Molloy College presently offers summer sessions. Classes are usually held Monday through Thursday. In addition, the college ordinarily conducts a January intersession. Any faculty member may offer to teach a course in a summer or intersession; the course is subject to the approval of the Chairperson/Division Dean and the Vice President for Academic Affairs and to the condition of sufficient enrollment. A full-time faculty member could request through the Office of the Vice President of Academic Affairs a substitution of a summer or intersession course for one in the Fall or Spring semester.

Revised 2008

**Course Load**

The normal teaching load is twelve (12) credit hours a semester or their equivalent. Nursing and Education Division loads, because of clinical and student teaching supervision, are determined by their respective departments and submitted for the approval of the Vice President for Academic Affairs. For instructors teaching graduate courses, the normal teaching load is nine (9) credit hours a semester.

**Independent Study**

Student must receive departmental permission and permission of the Associate Dean for Academic Affairs. Payment is prorated and counted as overload.
Tutorials

Tutorials must be approved by the Chairperson/Division Dean of department and Associate Dean for Academic Affairs. Tutorials are defined as regular catalog courses required by the major and given because of special circumstances. Payment for tutorials is prorated and counted as overload.

Experiential Learning

Experiential Learning (EL) credit will be granted by Molloy College provided the student can demonstrate college level competency. Information on EL credit and the procedure to be followed in requesting EL credit can be obtained from the Office of the Vice President for Academic Affairs. Faculty participation in Experiential Learning is voluntary.

Hours of Consultation

Traditionally, at this college, faculty members have given unusual personal attention to students on an individual basis. Furthermore, the college’s advisement policy necessitates an extended number of office hours during the Fall and Spring semester advisement periods. Therefore, full-time faculty members are expected to post and to honor two (2) hours per week during which they make themselves available for consultation, preferably at different times on different days so as to accommodate a maximum number of students. Part-time faculty members usually see students by appointment only. Advisement is the responsibility of all full-time faculty members. All participate in advisement in the pre-registration periods. Please refer to the online course offerings guide or the Activities Calendar for specific dates. No faculty member need take more than her/his proportionate share of the total student body. First-semester freshmen and transfer students are assigned advisors. In all departments students are allowed to request a change in faculty advisor until advisor’s quota is filled.

References

Faculty may be asked, at student request, to fill out reference forms for inclusion in the student's credentials folder kept in the Office of Counseling and Career Services. Faculty also supply references directly to graduate schools.

College Functions

All members of the faculty are expected to be present in academic attire at Commencement Exercises and either undergraduate or graduate class night. They are encouraged to attend the Honors Convocation, the President's Convocation, as well as the religious, social, intellectual, and cultural activities of the college and student organizations. Faculty members attend the meetings of the General Faculty called by the President of the college and Teaching Faculty meetings called by the Faculty President. Attendance is taken.

Faculty members are required to attend and participate in monthly division meetings and in division with department meetings called by their Chairperson. Faculty members attend and participate in Dean’s Meetings with the Faculty and Workshops scheduled by the Vice President for Academic Affairs. Topics are chosen by the Vice President for Academic Affairs in consultation with the Division Council and the faculty. Outside lecturers and consultants may be brought in for the occasion.

Revised Spring, 2004; Spring 2009
3. Extracurricular Responsibilities

Professional Growth/Convention Costs
Membership in learned and professional societies is urged. Membership fees are paid by the faculty member.

Attendance at conventions should be planned by the department on a rotating basis. The College budgets a specific amount each year for faculty members to use for conference attendance. Approval of the Vice President for Academic Affairs is required. If class absence is anticipated, provision must be made in writing and the Vice President for Academic Affairs must be notified. Such absence is not counted against allowed sick leave. Research and publication are publicized in the campus newsletters. Achievements should be reported to the Office of the Vice President for Academic Affairs for inclusion in the faculty member’s file and are considered in promotion and contract renewal.

Attainment of advanced graduate degrees entitles the faculty member to an increase in salary.

Membership in various campus honor societies is available to qualified faculty.

Student Groups, Clubs and Activities
See Appendix XII, Student Affairs Advisors Policy, in which responsibilities are defined.

C. CHAIRPERSON RESPONSIBILITIES

The Chairperson has as her/his primary responsibility the administration of the department, maintaining and furthering standards in the department, as well as providing the environment for excellence in the department. She/he is directly responsible to the Dean of her/his division. In recognition of the time involved in her/his administrative responsibilities, his/her teaching load is reduced by three (3) hours per semester. The duties of the Chairperson and her/his responsibilities to various constituencies of the college are as follows:

Faculty

1. To call and preside over monthly departmental meetings where matters relating to the department will be discussed. Items of interest to the faculty introduced at the Division Council and Division meetings should be discussed at the department meetings, at which time faculty answers or opinions will be obtained if these have been requested. Decisions pertaining to academic policies of the department should ordinarily be achieved through consensus of its members. The minutes of monthly meetings should be fully recorded and contain minority views. Copies should be submitted within a week of meeting to the President, Vice President for Academic Affairs, members of the department and departmental file.

2. To obtain and approve the Course Outline or syllabi for each course offered by the department by the first week of the semester. Copies are to be submitted to the Division Dean and the Associate Dean for Academic Affairs. A copy is to be kept in the department file.

3. To plan course offerings and faculty assignments for the coming semester with the department and discuss them with the Division Dean by dates of which the Registrar notifies Chairperson/Division Dean. Ordinarily, in planning the
course offerings and schedule for a department the Chair/Dean should consider the expertise and seniority of a faculty member.

4. To make recommendations to the Dean of the Division and through the Dean to the Vice President for Academic Affairs for the renewal or non-renewal of contracts for the members of the department and to inform the department member prior to such recommendations.

5. To consult with members of the department and to the Dean of the Division and through the Dean to transmit to the Vice President for Academic Affairs a written evaluation with respect to teaching ability and fulfillment of academic responsibilities of non-tenured and tenured faculty members. (Non-tenured faculty members are evaluated annually; and tenured every other year).

6. After reviewing candidates’ portfolios for promotion or tenure and consulting with the Division Dean, to recommend to the Promotion/Tenure Committee the promotion and/or tenure of faculty according to stated guidelines.

7. To make available for department faculty:
   - Faculty Handbook
   - School stationery
   - Stamps
   - Office supplies
   - Forms

8. To recruit new faculty as need arises. Please refer to the hiring policy in the Chairpersons/Deans Manual.

Revised Spring, 2004
Revised Spring, 2008

9. To orient new faculty, acquainting them with the plan of the school grounds and buildings as well as with their duties. To provide new faculty with copies of the college catalog and Faculty Handbook.

10. To evaluate the members of the department/division in matters of professional conduct and teaching performance when requested by administration or for reasons of promotion, tenure, renewal of contracts, or as listed in 5 and 6 above.

11. To plan with members of the department--both faculty and students--curriculum changes, introduction of new courses and cycling of courses, as well as the review and revision of courses.

12. To encourage membership and active participation in learned and professional organizations; attendance at local meetings (attendance at annual conventions will be on a rotation basis); research and publications.

13. To supervise advisement of all students majoring in the department/division by ensuring that faculty office hours and advisement availability are posted; instructing new faculty in advisement procedures; providing adequate coverage of advisement at registration time; providing departmental/divisional coverage during change-of-program and late registration.
14. To prepare work to be done by work study student.

Revised Spring 2008

Administration

15. To submit to the Registrar the name of graduating senior who is to receive departmental honors at graduation chosen by departmental vote from among those receiving the highest indices above 3.5 in courses taken in the department.

16. To submit to the Office of Academic Affairs departmental materials for the college catalog.

17. To work with the Director of Admissions on matters relevant to advanced placement of students and equivalencies for transfer students.

18. To requisition library books selected with cooperation of the department.

19. To submit to the Dean of the Division, and through the Dean, to the Vice President for Academic Affairs and, after consultation with the Vice President for Academic Affairs, to the Treasurer, a tentative budget of expenses for the coming year, subject to the approval of the President. Materials are due in fall semester.

20. To cooperate with other Chairpersons/Division Deans for inter-disciplinary course offerings.

21. To attend monthly Division and Division Council Meetings.

22. To attend Student Learning Outcomes Assessment Group meetings.

Revised Spring 2008

Own Department

23. To keep on file copies of all major examinations and representative samples of student papers.

24. To keep and update annually an inventory of all department equipment.

25. To submit a yearly report of the department to the Dean of the Division and through the Dean to the President and the Vice President for Academic Affairs. A copy is also kept in the department file. This report should include: evaluation and summary of classes; activities sponsored by the department; student honors; publications and activities of faculty; recommendations to Administration. This is due by June 30.

26. To answer promptly all department correspondence, and to refer to other members of the department that which pertains to them or their particular area, and to the Vice President for Academic Affairs all applications and inquiries for positions.

27. To correct and revise annually the departmental five (5) year projection plan.

28. To keep on file the semester grade distribution reports.

C. DIVISION DEAN RESPONSIBILITIES

The responsibilities of a Division Dean can be found in the Position Description Handbook.

Revised Spring 2008; Spring 2009
PART III

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PART III

POLICIES

A. CONSTITUTION AND BY-LAWS OF FACULTY COUNCIL

ARTICLE I NAME

There shall be a Faculty Council which shall consist solely of teaching faculty subject to the Board of Trustees.

ARTICLE II PURPOSE

Paragraph 1 The Faculty Council is the representative of the teaching faculty of Molloy College. Its purposes are to represent the teaching faculty to the various constituencies of the college, to regulate the internal affairs of the teaching faculty, to provide an efficient system of standing committees, to initiate studies of matters of faculty interest and concern and to participate in the formation and implementation of major college policies that affect the faculty.

Paragraph 2 The term "teaching faculty" designates and is restricted to those members who hold faculty contracts and whose primary duty is instruction. Included in the teaching faculty are departmental Chairperson/Division Deans and assistant librarians. In some instances a faculty member may meet contractual requirements by engaging in projects or programs assigned by the department Chairperson/associate dean/associate deans and appropriate administrative office. Hereafter in this document "faculty" shall refer to "teaching faculty".

ARTICLE III POWERS OF THE FACULTY COUNCIL

Section 1 POWERS

Paragraph 1 To formulate, interpret, revise, and secure compliance with policies which pertain to the faculty in accordance with this constitution.

Paragraph 2 To represent the faculty in the Molloy community.

Paragraph 3 To constitute and regulate its membership, its internal affairs and its committees.

Paragraph 4 To regulate the election of the Faculty President, the elections of faculty to the Molloy College Governing Body and college committees and voting on other matters concerning faculty.
Section 2  CHECK ON THE POWERS AND APPEALS

Paragraph 1  Faculty Council resolutions are subject to the following checks or appeals: veto, challenge, overrule and referral to the Board of Trustees.

Paragraph 2  Resolutions of the Faculty Council may be vetoed by the President of the college.

Paragraph 3  A challenge to a Faculty Council resolution may be invoked by a petition to reconsider, signed by at least five (5) faculty members and presented to a Faculty Council member within 15 teaching days from issuance of minutes. A challenge requires reconsideration of the matter at a subsequent meeting of the Faculty Council.

Paragraph 4  Any resolution of the Faculty Council may be over-ruled by a majority vote of the entire faculty.

Paragraph 5  Referral by the Faculty Council to the Board of Trustees shall be made through the President of the college.

ARTICLE IV  MEMBERSHIP

Paragraph 1  The Faculty President is *ex-officio* Chairperson of the Faculty Council.

Paragraph 2  The Faculty Council consists of the Faculty President and six Faculty Councilors, all of whom must be elected from the full-time faculty.

Paragraph 3  The membership on Faculty Council and its standing committees shall be on a staggered basis.

ARTICLE V  OFFICERS

Section 1  CHAIRPERSON

Paragraph 1  The Chairperson of the Faculty Council is the Faculty President.

Section 2  OTHER OFFICERS

Paragraph 1  A Vice-Chairperson, Secretary, and Treasurer shall be elected by the Faculty Council at the first meeting of the academic year.

Paragraph 2  The Vice-Chairperson shall preside at the request of the Chairperson or in the absence of the Chairperson.

Paragraph 3  The Treasurer shall supervise such funds as are available to the Faculty Council.

Paragraph 4  The Secretary shall supervise recording and preparation of the Faculty Council minutes.
ARTICLE VI     MEETINGS

Section 1       REGULAR MEETINGS

Paragraph 1     The Faculty Council shall meet as provided in the by-laws but no fewer than four (4) times an academic semester.

Section 2       SPECIAL MEETINGS

Paragraph 1     The Chairperson of the Faculty Council may call extraordinary meetings of the Faculty Council.

Paragraph 2     The Chairperson of the Faculty Council must call a meeting if a majority of the Faculty Council requests one.

ARTICLE VII    COMMITTEES

Section 1       STANDING COMMITTEES

Paragraph 1     Committees dealing with faculty concerns, functioning under policies formulated and interpreted by Faculty Council, and composed of faculty members.

Section 2       AD HOC COMMITTEES

Paragraph 1     As need arises the Faculty Council may constitute ad hoc committees for the purpose of accomplishing its objectives.

Paragraph 2     The membership is determined by the Council.

ARTICLE VIII  AMENDING THE CONSTITUTION

Paragraph 1     A request for an amendment may be initiated by any member of the Faculty Council. The amendment must be approved by a ¾ vote of the entire Faculty Council and subsequently by a ¾ vote of at least a quorum of the faculty. (By-Laws, Article III, Section 2, Paragraph 4 regarding quorum). This amendment must be forwarded by the Faculty Council to the President of the college to be presented to the Board of Trustees. The college President will communicate to the Faculty Council the decision and rationale of the Board.
ARTICLE I  CHECKS ON POWERS OF THE FACULTY COUNCIL & APPEALS

Section 1  CHALLENGE

Paragraph 1  A challenge to a Faculty Council resolution may be initiated by a petition to reconsider signed by at least five (5) faculty members. The challenge must be presented to the Faculty Council in writing within 15 teaching days of the issuance of the minutes. This requires reconsideration of the decision by the Faculty Council at the next scheduled meeting, at which time a spokesperson for the objecting group will be heard. If a challenge does not lead to a change in the resolution by Faculty Council, a procedure to overrule may be initiated.

Section 2  OVERRULE

Paragraph 1  Any member of the faculty can initiate procedures to overrule a Faculty Council resolution. A petition signed by 1/4 of the entire faculty requires the Faculty Council to call a meeting of the faculty for discussion and subsequent vote by secret ballot. A majority vote of the entire faculty is necessary to overrule the resolution of the Faculty Council.

Section 3  REFERRAL

Paragraph 1  A referral is made when the Council questions a veto of the President of the college and requests that the resolution be brought to the Board of Trustees. A referral will be invoked upon a majority vote of the entire faculty by secret ballot. When the issue is brought before the Board of Trustees, the President of the Faculty will present the Council's resolution to the Board, and the Board's reply to the Faculty.

ARTICLE II  MEMBERSHIP

Section 1  CRITERIA

Paragraph 1  Three (3) years full-time teaching service at Molloy and must have served on two different college-wide committees at least one of which is an elected committee.

Paragraph 2  Any tenured faculty member who has served at least two (2) years on Faculty Council is eligible for the position of Faculty President.
Section 2  NUMBER
Paragraph 1  In addition to the Chairperson, there shall be six (6) elected members, at least two (2) of whom shall be tenured.

Section 3  TERM OF OFFICE
Paragraph 1  All members of Faculty Council are elected for a term of two (2) years which begins on September 1. Members are eligible for re-election.

Section 4  TERMINATION OF SERVICE
Paragraph 1  Interrupted Council service for any reason shall terminate membership.
Paragraph 2  At the first meeting of the academic year, the Faculty Council shall determine the number of absences which will terminate membership.
Paragraph 3  If membership is terminated within an academic year, a new member shall be elected by the faculty within 30 days to complete that term.

ARTICLE III  ELECTIONS
Section 1  NOMINATIONS/ELECTIONS OF COUNCIL, CONTRACT, AND NOMINATIONS/ELECTIONS COMMITTEE
Paragraph 1  Elections are conducted by the Nominations/Elections Committee annually and are ordinarily completed by the last week in April.
Paragraph 2  Candidates are self-nominated.
Paragraph 3  All elections will take place by secret ballot with full-time faculty having one (1) vote and part-time one-half (½) vote in accordance with policy.
Paragraph 4  For voting purposes a majority of full-time faculty constitutes a quorum.
Paragraph 5  The nominee(s) who receive(s) a plurality of the votes is (are) elected.
Paragraph 6  In the event of a tie, a run-off election will be conducted.

Revised Spring, 1999

Section 2  NOMINATIONS/ELECTIONS OF FACULTY COUNCIL OFFICERS
Paragraph 1  The election of the Vice-Chairperson, Secretary, and Treasurer shall take place at the first Faculty Council meeting of the academic year. The term of office shall be one (1) year with a possibility of re-election.

Section 3  VOTING ON MATTERS OTHER THAN ELECTIONS
Paragraph 1  Faculty Council resolutions are subject to the approval of the faculty.
Paragraph 2  All voting will take place by secret ballot with full-time faculty having one (1) vote and part-time one-half (½) vote in accordance with policy.
Paragraph 3  For voting purposes a majority of full-time faculty constitutes a quorum.
Paragraph 4

Resolutions of the Faculty Council must be approved by a majority vote of at least a quorum of the faculty.

ARTICLE IV  DUTIES OF OFFICERS AND MEMBERS

Section 1  THE CHAIRPERSON SHALL

(a) preside at all meetings
(b) call regular and extraordinary meetings
(c) inform the Vice-Chairperson when she/he shall preside at the Faculty Council meeting
(d) supervise the revision of the Faculty Handbook
(e) serve as liaison between Faculty Council and the President of the college and between Council and the Board of Trustees in matters of referral
(f) prepare agenda for the Faculty Council meetings
(g) communicate in writing all resolutions of Faculty Council to relevant administrative officers
(h) submit to the archivist a copy of all communications to and from the Faculty Council
(i) assign a Councilor to each faculty member and post such list on Faculty Room bulletin board by September of each academic year
(j) oversee the proper functioning of Faculty Council committees

Section 2  THE VICE-CHAIRPERSON SHALL

(a) preside at meetings when requested by the Chairperson
(b) act as archivist for the Faculty Council

Section 3  THE SECRETARY SHALL

(a) take attendance
(b) record proceedings of the Council
(c) distribute, post, and file all minutes

Section 4  THE TREASURER SHALL

(a) keep account of receipts and expenditures
(b) prepare and submit a budget to the college Chief Financial Officer
(c) make expenditures as authorized by the Council
(d) submit a financial report to the Council annually or upon request

Section 5  THE MEMBERS OF THE FACULTY COUNCIL SHALL

(a) attend all meetings
(b) prepare responsibly for all meeting assignments
(c) represent their constituencies to the best of their abilities
(d) call a meeting with their constituencies at least once a semester

Revised Spring, 1998
Revised Spring, 1999
Revised Spring, 2001
ARTICLE V  MEETINGS

Section 1  MEETINGS
Faculty Council meets as often as necessary to conduct business but at least four (4) each fall and spring semester. Extraordinary meetings may be called by the Chairperson or a majority of the Faculty Council.

Section 2  ATTENDANCE

Paragraph 1  The first meeting of every month shall be an open meeting. All other regular meetings of the Faculty Council are closed. Members of the Molloy community may request or be invited to attend Faculty Council meetings subject to a majority vote of the Faculty Council.

Paragraph 2  Four (4) Councilors shall constitute a quorum. A resolution may be passed by a majority of the body present.

Section 3  AGENDA

Paragraph 1  Items for the agenda may be submitted to the Chairperson.

ARTICLE VI  COMMITTEES OF THE FACULTY COUNCIL

Section 1  STANDING COMMITTEES
(a) Contract Committee
(b) Nominations/Elections Committee
(c) Faculty Professional Center Committee
(d) Committee for Faculty Scholarship and Academic Advancement
(e) Promotion Committee
(f) Tenure Committee
(g) Sabbatical Committee

Section 2  AD HOC COMMITTEES
(a) Contract Committee
(b) Grievance Committee
(c) Hearing Committee
(d) Any others formed at the discretion of the Faculty Council

Section 3  MEMBERSHIP OF COMMITTEES

a) Faculty elected to committees of Faculty Council are elected as representatives of the entire faculty and serve the best interests of the faculty as a whole.

b) Each committee shall determine at its first meeting the number of unexcused absences which will terminate membership and any other procedural rules appropriate to its function.

c) Should a vacancy arise on a committee in the course of an academic year, an election shall be held to fill the vacancy, or, if this cannot be accomplished without unduly delaying the work of the committee, the Chairperson of Faculty Council shall appoint a member of Council to the position.

d) difficulties arising within a given committee should be settled by informal means—e.g., by conversations among the members, by Chairperson intervention or by other comparable tactics. However, should a committee, by ¾ vote, require the resignation of a committee member because of excessive absence, failure to
fulfill obligations or conduct that impedes the committee’s accomplishment of its task.

1. the procedure described in (c) above shall be followed.
2. notice shall be tendered to the Dean of the Faculty and the matter shall become part of the resignee’s record.
3. where there is evidence of grave violation of professional standards, the matter shall be treated as a breach of contract, and the procedure outlined in Part III, Section J (3) of the Faculty Handbook shall be invoked.
4. where a committee member refuses to resign, the matter shall be brought to Faculty Council for review and, if the Faculty Council deems it appropriate, the member shall be dismissed from the committee and steps 1-3 followed accordingly. However, the faculty member retains the right to grievance.

Paragraph 1 Faculty Contract Committee shall be composed of two (2) elected members who are not on Faculty Council and one (1) member of Faculty Council appointed by the Council each year. All members shall be tenured. Elected members shall serve for a term of two (2) years.

Paragraph 2 Nominations/Elections Committee shall be composed of five (5) full-time faculty members elected to serve for a term of two (2) years.

Paragraph 3 Promotion Committee shall be composed of one member of Faculty Council be appointed by Faculty Council each year and four (4) elected tenured faculty members. Elected members shall serve a term of two (2) years.

Paragraph 4 Tenure Committee shall be composed of the Faculty President, four (4) elected tenured faculty members. Elected members shall serve for a term of two (2) years.

Paragraph 5 Sabbatical Committee shall be composed of four (4) elected full-time faculty members to serve for a term of two (2) years, one (1) Faculty Councilor to be appointed by the Faculty Council each year.

Revised Spring, 1998
Revised Spring, 1999
Revised Spring, 2001

Paragraph 6 The Faculty Professional Center Committee shall be chaired by the Director of the Faculty Professional Center and consist of one (1) faculty member from Faculty Council and two (2) elected faculty members from each of the four (4) departmental clusters. One (1) years full-time teaching service at Molloy or a minimum of 24 credits of part-time teaching service at Molloy shall constitute eligibility for this committee. Each member shall be elected for a term of two (2) years, with half the members’ terms expiring in even number years and the other half expiring in odd number years. Elected members absent from three (3) consecutive meetings, or absent from a majority of meetings held in the academic year, shall be notified that they are no longer members of the committee. Unexpired terms shall be filled at the discretion of the Director of the Center.
Paragraph 7  The Committee for Faculty Scholarship and Academic Advancement shall be composed of four (4) elected full-time faculty members to serve for a term of two (2) years and one Faculty Councilor to be appointed by the Faculty Council each year. Rank of Assistant Professor or above and one (1) year of full-time teaching service at Molloy will constitute eligibility for this committee.

Section 5  **AD HOC COMMITTEES**

Paragraph 1  Grievance Committee shall be composed of five (5) tenured faculty members appointed by Faculty Council to serve until the completion of the grievance procedure. These members may be appointed to hear more than one grievance. No member of the Contract, Promotion, or Tenure Committee shall serve on this committee.

Paragraph 2  Faculty Committee on Dismissal shall be composed of three (3) members selected by the Faculty Council upon written request of the college President to the Chairperson of the Faculty Council.

Paragraph 3  Hearing Committee shall be composed of three (3) tenured faculty members appointed by Faculty Council and two (2) Administrators to serve until the completion of the hearing procedure. They may be appointed for more than one hearing. No member of the Contract, Promotion or Tenure Committee shall serve on this committee.

Section 6  **MEETINGS AND MINUTES OF COMMITTEES**

Paragraph 1  Meetings of all committees are held as frequently as the agenda may require.

Paragraph 2  All standing committees of Faculty Council shall meet with the Council at least once a year. Such meeting shall take place in the first month of the fall semester in order to interpret the policy of the committee.

Paragraph 3  Revised minutes of all committees shall be distributed to all members of the Faculty Council within one (1) week after approval.

Paragraph 4  At the first meeting of the academic year each committee shall determine the number of absences which shall terminate membership.

Section 7  **NOMINATIONS/ELECTIONS OF COMMITTEE MEMBERS OTHER THAN COUNCIL, CONTRACT, AND NOMINATIONS/ELECTIONS COMMITTEE**

Paragraph 1  Elections of faculty members for committees responsible to the Faculty Council shall be conducted by the Nominations/Elections Committee elected by the Faculty.

Revised Spring, 2001
Revised Fall, 2002
Paragraph 2  Nominations will specify on which committee(s) the candidate is willing to serve. The Nominations/Elections Committee shall be responsible for the process of elections.

Paragraph 3  All elections will take place by secret ballot with full-time faculty having one (1) vote and eligible part-time faculty having one-half (½) vote. The nominees who receive a plurality of the votes are elected.

Revised Spring, 1998
Revised Spring, 2001
Revised Fall, 2002

ARTICLE VII   DUTIES OF THE COMMITTEES OF FACULTY COUNCIL

Section 1   GRIEVANCE COMMITTEE

This Committee shall:

(a) seek to bring about a settlement of a grievance which a faculty member may have in any matter other than non-renewal of a teaching contract of a non-tenured faculty member and dismissal of a tenured faculty member
(b) seek to bring about the settlement of a contract grievance involving discrimination (race, creed, color, national origin, gender or sexual orientation) of any faculty member
(c) have the right to decide whether or not the petition merits an investigation
(d) report its findings and recommendations to the petitioner, to the person(s) against whom the grievance is directed, and the President
(e) In the event that either party does not concur in the disposition of the grievance by the committee, either or both parties may appeal to the Board of Trustees whose decision is final.

Revised Spring, 1998

Section 2   HEARING COMMITTEE

This Committee shall:

(a) deliberate in matters concerning the dismissal of a tenured faculty member or the dismissal of a non-tenured faculty member whose contract has not expired, when efforts by the Dismissal Committee to resolve these matters have not resulted in settlement
(b) evaluate all available evidence and decide upon the evidence in the record (if the faculty member has not requested a hearing but denies the charges)
(c) exercise its judgment in consultation with the faculty member and the President as to whether the hearing should be public or private
(d) advise each of the parties concerned that an advisor or counsel of her/his choice is permitted during the proceedings
(e) arrange that a record of the hearing be taken and later transcribed
(f) determine whether testimony of witnesses should be taken under oath
(g) avoid public statement and publicity about the case as far as possible until the entire proceedings are completed
(h) evaluate "findings of facts" and base its decision solely on the hearing record (without having the transcript of the record in hand if it feels a just decision can be reached in such a manner)

(i) send its decision in writing to the faculty member and the college President

(j) respond to the President in writing if the President rejects the decision and provides the reasons for rejection to the committee

(k) make recommendations with supporting reasons in case there is still disagreement with the college President concerning the outcome and penalty in the case

(l) receive the recommendations of the Board of Trustees, reconsider and receive new evidence, if necessary, and then transmit its decision to the Board.

Section 3    CONTRACT COMMITTEE

This committee shall:

(a) research matters concerning faculty contracts

(b) meet with the appropriate Administrative officers after conferring with the faculty to discuss faculty contract concerns

(c) if so desired, request and be given an opportunity to meet with the Board of Trustees or its Fiscal Affairs Committee to present faculty contract concerns before any decisions on contracts have been finalized by the Board

(d) not prevent any individual faculty member from discussing contract concerns with the President.

Section 4    SABBATICAL

This committee shall:

(a) examine the sabbatical applications and proposals of the candidates

(b) recommend to the President the names of eligible faculty members for sabbatical

(c) initiate any changes in sabbatical policy to be presented for approval to the Faculty Council

(d) receive/evaluate oral and written reports from sabbaticant.

Section 5    NOMINATIONS/ELECTIONS COMMITTEE

This committee shall:

(a) submit on-line nominations forms to the faculty

(b) submit ballots of nominees to the faculty together with instructions on how to vote securely on-line;

(c) ensure that votes cast constitute a quorum

(d) tabulate election returns and post returns

(e) keep a record of all election returns and turn over the results to the Faculty President

(f) ensure that members be elected to committees on a staggered basis.

Section 6    PROMOTION COMMITTEE

This committee shall:

(a) examine applications

(b) ascertain whether requirements for consideration of promotion have been fulfilled

(c) solicit information on campus to corroborate evidence submitted. All corroboration must be in writing

(d) initiate any changes in Promotion policy to be presented for approval to the Faculty Council.
Section 7  TENURE COMMITTEE

This committee shall:
(a) examine applications
(b) ascertain whether requirements for consideration of tenure have been fulfilled
(c) prepare and present a written report as a recommendation to the President in accordance with General Provisions and Procedures for Decision on Tenure
(d) solicit information on campus to corroborate evidence submitted. All corroboration must be in writing
(e) initiate any changes in Tenure policy to be presented for approval to the Faculty Council.

Revised Spring, 1998

Section 8  FACULTY PROFESSIONAL CENTER COMMITTEE

This committee shall:
(a) work with the Director in making program policy and administering the budget
(b) offer consultation and information helpful to Director’s decision making
(c) solicit information from the faculty about their needs
(d) provide information to Director about faculty development needs
(e) assist Director in implementing various faculty development programs
(f) disseminate information about activities and programs sponsored by the Center and its programs
(g) advocate for and promote the Center and its programs
(h) suggest innovative and creative ideas for workshops and programs assist in development of networks and identification of resources and opportunities both on and off campus
(k) recruit members for the Center Committees
(l) initiate evaluation process of Director of the Center and make recommendation to Faculty Council and VPAA
(m) hold meetings: At the first meeting of the Faculty Professional Center Committee the groups shall determine the number of meetings to be held each semester. The Director shall serve as Chairperson of the Committee. The Director may call extraordinary meetings as needed.

THE DIRECTOR OF THE FACULTY PROFESSIONAL CENTER

QUALIFICATIONS

Molloy College tenured faculty member preferred; earned doctorate or terminal degree; excellence in college teaching; working knowledge of current trends in instructional technology; understanding and appreciation of student learning process; appreciation of varied teaching styles; evidence of scholarly activity; excellent writing skills; strong communication/interpersonal/leadership skills. Experience in the following preferred: faculty development, grant writing, fiscal management.
DUTIES AND RESPONSIBILITIES

The Director of the Faculty Professional Center has the responsibility of teaching one 3-credit course within the academic year in addition to the following duties and responsibilities:

(a) coordinate and direct the programs of the Center (See Part IV, Section A.)
(b) prepare the agenda for and chair the Faculty Professional Center Committee
(c) work with the Faculty Professional Center Committee in making program policy, administering the budget, and in providing services that meet faculty needs
(d) work in conjunction with the Vice President for Academic Affairs to provide orientation for new full and part time faculty members.
(e) work in conjunction with the Faculty Professional Center Committee to determine the purpose, membership and composition of the Center’s volunteer committees
(f) collaborate with the Faculty Professional Center Committee in recognizing faculty members for excellence in teaching and scholarship
(g) generate programs, seminars, workshops, and colloquia aimed at enhancing teaching effectiveness, fostering professional growth, promoting dialogue among the disciplines, and stimulating intellectual discourse and investigation
(h) serve as a facilitator or consultant in helping faculty take advantage of opportunities for pedagogical, scholarly and personal development
(i) coordinate the publication of a Center newsletter
(j) assist faculty in using the Center and its resources
(k) establish and maintain working relationships with faculty, department chairs, program directors, administrators and staff
(l) be active in professional association conferences at the local and national levels

The Director shall report to the Vice President for Academic Affairs/Dean of the Faculty regarding administrative responsibilities and the Faculty Council regarding faculty development responsibilities. The Director will hold a faculty contract as well as a three (3) year renewable director’s contract.

Section 9 COMMITTEE FOR FACULTY SCHOLARSHIP AND ACADEMIC ADVANCEMENT

This committee shall:
(a) provide an environment conducive to faculty’s academic growth
(b) encourage faculty’s coming together for academic exchange and intellectual stimulation
(c) undertake responsibility for research/scholarship proposal review and distribution of funds.

ARTICLE VIII AMENDING THE BY-LAWS

Amendments may take place by a 2/3 vote of the entire Faculty Council and subsequently by a 2/3 vote of at least a quorum of the faculty. Any proposed change in these by-laws
which constitutes a major revision in established policy shall be subjected to the approval of the Board of Trustees.

Revised June, 1979
Revised Spring, 1988
Updated Spring, 1996
Revised Spring, 1998
Revised Spring, 1999

B. BY-LAWS OF THE MOLLOY COLLEGE GOVERNANCE STRUCTURE

PROLOGUE
The Molloy College Governance Structure exists for the overall good of the College. It is designed to enable representatives of the four constituencies—administration, faculty, staff, and students—to work together in a collegial manner by fostering effective communication, and facilitating campus-wide participation.

The duties stated in this document do not supersede position descriptions, the Constitution and By-Laws of the Administrators’ Council, the Constitution and By-Laws of the Faculty Council, the Constitution and By-Laws of the Molloy Student Association, or the By-Laws of the Staff Advisory Group.

BOARD OF TRUSTEES
The Board of Trustees is the legal body empowered by the University of the State of New York to manage the business and property of the College. As the ultimate governing body of the College, it determines and approves such policies as are necessary for the fiscal and educational soundness of the institution.

The Board of Trustees functions through a system of standing and ad hoc committees. The current standing committees are Academic Affairs Committee, Buildings and Grounds Committee, Committee on Trustees, Development Committee, Executive Committee, Fiscal Affairs Committee, and Mission Effectiveness Committee. The ad hoc committees function as needed.

PRESIDENT
The President of the College is the Chief Executive Officer of the College and serves “at the pleasure of the Board” and is an ex-officio/ voting member of all Board and College
Governance committees. The President is not bound by the attendance policy found in Article XI, Section 2.

The President provides leadership and direction for the management of all external and internal affairs of the College and is ultimately responsible for all of its activities. The President retains the right to seek advice from any and all college entities.

Words in bold type in the text can be found in the glossary, pages 58-59.

BY-LAWS  MOLLOY COLLEGE GOVERNANCE COMMITTEES

ARTICLE I  NAME

There shall be five (5) standing College Governance Committees encompassing representation from the administration, faculty, student body, and staff. The President of the College is an ex-officio voting member of all of the standing committees. All recommendations of standing committees are ultimately subject to the approval of the President and the Board of Trustees of the College.

ARTICLE II  PURPOSE

The Molloy College Governance Committees ensure the fullest possible participation in the formation of policies of college-wide importance.

ARTICLE III  STANDING COMMITTEES

The five (5) standing committees shall be: Priorities and Planning Committee, Financial Resources Committee, Undergraduate Academic Policies and Programs Committee, Graduate Academic Policies and Programs Committee, and Community and Campus Life Committee.

ARTICLE IV  PRIORITIES AND PLANNING COMMITTEE

Section 1  Duties

The Priorities and Planning Committee shall:

(a) focus on the Mission Statement, the Strategic Plan, the goals, and the objectives in planning

(b) participate in formulating the Strategic Plan which integrates and prioritizes the future needs of academic programs, financial resources, space allocation, and operational funding in light of the Mission Statement and goals of the College

(c) receive approved proposals (those approved in committee and presented at a Colloquium) from other standing committees and rank proposals requiring funding, space allocation, or major alterations in the physical plant

(d) send written recommendations based on long-range goals and priorities and comments made at the Colloquium, within one (1) month of the Colloquium to the President and standing committees regarding their proposals. The President shall also receive the original proposal and recommendation

(e) receive notice of petition to reconsider a decision made by the President concerning a proposal

(f) meet, as needed, with the other standing committees
(g) request to meet, as needed, with the Mission Effectiveness Committee of the Board of Trustees
(h) call for additional Colloquia when necessary
(i) initiate proposals when appropriate
(j) prepare revisions and amendments to these by-laws
(k) meet with the Institutional Assessment Committee at least once a semester to report on assessment activities.
(l) meet late in the fall semester with The Financial Resources Committee to present new Priorities which have budgetary implications and are derived from the Strategic Plan, and discuss and evaluate ongoing priorities

Section 2 Membership

The Priorities and Planning Committee shall consist of sixteen (16) members distributed as follows:

Administrators:
- Vice President for Academic Affairs/Dean of Faculty
- Vice President for Enrollment Management
- Vice President for Mission
- Vice President for Planning, Research, and Information Technology
- Assistant Treasurer
- Director of Campus Life

Faculty:
- Faculty President
- Two (2) elected tenured faculty members
- Two (2) elected non-tenured faculty members
- One (1) elected faculty member
  (Faculty must have already served on at least (1) college committee other than departmental committees)

Students:
- President, Molloy Student Association
- One (1) student elected from undergraduate program
- One (1) student elected from graduate program, or undergraduate if no graduate student is available.

Staff:
- One (1) staff member elected at large

Section 3 Deadline for Proposal Submission

Approved proposals from the other committees must be submitted to the Priorities and Planning Committee at least two (2) weeks in advance of the next scheduled Priorities and Planning meeting for consideration at that meeting.

Section 4 Departmental Involvement

Whenever an issue involving one (1) or more departments/areas is being discussed, said department(s) shall be notified and invited to the Priorities and Planning discussions.

Section 5 Confidentiality

2 If no qualified non-tenured faculty run for election, tenured faculty may be considered to fill membership.
All information relating to the proposed budget referred to Priorities and Planning by Financial Resources shall be held in confidence.

ARTICLE V  FINANCIAL RESOURCES COMMITTEE

Section 1  Duties
The Financial Resources Committee shall:

(a) make proposals to the President concerning:
1. annual budget and future projections
2. the fiscal impact of enrollment statistics and projections, class size and student-faculty ratio
3. assumptions underlying the budget in light of the mission and goals of the College
4. the exploration of other appropriate forms of revenue as well as the impact of gifts, grants, or other sources of income on the operating budget
5. the fiscal ramifications of major facilities, additions, and/or renovations
(b) prepare preliminary operating and capital expenditure budgets after gathering information from all departments submitting budget requests
(c) propose the operating and capital expenditures budgets to the President for submission to the
(d) Fiscal Affairs Committee of the Board of Trustees and send a copy of the proposal to the Priorities and Planning Committee meet in December with the Priorities and Planning Committee to explore budgetary implications of long-range goals and priorities
(e) request to meet as needed with the Fiscal Affairs Committee of the Board of Trustees as well as with the independent auditors of the College.

Section 2  Membership
The Financial Resources Committee shall consist of thirteen (13) members as follows:
Administrators: Vice President for Academic Affairs/Dean of Faculty
Vice President for Advancement
Vice President for Finance and Treasurer
Director of Financial Aid
Director of Information Technology
Director of Student Financial Services
Faculty: Two (2) faculty members elected at large
One (1) faculty member from the Faculty Council
One (1) faculty member from the Contract Committee
Students: Treasurer, Molloy Student Association
One (1) graduate student elected at large or, if a graduate student cannot serve, the Vice President of the Molloy Student Association.
Staff: One (1) staff member elected at large

Section 3  Confidentiality
When appropriate, for a period of time specified by the committee, the members of the committee shall hold in confidence the information gained and used at meetings.

Section 4  Communication
(a) all communication to the President and to the Priorities and Planning Committee shall be in writing. Information shall be provided to the Priorities and Planning Committee for informational
purposes only.

(b) After receipt of a proposal, the President shall give his/her decision in writing to the Chairperson of the Financial Resources Committee and the Chairperson of the Priorities and Planning Committee.

ARTICLE VI UNDERGRADUATE ACADEMIC POLICIES AND PROGRAMS COMMITTEE

Section 1 Duties

The Undergraduate Academic Policies and Programs Committee shall:
(a) evaluate and approve proposals relating to undergraduate policies and standards regarding:
1. the introduction, continuation, and elimination of programs and/or majors
2. academic disciplinary policies
3. academic standards
4. criteria for admissions and institutional academic scholarships
(b) review, on a periodic basis, all undergraduate programs and majors
(c) evaluate and/or revise general education curriculum
(d) send approved proposals to a Colloquium and to the Priorities and Planning Committee
(e) request to meet, as needed, with the Academic Affairs Committee of the Board of Trustees.
(f) meet on a regular basis, at least once a semester, with the Student Outcomes Assessment Group.

Section 2 Membership

The Undergraduate Academic Policies and Programs Committee shall consist of eleven (11) members as follows:

Administrators: Vice President for Academic Affairs/Dean of Faculty
Director of Admissions
Director of Library and Media Services
Faculty: One (1) faculty member from Faculty Council
One (1) faculty member from Priorities and Planning Committee
Four (4) elected faculty members from departmental clusters
Students: Two (2) elected students from undergraduate program.

Section 3 Departmental Involvement

Whenever an issue involving one or more departments/areas is being discussed, said department(s) shall be represented at Undergraduate Academic Policies and Programs discussions.

ARTICLE VII GRADUATE ACADEMIC POLICIES AND PROGRAMS COMMITTEE

Section 1 Duties

The Graduate Academic Policies and Programs Committee shall:
(a) evaluate and approve proposals relating to graduate policies and standards regarding:
1. the introduction, continuation, and elimination of programs
2. academic disciplinary policies
3. academic standards
4. criteria for admissions and institutional academic scholarships
(b) review, on a periodic basis, all graduate programs
(c) send approved proposals to a Colloquium and then to the Priorities and Planning Committee
(d) request to meet, as needed, with the Academic Affairs Committee of the Board of Trustees.
(e) meet on a regular basis, at least once a semester, with the Student Learning Outcomes Assessment Group.

Section 2 Membership

The Graduate Academic Policies and Programs Committee shall consist of eleven (11) members as follows:
Administrators:  Director of Admissions  
Vice President for Academic Affairs/Dean of Faculty  
Director of Library and Media Services  
Faculty: One (1) faculty member from Faculty Council  
One (1) faculty member from Priorities and Planning Committee  
Four (4) faculty members elected from those members with earned doctorate, ongoing research and publications. All departments offering Master’s Programs must be represented.  
Students: Two (2) students elected from graduate programs.

Section 3 Departmental Involvement

Whenever an issue involving one or more departments/areas is being discussed, said department(s) shall be represented at Graduate Academic Policies and Programs discussions.

ARTICLE VIII COMMUNITY AND CAMPUS LIFE COMMITTEE

Section 1 Duties

In order to build community and campus life and fulfill the mission of the college the committee shall:

(a) foster the development of better student-faculty-administrator-staff interrelationships,  
(b) review and take appropriate action regarding proposals on matters of campus life and policy.  
(c) evaluate proposals concerning but not limited to campus wide service.  
(d) send approved proposals to a Colloquium and to the Priorities and Planning Committee.

Section 2 Membership

The Community and Campus Life Committee shall consist of twelve (12) members as follows:

Students:  Vice President, Molloy Student Association  
One (1) student elected from Student Government  
Three (3) students at large elected from the undergraduate student body  
One (1) student elected from the graduate program, or from the undergraduate program if no graduate student is available  
Administrators:  Vice President for Student Affairs  
Director of Facilities  
One (1) elected administrator at large  
Faculty: One (1) elected faculty member  
One (1) faculty member from Faculty Council  
Staff: One (1) elected staff member
Section 3  Departmental Involvement

Whenever an issue involving one (1) or more departments/areas is being discussed, said department(s) shall be represented at Community and Campus Life Committee discussions.

ARTICLE IX  AUTHORITY OF THE STANDING COMMITTEES

Section 1  Leadership

(a) The first standing committee meetings of the academic year shall be called by the third week of the fall semester. The following individuals are designated to call the meetings:

Vice President for Student Affairs/ Community and Campus Life
Vice President for Finance and Treasurer/ Financial Resources
Vice President for Academic Affairs/Undergraduate Academic
Dean of Faculty/ Policies and Programs
Vice President for Planning, Research Priorities and Planning and Information Technology/
   Graduate Academic Policies and Programs
(b) Each committee shall elect a chairperson at the first meeting
(c) The President has the power to call a special meeting of any standing committee.

Section 2  Responsibility

(a) Each standing committee shall approve proposals by a vote before sending them to a Colloquium and to the Priorities and Planning Committee
(b) At least two (2) weeks prior to a Colloquium, the committee shall make the approved proposal available to the Molloy Community by e-mail and paper copies. (Additional paper copies shall be available at the Colloquium)
(c) Committee minutes shall be disseminated by e-mail.

Section 3  Ad Hoc Committees

Ad hoc committees shall be formed at the discretion of the membership of each standing committee.

ARTICLE X  CHECKS ON THE POWERS OF THE STANDING COMMITTEES

Section 1  Decisions

There is a variety of mechanisms available to committees and individuals in case of disagreement with a Presidential decision.

After receipt of the proposal and recommendation from the Priorities and Planning Committee, the President shall render a decision. This decision shall occur within ten (10) working days of receipt of the documents. The President shall communicate this decision, in writing, to both the originating committee and the Priorities and Planning Committee.
There are two (2) possible decisions:

1. The President approves the proposal
2. The President vetoes the proposal

In the event of a veto, the President shall give written explanation.

Section 2 Mandated Referral Procedure by a Standing Committee

In the unusual event of a presidential veto of a proposal, a mandated referral may be invoked by a three-fourths (3/4) vote of the entire membership of the originating committee.

(a) A mandated referral must be made, in writing, to the President within ten (10) working days after receipt of the veto
(b) A mandated referral requires that the President request the placing of the decision on the agenda of a proximate meeting of the Board of Trustees
(c) The Chairperson of the Board of Trustees may invite the chairperson of the standing committee to present the standing committee’s position to the Board of Trustees.

Section 3 Challenge Procedure by a Constituency

A challenge to a decision made by the President may be initiated by a petition to reconsider, signed by at least fifteen (15) members of a constituency. The President’s decision, in this case, is that he/she has approved the proposal from the standing committee, but that at least fifteen (15) members of the Molloy community disagree with the original proposal and the President’s decision to approve it.

(a) The challenge must be presented, in writing, to the original standing committee within ten (10) working days of the decision with a copy to the Priorities and Planning Committee.
(b) A challenge requires reconsideration of the proposal by the originating committee at its next scheduled meeting, or within one (1) month, whichever comes first, at which time a spokesperson for the objecting group will be heard.
1. The presentation should take no longer than twenty (20) minutes.
2. Committee members may ask questions at the end of the presentation.
3. The committee will meet to consider and vote on the original proposal within one (1) month of the challenge presentation.
4. The vote of the committee will be reported in the minutes of the meeting.
(c) If a challenge does not lead to a change in the proposal by the originating committee, a procedure to overrule may be initiated. (See Section 4 below)
(d) The originating committee must inform, in writing, the President and the Priorities and Planning Committee of the outcome of the challenge.
(e) The outcome of a challenge must be disseminated to the Molloy Community by e-mail and paper copies.

Section 4 Overrule Procedure by a Member of the Molloy Community

The overrule occurs if the challenge has been unsuccessful. Any member of the Molloy Community can initiate the procedure to overrule a decision made by the President.
the case of the challenge, the President’s decision is that he/she has approved the proposal from the originating committee.

(a) A member of the Molloy Community begins with a written notification of intent to start the overrule process. This intent must be submitted to the Priorities and Planning Committee within ten (10) working days of the outcome of the challenge.

(b) A petition signed by at least two hundred fifty (250) members of the Molloy Community must be presented to the Priorities and Planning Committee within thirty (30) days after the request for the overrule procedure is initiated.

(c) The Priorities and Planning Committee will call a Colloquium for discussion and subsequent constituency vote by secret ballot. In order to successfully overrule a decision, a plurality of those voting within each constituency is necessary.

The following individuals will call for a vote by their respective constituencies:

Students: President, Molloy Student Association
Administrators: Chairperson, Administrators’ Council
Faculty: Faculty President
Staff: Chairperson, Staff Advisory Group

(d) The President must be informed, in writing, of the results of the vote by the Priorities and Planning Committee.

(e) A written statement, describing the decision that was overruled, the petition, and the results of the vote will be sent to the Chairperson of the Board of Trustees by the Priorities and Planning Committee. The Board of Trustees will then make the final decision regarding the petition to overrule.

ARTICLE XI. MEETINGS OF THE STANDING COMMITTEES

Section 1 Number of Meetings

Meetings of the standing committees shall take place as needed. All committees shall meet at least once per semester.

Section 2 Attendance

(a) At the first meeting of each standing committee, the membership shall determine the number of unexcused absences that shall constitute removal from the committee.

(b) Administrators who are ex-officio members of standing committees are expected to attend all meetings. In the event that an administrator is unable to attend a meeting of a standing committee, it is expected that he/she will send a delegate.

(c) The meetings of all standing committees are open to the Molloy Community on a no-voice, no-vote basis. The chairperson of a standing committee may call for a closed meeting.

(d) A quorum must be present for voting to take place. A proposal shall be passed by a two-thirds (2/3) vote of the members voting. Written proxy votes will be accepted on the first ballot. Ordinarily, voting will be taken by voice vote; however, any member may call for a secret ballot subject to a majority vote of the membership.
Section 3  

Agenda Group

The Agenda Group shall prepare the agenda for the Molloy College Colloquium.

The chairpersons of the Priorities and Planning Committee, the Undergraduate Academic Policies and Programs Committee, the Graduate Academic Policies and Programs Committee, the Financial Resources Committee, and the Community and Campus Life Committee shall constitute the Agenda Group. The Chairperson of the Priorities and Planning Committee chairs the Agenda Group and calls for meetings as needed.

Section 4  

Agenda and Minutes

Agenda and minutes for standing committees’ meetings and Colloquium meetings shall be distributed via email.

Colloquium agenda shall be distributed at least one (1) week before the Colloquium meets.

ARTICLE XII  

ELECTION OF MEMBERS OF STANDING COMMITTEES

All members of standing committees shall be elected or appointed by their respective constituencies in a manner decided by the constituencies.

Section 1  

Criteria for Membership

Criteria for standing committee-at-large elected membership shall be as follows:

Elected Administrators - shall have completed two (2) years at Molloy
Faculty - must have completed at least ONE (1) years of full-time teaching at Molloy

Part-time faculty - see Faculty Handbook
Undergraduate students - must be full-time and have completed at least one (1) year at Molloy
Graduate students - must be matriculated in a graduate program and have completed three (3) credits of course work at Molloy
Staff - must have completed at least two (2) years of full-time employment at Molloy

Section 2  

Term of Office

(a) Administrators - at large members for two (2) years
Faculty - two (2) years staggered for all members *
Students - one (1) year
Staff - two (2) years

*Faculty elected to the Priorities and Planning Committee serve a three (3) year term for purpose of continuity.

(b) Interrupted committee service, for any reason, by an elected committee member shall result in the termination of service for that member. The appropriate constituency shall elect a replacement member.

Section 3  

Time of Elections

Elections to all standing committees shall be conducted by ballot independently by each constituency by the last week in April.
ARTICLE XIII  PRESIDENT’S RELATION TO THE BOARD OF TRUSTEES

Decisions subject to Board approval shall be submitted in writing by the President to the appropriate Board Committee before the next regularly scheduled meeting of the Board or the appropriate Board Committee. Such decisions shall not become effective unless approved by the Board of Trustees.

ARTICLE XIV  MOLLOY COLLEGE COLLOQUIUM

Section 1  Duties

The Molloy College Colloquium consists of all members of the Molloy College Community. Meetings of the Colloquium will be held at least once a semester for the purpose of communication and discussion of all proposals from the various governance committees.

(a) These meetings will also be called for the purpose of receiving and discussing proposals from the Molloy College Community on other items.
(b) Meetings of the Colloquium will be called by the Agenda Group and presided over by the President of the College.
(c) The Priorities and Planning Committee may call for additional Colloquia when the committee deems necessary.

ARTICLE XV  AMENDING THE BY-LAWS

These By-Laws may be amended by the Priorities and Planning Committee at any meeting provided that:

(a) the amendment has been proposed at a previous meeting
(b) the amendment has been presented at a prior meeting of the Colloquium
(c) the membership has been notified in advance that a conclusion on the amendment will be reached at the meeting
(d) two-thirds (2/3) of those voting concur
(e) the President and Board of Trustees approve.

ARTICLE XV  RULES OF ORDER

The rules contained in Robert’s Rules of Order shall govern the Molloy College Governance Committees in all cases to which they are applicable and in which they are not inconsistent with the By-Laws of the College Governance Committees.

ARTICLE XVII  PERIODIC EVALUATION OF GOVERNANCE BY-LAWS

The Priorities and Planning Committee shall undertake the responsibility for evaluation of the College Governance By-Laws. Said evaluation shall take place at least every five (5) years.
APPENDIX A  NON-GOVERNANCE ENTITIES

THE PRESIDENT'S LEADERSHIP TEAM

The President’s Leadership Team is advisory to the President and is an extension of the Office of the President. The Leadership Team assists with the operation and the mission of the College. The team consists of the Vice Presidents who report directly to the President and facilitates communication among the Vice Presidents.

The President retains the power to reject and/or amend any recommendations made by the Leadership Team. The Leadership Team does not take the place of any existing committee in the present governance structure.

OTHER ADVISORY COMMITTEES TO THE PRESIDENT

The President also receives input from the Collegial Committee, the Health and Welfare Committee, and the President’s Advisory Committee on Campus Security.

UNDERGRADUATE STUDENTS

Every undergraduate student who pays activities fees is a member of the Molloy Student Association and is eligible to participate in College Governance. The Student Government is the governing body of the Student Association. Active student membership in College Governance is in keeping with the stated goal of ensuring undergraduate students full participation in the College Governance process. The Constitution and By-Laws of the Molloy Student Association are in the Student Handbook.

GRADUATE STUDENTS

Every graduate student who pays activities fees is a member of the Molloy Graduate Student Association and is eligible to participate in College Governance. Active student membership in College Governance is in keeping with the stated goal of ensuring graduate students full participation in the College Governance process.

ADMINISTRATORS’ COUNCIL

The Administrators’ Council is the representative body of the administrators of the College. Its purpose is to support the President, represent the administrators on issues of importance, promote greater integration between administrators and other constituencies, and encourage professional development.

FACULTY COUNCIL

The Faculty President is the chief, elected official of the faculty, the faculty spokesperson, and the usual liaison agent for faculty interests with the College President and with the Vice President for Academic Affairs/Dean of Faculty. She/he is a voting member of the Priorities and Planning Committee, and Chairperson of the Faculty Council.

The Faculty President must supervise the revision of the Faculty Handbook. The Faculty Handbook will be posted on the Molloy College Intranet and the Faculty President will possess the password to maintain and update the Handbook.
The Faculty Council is the representative body of the teaching faculty of the College. Its purposes are to represent the teaching faculty to the various constituencies of the College, to regulate the internal affairs of the teaching faculty, to provide an efficient system of standing committees, to initiate studies of matters of faculty interest and concern, and to participate in the formation and implementation of major College policies that affect the faculty.

Faculty Council is organized around a system of committees. Standing Committees are Contract Committee, Nominations/Elections Committee, Faculty Professional Center Committee, and the Committee for Faculty Scholarship and Academic Advancement. The Policy Standing Committees are Promotion, Tenure and Sabbatical. Ad hoc committees, such as Dismissal, Grievance, and Hearing, are formed at the discretion of the Faculty Council.

DIVISION COUNCIL

The Department Chairperson has as her/his primary responsibility the administration of the department, maintaining and furthering standards in the department, as well as providing the environment for excellence in the department. She/he is directly responsible to the Division Dean.

The Division Council meets as needed with the Vice President for Academic Affairs. The Division Council is composed of all Department Chairpersons, Division Deans, Associate Deans and the Director of the Faculty Professional Center. The Division Council may form Sub-Committees to address issues as necessary.

Working with the Vice President for Academic Affairs, the Division Council, in consultation with the Academic Departments:

1. Coordinates students-academic services. The Division Council meets periodically with the Registrar, Vice President for Enrollment Management, other administrators and guests as necessary to assure effective coordination of academic services.
2. Determines the format of the course offering grid for course schedules.
3. Formulates proposals regarding student progression and graduation.
4. Formulates proposals regarding academic policies and standards.
5. Formulates proposals regarding academic disciplinary policies.
6. Formulates proposals regarding General Education requirements.
7. Formulates proposals regarding admissions standards.

Proposals in reference to academic disciplinary policies, academic standards, criteria for admission, and General Education are sent to either the Graduate or Undergraduate Academic Policies and Programs Committee of the Governance Structure.

The Chairpersons and Deans are ex-officio members of the Student Learning Outcomes Assessment Group.

STAFF ADVISORY GROUP

The Staff have a formal campus organization, the Staff Advisory Group. The Staff Advisory Group is the representative body of the staff members at the College. Staff policies are contained in the Employee Handbook.
THE INSTITUTIONAL ASSESSMENT COMMITTEE

The Institutional Assessment Committee is composed of all Vice Presidents, the Faculty President, two faculty members, one administrative representative (from the Administrative Council), one staff representative, one undergraduate student, and one graduate student. The chair of this committee is designated as the Vice President for Planning, Research, and Information Technology.

The Institutional Assessment Committee is responsible for refining the identified components of the Institutional Assessment Plan and determines that:

1. Data are collected in an organized fashion.
2. Data are summarized and made available to the appropriate persons in non-academic and academic departments.
3. Data are used to improve the identified process.
4. The Assessment Plan is modified when necessary.
5. Make recommendations to the Priorities and Planning Committee regarding the Strategic Plan in light of assessment data.
6. The Institutional Assessment Committee meets with the Priorities and Planning Committee at least once a semester to report on assessment activities.

THE STUDENT LEARNING OUTCOMES ASSESSMENT GROUP

The Student Learning Outcomes Assessment Group is composed of all academic Department Chairpersons, the Division Deans, the Associate Deans, the Vice President for Enrollment Management, the Vice President for Student Affairs, the Vice President for Planning, Research, and Information Technology, the Director of Academic Support Services/TRIO, the Director of Continuing Education, one graduate student and one undergraduate student. It is co-chaired by the Vice President for Academic Affairs and the Associate Dean for Assessment.

The Student Learning Outcomes Assessment Group is responsible for revision and implementation of the Molloy College Student Outcomes Assessment Plan. All data collection is coordinated through the Office of the Vice President for Planning, Research, and Information Technology.

The Student Learning Outcomes Assessment Group:

1. Determines all procedures and processes in reference to student outcomes assessment.
2. Determines the schedule and desired outcomes for assessment.
3. Reviews the actual outcomes of assessment procedures and determines how assessment results are used.
4. Maintains contact with all academic and administrative departments involved in the Student Outcomes Assessment Plan.
5. Meets on a regular basis, at least once a semester, with the Undergraduate Academic Policies and Programs Committee to report on assessment activities.
6. As per the Governance Structure, the Undergraduate Academic Policies and Programs Committee/Graduate Academic Policies and Programs Committee receive and evaluate program evaluations from the Student Learning Outcomes Assessment Group.
APPENDIX B

DEPARTMENTAL CLUSTERS

Cluster I
Art
Communication Arts & Sciences
English
Modern Languages
Music/Music Therapy
Sociology & Anthropology
Theological & Religious Studies

Cluster II
Criminal Justice
History & Political Science
Philosophy
Psychology
Social Work

Cluster III
Business Management, Accounting, & Economics
Education
Allied Health Sciences
Nursing
Interdisciplinary Studies
Mathematics & Computer Studies
Physical Education

Cluster IV
Biology, Chemistry, & Environmental Studies

Revised Spring 2009
GOVERNANCE GLOSSARY

Ad Hoc: A committee formed for a specific purpose and for a limited time.

Annual Budget: The report of anticipated income and expenditures which is prepared by the treasurer and indicates the financial needs for the successful operation of the institution.

Colloquium: An organized conference or seminar on some subject involving the Molloy Community. A forum for presenting proposals.

Community: Administrators, Faculty, Staff, Students.

Constituency: One of the members of the Molloy College Community, i.e., Administrator, Faculty, Staff, Student.

Decision: A judgment or conclusion reached by the President or the Board of Trustees.

Evaluation: The process of assessing the actual performance of the institution in terms of the goals and objectives derived from the planning process.

Ex-officio: A member of a committee by virtue of one's office or position.

Goal: A desired future state or condition which, if attained, will contribute to the achievement of the institutional mission.

Governance: A structure and process of decision-making within the College regarding philosophy, purposes, policies, programs, and outcomes; the way that issues affecting the entire institution, or one or more components thereof, are decided.

Includes the structure, both formal and informal, of decision-making groups, and relationships between and among those groups and individuals.

Includes the process used to reach decisions and the outcome of recommendations from governance groups to higher-level individuals or groups.

Integrate and To form a plan from a proposal and then to devise a schema for

Prioritize: Accomplishing the goals of this plan and rank in order of their importance or need.

Interrupted: A period of time such as sick leave, sabbatical, or study leave, when a

Committee Service: Committee member is away from campus and, therefore, unable to attend meetings and participate in the activities of the committee.

Objectives: A desired future state or condition which, if attained, will contribute to the achievement of one or more institutional goals. Objectives are subordinate to goals and are more narrow, concrete, specific, and subject to measurement.

Planning: An ongoing process by which an institution assesses its environment, changes or reaffirms its mission; establishes derivative goals and objectives, and then designs programs and courses of action to implement them.

Policy: A guide established to provide direction in decision-making. All policies should appear in written form in at least one college publication.
**Procedure:** A series of steps for the accomplishment of some specific endeavor.

**Proposal:** An idea, suggestion, proposition, or measure that originates with an individual group, or in committee and goes through the committee process.

**Quorum:** One more than half of the membership.

**Recommendation:** The act of recommending, or calling attention to a person or thing as suited to some purpose.

**Strategic Plan:** A written document or documents setting forth the **goals** and **objectives** of the institution and specifying programs and courses of action designed to achieve them. The **Strategic Plan** may include background information on the institution, mission and scope, **goals** and **objectives**, planning assumptions, **policies** and **procedures** for planning, description of programs, and long-range projections of enrollments, resource requirements, capital and operating budgets, etc.

**Vote:** A formal conclusion, either positive or negative, made by members of a group in regard to a matter brought before it.

**Working Days:** Days when the College is open, as indicated by the College calendar.

Revised 9/21/06
C. PROMOTION POLICY

CRITERIA FOR PROMOTION FOR FULL-TIME FACULTY

The Vice President for Academic Affairs determines initial rank at the time of hiring.

The following criteria for promotion are effective for faculty hired Fall 2000 and after. Faculty hired before Fall 2000 should see Addendum, page 83.

PROMOTION TO ASSISTANT PROFESSOR

I. Pre-Requisites

A. Professional Data Sheet (Appendix VIII) including Workload Data Sheet.

B. Time of Service: without terminal degree, 4 years of full-time service to Molloy as Instructor; with terminal degree, 2 years.

An instructor without a doctorate spends four (4) academic years of full-time teaching in that rank. During the fourth year, after the completion of three (3) academic years, s/he must apply for promotion to the rank of Assistant Professor or be given a terminal contract.

An instructor who has been teaching full-time at Molloy for at least one (1) academic year and during this time earns the terminal degree is likewise eligible to apply for promotion during the subsequent academic year. If the promotion is denied at this time, the candidate must reapply by the fourth academic year at which time s/he will meet the criteria for and receive promotion, or else be granted a terminal contract.

N.B. In any case, employment at the rank of instructor shall not exceed five (5) years.

C. Letter: On or before 15 October of the year in which promotion is sought, a carefully written letter requesting promotion, plainly stating the warrant therefore, and including a statement of the candidate's "philosophy" of teaching enabling the committee to understand the candidate's perspective on his/her mission, must be sent by the candidate to the Faculty Committee on Promotion.

Above all the letter must be written in a suitably professional manner and reflect pride in self and in the offices held and sought. It should clearly indicate the achievements of the candidate which merit consideration of advancement and should plainly refer the readers to the places in the candidate's portfolio where thorough documentation is located.

A portfolio will ONLY be accepted if the above pre-requisites have been met.

II. Qualifications

A. Evidence of TEACHING EFFECTIVENESS qualitatively measured by the Committee on the basis of all these FOUR counts in this order.
1. **Colleague Appraisal:** Using the form in Appendix V(A) of the *Faculty Handbook*, the candidate's Chairperson/Division Dean or the VPAA AND at least one tenured colleague are to provide a careful assessment of the candidate's performance as a teacher at a time not more than one year prior to the application. This appraisal is forwarded to the Committee by the applicant. **This pertains to faculty hired Fall 2000 and after. Faculty hired before Fall 2000 should see Addendum, page 83.**

2. **Evidence of Departmental Collaboration** in academic and related responsibilities.
   - This evidence is provided by the Chairperson/Division Dean [using *Faculty Handbook*, Appendix V(B), revised, Spring 2000] or, in the unlikely event that a Chairperson/Division Dean is being appraised for Assistant Professorship, by all full-time members of the department using Appendix V-C, revised Spring 2000. These evaluations should include a statement of support or non-support of the candidate's promotion. Corroborative evidence is provided by students, who offer appraisals of the candidate as an academic advisor, using Appendix V(E).

3. **Student Appraisal:** Teaching Effectiveness Evaluations of Fall and Spring courses taught by the candidate since initial contract, gathered through faculty-approved student surveys conducted by the Academic Board of student government, must be submitted. The candidate must take a pro-active role in ensuring that the evaluations are carried out in a timely manner.

   It will be expected that (1) all courses for all semesters will be reported and (2) that the Molloy Student Government (MSG) format and procedure will be used. In the rare instance where student evaluation is unavailable, a letter from the dean of Student Services or the Academic Board of MSG explaining the circumstances must be provided. However, absence of these evaluations is generally deemed a liability.

   Please see Appendix Vd for Clinical Evaluation Form. This form must be submitted in the promotion portfolio for clinical courses in addition to teaching effectiveness forms.

4. **Evidence of Classroom Style and Academic Standards**
   - This evidence is provided by the candidate's course outlines/requirements for all courses offered in the year prior to application and in the current semester.

B. **Evidence of SUSTAINED PROFESSIONAL COMMITMENT** qualitatively measured by the Committee in respect of these two accomplishments. **This pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum, page 83.**

   1. Carefully chosen advancement in academic study and not fewer than fifteen credits beyond the Master's degree in the candidate's own or an allied field substantiated by an official transcript from a nationally accredited institution to be submitted by September 1 of the year promotion takes effect.
The number of credits alone will not be considered sufficient grounds for approval; the grades earned and the relevance of the courses chosen to the position sought will be taken into account. Should there be any ambiguity regarding the relevance of the courses to the position, the candidate is advised to provide a rationale in the letter of application.

In the case of performance or studio arts faculty seeking promotion, evidence of major performances or showings may be presented in lieu of graduate level courses. The Committee will solicit the opinion of experts in the performing and/or studio arts to determine the suitability of the submitted evidence.

Where promotion is contingent upon the completion of fifteen credits beyond the Master's, written evidence must be provided to the VPAA and Faculty President by 1 September of the year of expected promotion that the requirement has been satisfactorily met. Failure to comply will result in the issuing of a revised contract reflecting the rank of instructor and terminal status.

2. Engage by the candidate in the field s/he represents attested to by letters or other evidence from persons in his/her field within or outside the college community (e.g., printed programs identifying the candidate and his/her role; newsletter/newspaper articles. (Examples of "engagement in the field" include: professional presentations made on or off campus; publications and other media forms of learning dissemination; workshops and/or professional conferences attended, supported or given by the candidate; recognition by outside professional associations and participation in academic service learning.) In the case of clinical practice, activities that may also be considered scholarly accomplishment may include some combination of the following: presentation of case studies, consultation reports, secured grants/awards in support of practice, recognition by regional, state, national or international professional bodies as a master practitioner, advanced certifications and the production of policy papers related to practice.

It is understood that candidates for Assistant Professorship will not usually be in the forefront of their scholarly field. However, a picture should emerge of one who, while giving first place to teaching and the pursuit of suitable advanced accreditation, is nonetheless actively entering the conversation of his/her discipline as both recipient and giver.

C. Evidence of Service since initial engagement at Molloy:
At least the first two distinct categories of service directly pertinent to the constituencies and aspirations of Molloy College must be evidence. (Examples of these categories are in the parentheses following each of the four categories listed below.) Evidence of service in Categories 3 and 4 is optional but strongly recommended.

1. Service to the Molloy Faculty (Examples include: collaboration on committees composed chiefly or faculty or for faculty improvement; collaboration toward departmental or college-wide workshops, forums, presentations, etc., which enhance faculty professionalism; regular attendance at Teaching Faculty Meetings, especially with reflective contributions thereto; regular response to Molloy Faculty requests for intellectual or practical contribution.
N.B. Work chiefly academic or scholarly as distinct from institution-oriented is better located under "Sustained Professional Commitment"
Some departments may expect, even require, membership in department committees. Service on such committees, combined with the lower "recognition level" of the names of Instructors, may militate against an Assistant Professor candidate's being engaged in elective college-wide committees. Where evidence is tendered of active involvement in a departmental committee, the candidate is not faulted for want of service on a college-wide committee; however, candidates are expected to run for college-wide committees and to present evidence that they have done so in their portfolios of application.

2. Service to Molloy Students *(Examples include:* sponsorship or moderstration of clubs, publications, teams, honor societies, symposia; participation in student orientation; guidance of students in matters relating to their professional growth; chaperonage at significant events in the life of the student body [*N.B. that the role here described is one of active support and not mere companionship; it should be evident to the Committee that the candidate has in fact contributed to the efforts of the College's Student Services and not merely been a figure present at a student event.*]"

3. Service to Molloy College Outreach *(Examples include:* voluntary participation in recruitment endeavors; representation of Molloy at events such as Open House, college fairs and career days; sponsorship of or participation in campus events to which the local community is welcomed. *But N.B. that specifically academic contributions belong under B-2 above.*)

4. Service to the Community at Large. As a rule the "community at large" will mean the "greater metropolitan area" but it can mean the state-wide, nation-wide or even world-wide community. What is essential is that candidate makes his or her contribution as a representative of Molloy College.

For the Assistant Professorship it is immaterial whether or not the candidate is compensated for the service rendered. However, for off-campus activities to warrant consideration as grounds for promotion, they must clearly represent the candidate as a part of the Molloy College community.

**PROMOTION TO ASSOCIATE PROFESSOR**

**Pre-Note:** In recognizing a candidate's suitability for ranks above that of Assistant Professor, the college affirms that the candidate has demonstrated evident *growth and development* as a member of the academy. It is therefore not alone sufficient that the candidate have devoted the number of years expected of an Associate or Full Professor in his/her profession. Qualitative evidence of genuine *advancement toward excellence* must be offered.

**I. Pre-Requisites**

A. Professional Data Sheet (Appendix VIII) updated, including Workload Data Sheet.

B. **Degree:** An earned terminal degree from a nationally-accredited institution in the candidate's own or an allied field.
C. **Time:** Four years of service to Molloy as Assistant Professor with eligibility to apply in the fourth year.

D. **Letter:** On or before 15 October in the year in which promotion is sought, a carefully worded letter requesting promotion and plainly stating the warrant therefore, must be sent by the candidate to the Faculty Committee on Promotion.

The letter must include the candidate's "philosophy" of teaching, a statement enabling the Committee to understand the candidate's perspective on his/her mission and enabling them, too, to recognize and understand the candidate as one who has reflected in earnest on his/her role as a teacher.

Above all, the letter should be written in a suitably professional manner, reflecting pride in self and in the positions held and sought. It should indicate clearly the achievements of the candidate which merit consideration of advancement, and should plainly refer the readers to the places in the candidate's portfolio where thorough documentation of those achievements is provided.

The candidate for Associate Professorship must demonstrate the advances s/he has made since promotion to rank of Assistant Professor, documenting those demonstrable from external recognition (e.g., degrees attained) and describing those that are part of the personal growth that comes from professional dedication. **This pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum, page 83.**

A portfolio will ONLY be accepted if the above pre-requisites have been met.

II. **Qualifications**

A. **Evidence of TEACHING EFFECTIVENESS** qualitatively measured by the Committee on the basis of these four counts in this order

1. **Colleague Appraisal:** Using Appendix V(A) of the *Faculty Handbook*, the candidate's Chairperson/Division Dean or the VPAA and at least one tenured colleague from the candidate's department and at least one tenured colleague from another department are to provide a careful assessment of the candidate's performance as a teacher at a time not more than one year prior to application. This appraisal is forwarded to the Promotion Committee by the candidate.

   Evaluations should be solicited from as many tenured faculty as feasible.

2. **Evidence of Departmental Collaboration** in academic and related responsibilities

   Evaluations are required from Chairperson/Division Dean and all full-time department members. Department Chairperson/Division Dean applying for promotion must request a letter of evaluation from the VPAA and an "Evaluation of Chairperson/Division Dean" [Appendix V(C)] from all full-time department members.

   These evaluations should include a statement of support or non-support for the candidate's promotion. Corroborative evidence is provided by students, who offer
appraisals of the candidate as an academic advisor, using Faculty Handbook, Appendix V(E).
The Associate Professorship candidate's evaluations should show that s/he has become an integral part of her/his department by--for example--taking initiative in addressing challenges facing the department, devising strategies whereby the department can more effectively perform its academic service to the college at large, participating on departmental committees, providing opportunities for the department and its majors to connect with recent developments in their discipline, such as workshops, study days, seminars or exhibits, and developing (perhaps with other departments or even other colleges) new programs or courses of study.

3. **Student Appraisal:** Teaching Effectiveness Evaluations of the six (6) Spring and Fall semesters taught at Molloy by the candidate prior to application, gathered through faculty approved student surveys conducted by the Academic Board of the Molloy Student Government (MSG), must be submitted. The candidate must take a pro-active role in ensuring that these evaluations are carried out in a timely manner. It will be expected that (1) all course for all six (6) semesters be reported and (2) that the MSG format and procedure will be followed. In the rare instance where student evaluation is unavailable, a letter from the Dean of Student Services or the Academic Board of MSG explaining the circumstances is required. However, absence of these forms is generally deemed a liability.

4. **Evidence of Classroom Style and Academic Standards**
   The evidence is provided by the candidate's *course outlines/requirements* for all courses offered in the year prior to application as well as the current semester.

   **B. Evidence of the candidate's ADVANCING PROFESSIONAL GROWTH**
   since last promotion measured by the Committee's qualitative appraisal of the his/her effectiveness in meeting the goal described below and specified in what follows.

   *The Associate Professor should show her/himself a CONTRIBUTOR to the academic field s/he represents at the college and one who is recognized by peers in that field both within and outside the college.*

The following pertains to faculty hired Fall 2000 and after. Faculty hired before Fall 2000 should see Addendum, page 83.

Specifically the candidate should be able to show: active participation in scholarly activity documented by letters or evidence from persons in the candidate’s field within and outside the college community (e.g., printed programs identifying the candidate and his/her role; newsletter, newspaper articles). In the case of clinical practice, activities that may also be considered scholarly accomplishment may include some combination of the following: presentation of case studies, consultation reports, secured grants awards in support of practice, recognition by regional, state, national or international professional bodies as a master practitioner, advanced certifications and the production of policy papers related to practice.

Scholarly activities include but are not limited to professional presentations made on or off campus; publications and other media forms of learning dissemination, or the equivalent in fine arts; leadership roles undertaken in scholarly or professional societies; scholarly inquiries into subjects germane to the candidate’s field conducted or developed by the candidate, and academic service learning.
In the case of performance or studio arts faculty seeking promotion, evidence of major performances or showings may be presented. The Committee will solicit the opinion of experts in the performing or studio arts to determine the suitability of the submitted evidence.

Unlike the candidate for Assistant Professorship, the candidate for Associate Professorship must be able to show that s/he is really engaged in giving him or herself to the discipline. It is not enough that s/he be in attendance at scholarly conferences, but that s/he participates including the undertaking of leadership roles at local, regional or national levels. Of course attendance at conferences is part of the academic responsibility of every college teacher and should be noted in all candidates’ portfolios.

C. Evidence of SUSTAINED/ENHANCED service to Molloy since advancement to the rank of Assistant Professor
Active service on at least ONE college-wide committee AND evidence of service in Categories 1 and 2 and in either category 3 or 4 is expected. (Examples of these categories are in the parentheses following each of the categories below).
The services cited must be documented (with, e.g., letters from the committee chairs or administrators) and the documentation must be substantive--i.e., make apparent to the Committee that the candidate's service was of value to the college.

This pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum, page 83.

Revised Fall, 2000

1. Service to the Molloy Faculty (Examples include: collaboration toward departmental or college-wide workshops, forums, presentations, etc., which enhance faculty professionalism; regular active contribution to Teaching Faculty Meetings regular responses to requests for intellectual or practical contributions to the benefit of the teaching faculty).

2. Service to Molloy Students (Examples include: sponsorship or moderation of clubs, publications, teams, honor societies, symposia; participation in student orientation; guidance of students in matters relating to their professional growth; chaperonage at significant events in the life of the student body [N.B. that the role here described is one of active support and not mere companionship; it should be evident to the Committee that the candidate has in fact contributed to the effort of the College's Student Services and not merely been a figure present at a student effort.]

3. Service to Molloy College Outreach (Examples include: voluntary participation in recruitment endeavors; representation of Molloy at events such as Open House, college fairs, and career days; sponsorship of or participation in campus events to which the local community is welcomed. [N.B. that specifically academic contributions belong under B-2, above]

4. Service to the Community at Large. As a rule, "the community at large" will mean "the greater metropolitan area," but it can mean the state-wide, nation-wide or even worldwide community. What is essential is that the candidate makes the contribution as a representative of Molloy College.

As a rule, for the Associate Professorship, activities undertaken for which the candidate is reimbursed in the name of agencies other than Molloy--even if Molloy is identified as the candidate's primary employer--are not considered under this rubric.
PROMOTION TO PROFESSOR

Pre-Note: In recognizing a candidate’s suitability for ranks above that of Assistant Professor, the college affirms that the candidate has demonstrated evident growth and development as a member of the academy. It is therefore not alone sufficient that a candidate have devoted the number of years expected of an Associate or Full Professor in his/her profession. Qualitative evidence of genuine advancement toward excellence must be offered.

I. Pre-Requisites

No one can apply for the rank of full Professor who does not already hold a terminal degree in the field he or she will teach; moreover, no one can apply for the rank of Full Professor at Molloy who has not already served as Associate Professor or afforded comparable evidence of teaching capacity. Therefore, the requirement of a terminal degree from a nationally-accredited agency is presumed; the degree must be suitably documented (e.g., by means of a copy of the diploma and/or the transcript. Moreover, the degree must be demonstrably from a nationally-accredited agency.

A. Professional Data Sheet, Appendix VIII (updated), with Workload Data Sheet

B. Time of Service: 4 years full-time service as Associate Professor at Molloy with a minimum of ten (10) years full-time college academic experience.

C. Letter: On or before 15 October of the year in which promotion is sought, the candidate must send a carefully written letter to the Faculty Committee on Promotion, requesting promotion and plainly stating the warrant therefore. The letter must include the candidate's "philosophy" of teaching, enabling the Committee to understand the candidate's perspective on his/her mission and enabling them, too, to recognize the candidate as one who has reflected on his/her role as a teacher.

Above all the letter must be written in a suitably professional manner and reflect pride in self and in the offices held and sought. It should indicate clearly the achievements of the candidate which merit consideration of advancement and it should plainly refer the readers to the places in the candidate's portfolio where thorough documentation is located.

The candidate for Full Professorship must demonstrate the advances s/he has made since promotion to the rank of Associate Professor, documenting those demonstrable from external recognition (e.g., awards and certifications).

The candidate MUST offer evidence that the work s/he cites in his/her behalf has been undertaken in service to Molloy College.

This pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum, page 83.

A portfolio will ONLY be accepted if the above pre-requisites have been met.

II. Qualifications

A. Evidence of TEACHING EXCELLENCE since last promotion qualitatively measured by the Committee on the basis of all these FOUR counts in this order:

1. Colleague Appraisal: Using Appendix V-A of the Faculty Handbook the following must appraise the candidate for full professorship:
   *the Vice President for Academic Affairs or a specified delegate
   *the candidate's Chairperson/Division Dean (who cannot be the VPAA's delegate) or else (where the Chairperson/Division Dean of the department is
the candidate) a tenured Associate Professor or Full Professor on the department who is not the VPAA’s delegate
*no fewer than THREE tenured members of the faculty, including at least one from a department other than the candidate's;
Evaluations should be solicited from as many tenured teaching faculty as possible.
*an outside colleague, known to the candidate from professional contact, and able to provide an appraisal of the candidate's contribution to the discipline s/he represents on campus.
This appraisal should be fairly detailed.

2. Evidence of Departmental Collaboration in academic and related responsibilities.
Evaluations are required from Chairperson/Division Dean and all full-time department members. The evaluations should include a statement of support or non-support for the candidate's promotion. Corroborative evidence is provided by students, who offer appraisals of the candidate as an academic advisor [using Appendix V(E)]. Nursing Department candidates must request evaluations from the Chairperson/Division Dean and at least 10% of the other full time faculty. Department Chairperson/Division Dean applying for promotion must submit a letter of evaluation from the VPAA and the Evaluation of Chairperson/Division Dean [Appendix V(C)] form all full-time department members.

The candidate for Full Professorship must be one who leads; the Professor is one who makes the Department a richer source of intellectual development for the students and for faculty colleagues. Hence the candidates for Professorship must show they have made the department substantially stronger by their membership thereon—e.g., that the department has taken an interest in new fields, has devised new or innovative programs of study, become part of a wider network of study because of efforts made and leadership demonstrated by the candidate.

It is the mutual responsibility of the candidate and the department s/he comes from to ensure that suitable documentation is provided and that any evaluation of the candidate be undertaken in a timely and professional manner.

3. Student Appraisal: Teaching Effectiveness evaluations of the last eight (8) Spring and Fall Semesters taught by the candidate at Molloy, gathered through faculty-approved student surveys conducted by the Academic Board of Molloy Student Government (MSG) must be submitted. The candidate must take a pro-active role in ensuring that these evaluations are carried out in a timely manner. It will be expected that (1) all courses for all eight semesters be reported and (2) that the MSG format and procedure will be used. In the rare instances where student evaluation is unavailable, a letter from the Dean of Student Services or the Academic Board of MSG explaining the circumstances must be provided. However, absence of these forms is generally deemed a liability.

4. Evidence of Classroom Style and Academic Standards. The evidence is provided by the candidate's course outlines/requirements for all courses offered in the year prior to application as well as in the current semester. It is also provided in the statement of the candidate's "philosophy" of teaching.

B. Evidence of EXTENSIVE PROFESSIONAL GROWTH since last promotion measured by the Committee's qualitative appraisal of the candidate's effectiveness in meeting the goal described below and specified in what follows.
A full professor must be able to show that s/he occupies a place of measurable value among educators in her/his discipline and has contributed regularly to the intellectual and pedagogical conversations of that discipline.

Specifically, s/he must be able to show, in addition to the earned doctorate, **substantial evidence of at least THREE of the following** since promotion to Associate Professorship

1. regular participation in associations germane to the candidate's field along with documented indication of leadership roles undertaken thereon;

2. appreciable representation in scholarly literature--or the equivalent in fine arts (published or made available through other media)--in the case of performance or studio arts faculty seeking promotion, evidence of major performances or showings may be submitted. The Committee will solicit the opinion of experts in the performing or studio arts to determine the suitability of the submitted evidence.
   
   In the case of clinical practice, activities that may also be considered scholarly accomplishment may include some combination of the following: presentation of case studies, consultation reports, secured grants/awards in support of practice, recognition by regional, state, national or international professional bodies as a master practitioner, advanced certifications and the production of policy papers related to practice.

3. engagement in undertakings that enhance the candidate's place as a member of his/her field (e.g., presentations at scholarly conferences; leadership roles in scholarly/professional societies; participation in research studies or in creative writing or design; involvement in inquiries that are critical to the discipline).

4. Creativity in designing programs of study at the college which appreciably bring forward the caliber of education, such as devising courses, incorporating academic service learning into the curriculum.

5. Leadership in education recognized by peers at other colleges/universities.

**Faculty hired prior to Fall 2000 should see Addendum, page 83.**

C. **Evidence of EXTENSIVE SERVICE to Molloy since advancement to Associate Professorship**

The candidate for full Professorship must provide ample evidence of service in BOTH Categories 1 and 2 as described below and give evidence of contribution in either Category 3 or Category 4. (Examples of these categories are in parentheses following each of the four categories listed.)

The services cited must be documented (with, e.g., letters from committee chairs or administrators) and these documents must substantiate--with specific references--the claims brought forward.

1. **Service to the Molloy Faculty**
   a. sustained and consistent record of college-wide committee service, exhibiting the qualities of leadership and vision
   b. regular and active participation at Teaching Faculty Meetings, evidence for which will normally include regular participation at Teaching Faculty Meetings, colloquia, "task force" meetings, ad hoc committee meetings, and "volunteer" events fostering faculty development.
2. Service to Molloy Students (*Examples include:* sponsorship or moderating of clubs, publications, teams, honor societies, symposia; participation in student orientation; guidance of students in matters relating to their professional growth; chaperone at significant events in the life of the student body [*N.B.* that the role here described is one of active support and not of mere companionship. It should be evident to the Committee that the candidate has in fact contributed to the efforts of the College's Student Services.]

3. Service to Molloy College Outreach the candidate must provide evidence that s/he has taken an active part in furthering the mission and goals of the College, whether on campus or off, and that s/he is recognized by members of the college as genuinely committed to its traditions and values.

   b. the candidate must provide evidence that s/he has committed time and energy to forms of outreach such as voluntary participation in recruitment endeavors, representation of Molloy at events such as Open House, College fairs and career days; sponsorship of or participation in campus events to which the local community is welcomed. (*N.B. that specifically academic contributions belong under B-2, above*)

4. Service to the Community at Large
   As a rule the "community at large" will mean the "greater metropolitan area," but it can mean the state-wide, nation-wide or even world-wide community. What is essential is that the candidate makes the contribution as a representative of Molloy College. As a rule, for Full Professorship, activities undertaken for which the candidate is reimbursed in the name of agencies other than Molloy--even if Molloy identified as the candidate's primary employer--are not considered under this rubric, nor are activities required by agencies of which, for professional reasons, the candidate must be part.

**ADDENDA**

1. Effective Fall 1983, all Teaching Effectiveness Evaluation Forms must be approved by the Promotion/Tenure Committee.

2. In cases of promotion, a sick leave of more than one (1) semester or any leave of absence will not be counted in the computation of years of service.

3. In cases of promotion, a sabbatical will be counted in the computation of years of service.
CRITERIA FOR RANK OF PROFESSOR EMERITUS

I. ELIGIBILITY

A. Faculty members who are no longer engaged in full-time teaching with the rank of Professor and an earned doctorate and who have been teaching full-time at Molloy for at least ten (10) years may be granted the rank of Professor Emeritus by the President.

B. Other faculty members who are no longer engaged in full-time teaching after at least ten (10) years full-time teaching at Molloy may be granted the rank of Professor Emeritus by the President on the recommendation of the Promotion Committee. In order to obtain this recommendation it must be established that meritorious service has been rendered.

1. Criteria for meritorious service shall include two (2) or more of the following:
   (a) excellence in teaching
   (b) distinguished service to the department or the college
   (c) distinguished research, publication or the equivalent

2. Process:
   (a) process may be initiated by any faculty member including the candidate or the Vice President for Academic Affairs or the President
   (b) the person initiating the process will notify the Chairperson of the Promotion Committee
   (c) the Promotion Committee will seek information regarding the candidate's service at Molloy. Possible sources of information for the committee include, but are not limited to, interviews with the candidate, colleagues, former students, administrators, annual reports, etc.
   (d) the Promotion Committee will forward its recommendation to the President within three (3) months of its initiation.

II. RIGHTS AND PRIVILEGES

Emeriti shall be granted the following:
1. Continued listing in the college catalog
2. permanent identification card
3. free parking permit, if requested
4. faculty mailbox, if requested
5. invitation to faculty functions
6. permission to audit classes, if requested
7. use of library
8. use of research facilities, when available.
9. email account

Revised Spring, 1998
Revised Fall, 1998
Revised Spring, 2000
Revised Spring 2007
CRITERIA FOR PROMOTION FOR ADJUNCT FACULTY

The Vice President for Academic Affairs determines initial rank at the time of hiring.

The following criteria for promotion are effective for faculty hired Fall 2000 and after. Faculty hired before Fall 2000 should see Addendum, page 83.

PROMOTION TO ADJUNCT ASSISTANT PROFESSOR

I. Pre-Requisites

A. Professional Data Sheet (Appendix VIII) including Workload Data Sheet.

B. Time of Service:
   1. An adjunct instructor without a terminal degree may apply for promotion after fourteen (14) semesters of teaching in that rank. However, an adjunct instructor who has taught 60 credits at Molloy may apply after the tenth semester in that rank. Summer and intersession will be used in calculating the length of service.
   2. An adjunct instructor who earns the terminal degree while in service to Molloy is eligible to apply for promotion in the academic year following upon receipt of the degree.

C. Letter: On or before 15 October of the year in which promotion is sought, a carefully written letter requesting promotion, plainly stating the warrant therefore, and including a statement of the candidate's "philosophy" of teaching enabling the committee to understand the candidate's perspective on his/her mission, must be sent by the candidate to the Faculty Committee on Promotion. Above all the letter must be written in a suitably professional manner and reflect pride in self and in the offices held and sought. It should clearly indicate the achievements of the candidate which merit consideration of advancement and should plainly refer the readers to the places in the candidate's portfolio where thorough documentation is located.

A portfolio will ONLY be accepted if the above pre-requisites have been met.

II. Qualifications

A. Evidence of TEACHING EFFECTIVENESS qualitatively measured by the Committee on the basis of all these FOUR counts in this order

   1. Colleague Appraisal: Using the form in Appendix V(A) of the Faculty Handbook, the candidate's Chairperson/Division Dean or the VPAA AND at least one tenured colleague are to provide a careful assessment of the candidate's performance as a teacher at a time not more than one year prior to the application. This appraisal is forwarded to the Committee by the applicant. Faculty hired before Fall 2000 should see Addendum, page 83.

   2. Student Appraisal: Teaching Effectiveness Evaluations of Fall and Spring courses taught by the candidate since initial contract, gathered through faculty-approved student surveys conducted by the Academic Board of student government, must be submitted. The candidate must take a pro-active role in ensuring that the evaluations are carried out in a timely manner.
It will be expected that (1) all courses for all semesters will be reported and (2) that the Molloy Student Government (MSG) format and procedure will be used. In the rare instance where student evaluation is unavailable, a letter from the dean of Student Services or the Academic Board of MSG explaining the circumstances must be provided. However, absence of these evaluations is generally deemed a liability.

3. Evidence of Classroom Style and Academic Standards: This evidence is provided by the candidate’s course outlines/requirements for all courses offered in the year prior to application and in the current semester.

B. Evidence of SUSTAINED PROFESSIONAL COMMITMENT qualitatively measured by the Committee in respect of these two accomplishments (Faculty hired prior to Fall 2000 should see Addendum, page 83).

1. Carefully chosen advancement in academic study and not fewer than fifteen credits beyond the Master’s degree in the candidate’s own or an allied field substantiated by an official transcript from a nationally-accredited institution.

The number of credits alone will not be considered sufficient grounds for approval; the grades earned and the relevance of the courses chosen to the position sought will be taken into account. Should there be any ambiguity regarding the relevance of the courses to the position, the candidate is advised to provide a rationale in the letter of application.

In the case of performance or studio arts faculty seeking promotion, evidence of major performances or showings may be presented in lieu of graduate level courses. The Committee will solicit the opinion of experts in the performing and/or studio arts to determine the suitability of the submitted evidence.

Where promotion is contingent upon the completion of fifteen credits beyond the Master’s, written evidence must be provided by the VPAA by 1 September of the year of expected promotion that the requirement has been satisfactorily met.

2. Engagement by the candidate in the field s/he represents attested to by letters or by other evidence from persons in his/her field within or outside the college community (e.g., printed programs identifying the candidate and his/her role; newsletter/newspaper articles)

(Examples of "engagement in the field" include: professional presentations made on or off campus; publications and other media forms of learning dissemination; workshops and/or professional conferences attended, supported or given by the candidate; recognition by outside professional associations, and academic service learning.)

It is understood that candidates for Assistant Professorship will not usually be in the forefront of their scholarly field. However, a picture should emerge of one who, while giving first place to teaching and the pursuit of suitable advanced accreditation, is nonetheless actively entering the conversation of his/her discipline as both recipient and giver. In the case of clinical practice, activities that may also be considered scholarly accomplishment may include some combination of the following: presentation of case studies, consultation reports, secured grants awards in support of practice, recognition by regional, state, national or international professional bodies as a master practitioner, advanced certifications and the production of policy papers related to practice.

C. Evidence of Service since initial engagement at Molloy College:
At least two forms of service directly pertinent to the constituencies and aspirations of Molloy College must be evident. (Examples of these are found in the parentheses following each of the four categories listed below.)

1. **Service to the Molloy Faculty** *(Examples include)*: collaboration on committees composed chiefly of faculty for faculty improvement; collaboration toward departmental or college-wide workshops, forums, presentations, etc., which enhance faculty professionalism; regular attendance at Teaching Faculty Meetings, especially with reflective contributions thereto; regular response to Molloy Faculty requests for intellectual or practical contribution.

   *N.B. Work chiefly academic or scholarly as distinct from institution-oriented is better located under "Sustained Professional Commitment".*

   Some departments may expect, even require, membership in department committees. Service on such committees, combined with the lower “recognition level” of the names of Adjunct Instructors, may militate against an Adjunct Assistant Professor candidate’s being engaged in elective college-wide committees. Where evidence is tendered of active involvement in a departmental committee, the candidate is not faulted for want of service on a college-wide committee; however, candidates are expected to run for college-wide committees and to present evidence they have done so in their portfolios of application.

2. **Service to Molloy Students** *(Examples include)*: sponsorship or moderatorship of clubs, publications, teams, honor societies, symposia; participation in student orientation; guidance of students in matters relating to their professional growth; chaperonage at significant events in the life of the student body [*N.B. that the role here described is one of active support and not mere companionship; it should be evident to the Committee that the candidate has in fact contributed to the efforts of the College's Student Services and not merely been a figure present at a student event.*]

3. **Service to Molloy College Outreach** *(Examples include)*: voluntary participation in recruitment endeavors; representation of Molloy at events such as Open House, college fairs and career days; sponsorship of or participation in campus events to which the local community is welcomed. *But N.B. that specifically academic contributions belong under B-2 above.*

4. **Service to the Community at Large** As a rule the "community at large" will mean the "greater metropolitan area" but it can mean the state-wide, nation-wide or even world-wide community. What is essential is that candidate makes his or her contribution as a representative of Molloy College. For the Adjunct Assistant Professorship it is immaterial whether or not the candidate is compensated for the service rendered. However, for off-campus activities to warrant consideration as grounds for promotion, they must clearly represent the candidate as a part of the Molloy College community.
PROMOTION TO ADJUNCT ASSOCIATE PROFESSOR

Pre-Note: In recognizing a candidate's suitability for ranks above that of Assistant Professor, the college affirms that the candidate has demonstrated evident *growth and development* as a member of the academy. It is therefore not alone sufficient that the candidate have devoted the number of years expected of an Associate or Full Professor in his/her profession. Qualitative evidence of genuine *advancement toward excellence* must be offered.

I. Pre-Requisites

A. Professional Data Sheet (Appendix VIII) updated, including Workload Data Sheet.

B. **Degree:** An earned terminal degree from a nationally-accredited institution in the candidate's own or an allied field.

C. **Time of Service:** Twelve (12) semesters of adjunct service to Molloy in the rank of Adjunct Assistant Professor with eligibility to apply after the twelfth semester. Summer and intersession will be used in calculating the length of service.

D. **Letter:** On or before 15 October in the year in which promotion is sought, a carefully worded letter requesting promotion and plainly stating the warrant therefore, must be sent by the candidate to the Faculty Committee on Promotion. The letter must include the candidate's "philosophy" of teaching, a statement enabling the Committee to understand the candidate's perspective on his/her mission and enabling them, too, to recognize and understand the candidate as one who has reflected in earnest on his/her role as a teacher.

Above all, the letter should be written in a suitably professional manner, reflecting pride in self and in the positions held and sought. It should indicate clearly the achievements of the candidate which merit consideration of advancement, and it should plainly refer the readers to the places in the candidate's portfolio where thorough documentation of those achievements is provided.

The candidate for Adjunct Associate Professorship must demonstrate the advances s/he has made since promotion to rank of Adjunct Assistant Professor, documenting those demonstrable from external recognition (e.g., degrees attained) and describing those that are part of the personal growth that comes from professional dedication.

The candidate must offer evidence that the work s/he cites in her/his behalf has been undertaken in service to Molloy College.

This pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum, page 83.

A portfolio will ONLY be accepted if the above pre-requisites have been met.

II. Qualifications

A. Evidence of TEACHING EFFECTIVENESS qualitatively measured by the Committee on the basis of these four counts in this order
1. **Colleague Appraisal:** Using Appendix V(A) of the *Faculty Handbook*, the candidate's Chairperson/Division Dean or the VPAA and at least one tenured colleague from the candidate's department and at least one tenured colleague from another department are to provide a careful assessment of the candidate's performance as a teacher at a time not more than one year prior to application. This appraisal is forwarded to the Promotion Committee by the candidate. Evaluations should be solicited from as many tenured faculty as possible.

Revised Spring, 2004
Revised Spring 2007

2. **Student Appraisal:** Teaching Effectiveness Evaluations of the Spring and Fall semesters taught at Molloy by the candidate since initial contract as an Adjunct Assistant Professor, gathered through faculty approved student surveys conducted by the Academic Board of the Molloy Student Government (MSG), must be submitted. The candidate must take a pro-active role in ensuring that these evaluations are carried out in a timely manner. It will be expected that (1) all course for all twelve semesters be reported and (2) that the MSG format and procedure will be followed. In the rare instance where student evaluation is unavailable, a letter from the Dean of Student Services or the Academic Board of MSG explaining the circumstances is required. However, absence of these forms is generally deemed a liability.

3. **Evidence of Classroom Style and Academic Standards** The evidence is provided by the candidate's *course outlines/requirements* for all courses offered in the year prior to application as well as the current semester.

   B. **Evidence of the candidate's ADVANCING PROFESSIONAL GROWTH** measured by the Committee's qualitative appraisal of his/her effectiveness in meeting the goal described below and specified in the two heading that follow it.

   *The Adjunct Associate Professor should show her/himself a CONTRIBUTOR to the academic field s/he represents at the college and one who is recognized by peers in that field both within and outside the college.*

   This pertains to faculty hired Fall 2000 and after. Faculty hired before Fall 2000 should see Addendum, page 83.

   Specifically the candidate should be able to show active participation in scholarly activity documented by letters or evidence from persons in the candidate's field within and outside the college community (e.g., printed programs identifying the candidate and his/her role; newsletter, newspaper articles).

   In the case of clinical practice, activities that may also be considered scholarly accomplishment may include some combination of the following: presentation of case studies, consultation reports, secured grants awards in support of practice, recognition by regional, state, national or international professional bodies as a master practitioner, advanced certifications and the production of policy papers related to practice.

   Scholarly activities include but are not limited to professional presentations made on or off campus; publications and other media forms of learning dissemination, or the equivalent in fine arts; leadership roles undertaken in scholarly or professional societies;
scholarly inquiries into subjects germane to the candidates field conducted or developed by the candidate, and participation in academic service learning.)

In the case of performance or studio arts faculty seeking promotion, evidence of major performances or showings may be presented. The Committee will solicit the opinion of experts in the performing or studio arts to determine the suitability of the submitted evidence.

Unlike the candidate for Adjunct Assistant Professorship, the candidate for Associate Professorship must be able to show that s/he is really engaged in giving him or herself to the discipline. It is not enough that s/he be in attendance at scholarly conferences, but that s/he participates including the undertaking of leadership roles at local, regional or national levels. Of course attendance at conferences is part of the academic responsibility of every college teacher and should be noted in all candidates' portfolios.

C. Evidence of SUSTAINED/ENHANCED service to Molloy since advancement to the rank of Assistant Professor

At least four forms of service directly pertinent to the constituencies and aspirations of Molloy College must be evident. (Examples of these are found in the parentheses following each of the four categories listed below.)

Revised Spring, 2004

The services cited must be documented (with, e.g., letters from the committee chairs or administrators) and the documentation must be substantive--i.e., make apparent to the Committee that the candidate's service was of value to the College.

This pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum, page 83.

1. Service to the Molloy Faculty  (Examples include: collaboration on committees composed chiefly of or for faculty or for faculty improvement; collaboration toward departmental or college-wide workshops, forums, presentations, etc., which enhance faculty professionalism; regular attendance at Teaching Faculty Meetings, especially with reflective contributions thereto; regular response to Molloy Faculty requests for intellectual or practical contribution.

N.B. Work chiefly academic or scholarly as distinct from institution-oriented is better located under "Sustained Professional Commitment"

2. Service to Molloy Students  (Examples include: sponsorship or moderatorship of clubs, publications, teams, honor societies, symposia; participation in student orientation; guidance of students in matters relating to their professional growth; chaperonage at significant events in the life of the student body [N.B. that the role here described is one of active support and not mere companionship; it should be evident to the Committee that the candidate has in fact contributed to the efforts of the College's Student Services and not merely been a figure present at a student event.]

3. Service to Molloy College Outreach  (Examples include: voluntary participation in recruitment endeavors; representation of Molloy at events such as Open House, college fairs and career days; sponsorship of
or participation in campus events to which the local community is welcomed. But N.B. that specifically academic contributions belong under B-2 above.)

4. Service to the Community at Large. As a rule the "community at large" will mean the "greater metropolitan area" but it can mean the state-wide, nation-wide or even world-wide community. What is essential is that candidate makes his or her contribution as a representative of Molloy College. For the Adjunct Associate Professorship it is immaterial whether or not the candidate is compensated for the service rendered. However, for off-campus activities to warrant consideration as grounds for promotion, they must clearly represent the candidate as a part of the Molloy College community.

Revised Spring, 2004

PROMOTION TO ADJUNCT PROFESSOR

Pre-Note: In recognizing a candidate’s suitability for ranks above that of Adjunct Assistant Professor, the college affirms that the candidate has demonstrated evident growth and development as a member of the academy. It is therefore not alone sufficient that a candidate have devoted the number of years expected of an Adjunct Associate or Adjunct Professor in his/her profession. Qualitative evidence of genuine advancement toward excellence must be offered.

I. Pre-Requisites

No one can apply for the rank of full Adjunct Professor who does not already hold a terminal degree in the field he or she will teach; moreover, no one can apply for the rank of Adjunct Professor at Molloy who has not already served as Adjunct Associate Professor or afforded comparable evidence of teaching capacity. Therefore, the requirement of a terminal degree from a nationally-accredited agency is presumed; the degree must be suitably documented-e.g., by means of a copy of the diploma and/or the transcript. Moreover, the degree must be demonstrably from a nationally-accredited institution.

A. Professional Data Sheet, Appendix VIII (updated), with Workload Data Sheet

B. Time of Service: Eight (8) semesters of teaching service as Adjunct Associate Professor at Molloy with a minimum of twenty (20) semesters of college academic experience. Summer and intersession will be used in calculating the length of service.

C. Letter: On or before 15 October of the year in which promotion is sought, the candidate must send a carefully written letter to the Faculty Committee on Promotion, requesting promotion and plainly stating the warrant therefore. The letter must include the candidate's "philosophy" of teaching, enabling the Committee to understand the candidate's perspective on his/her mission and
enabling them, too, to recognize the candidate as one who has reflected on his/her role as a teacher.

Above all the letter must be written in a suitably professional manner and reflect pride in self and in the offices held and sought. It should indicate clearly the achievements of the candidate which merit consideration of advancement and it should plainly refer the readers to the places in the candidate's portfolio where thorough documentation is located.

The candidate for Adjunct Professorship must demonstrate the advances s/he has made since promotion to the rank of Adjunct Associate Professor, documenting those demonstrable from external recognition (e.g. awards and certifications).

A portfolio will ONLY be accepted if the above pre-requisites have been met.

The candidate MUST offer evidence that the work s/he cites in his/her behalf has been undertaken in service to Molloy College.

This pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum, page 83.

II. Qualifications

A. Evidence of TEACHING EXCELLENCE since last promotion qualitatively measured by the Committee on the basis of all these FOUR counts in this order:

1. Colleague Appraisal: Using Appendix V-A of the Faculty Handbook the following must appraise the candidate for full professorship:
   * the Vice President for Academic Affairs or a specified delegate
   * the candidate's Chairperson/Division Dean (who cannot be the VPAA's delegate) or else (where the Chairperson/Division Dean of the department is the candidate) a tenured Adjunct Associate Professor or Full Professor on the department who is not the VPAA's delegate.
   * no fewer than THREE tenured members of the faculty, including at least one from a department other than the candidate's;
   Evaluations should be solicited from as many tenured teaching faculty as possible.
   * an outside colleague, known to the candidate from professional contact, and able to provide an appraisal of the candidate's contribution to the discipline s/he represents on campus.
   This appraisal should be fairly detailed.

2. Student Appraisal: Teaching Effectiveness evaluations of the last eight (8) Spring and Fall Semesters taught by the candidate at Molloy, gathered through faculty-approved student surveys conducted by the Academic Board of Molloy Student Government (MSG) must be submitted. The candidate must take a pro-active role in ensuring that these evaluations are carried out in a timely manner.
It will be expected that (1) all courses for all eight semesters be reported and (2) that the MSG format and procedure will be used. In the rare instances where student evaluation is unavailable, a letter from the Dean of Student Services or the Academic Board of MSG explaining the circumstances must be provided. However, absence of these forms is generally deemed a liability.

3. **Evidence of Classroom Style and Academic Standards**
   The evidence is provided by the candidate's course outlines/requirements for all courses offered in the year prior to application as well as in the current semester. It is also provided in the statement of the candidate's "philosophy" of teaching.

B. **Evidence of EXTENSIVE PROFESSIONAL GROWTH** since last promotion measured by the Committee's qualitative appraisal of the candidate's effectiveness in meeting the goal described below and specified in what follows

*An Adjunct professor must be able to show that s/he occupies a place of measurable value among educators in her/his discipline and has contributed regularly to the intellectual and pedagogical conversations of that discipline.*

Revised Fall, 2000
Revised Spring, 2004
Revised Fall, 2004

Specifically, s/he must be able to show, in addition to the earned doctorate, **substantial evidence of at least THREE of the following** since promotion to Adjunct Associate Professorship

1. Regular participation in associations germane to the candidate's field along with documented indication of leadership roles undertaken thereon;

2. Appreciable representation in scholarly literature--or the equivalent in fine arts (published or made available through other media)--In the case of performance or studio arts faculty seeking promotion, evidence of major performances or showings may be submitted. The Committee will solicit the opinion of experts in the performing or studio arts to determine the suitability of the submitted evidence.

   In the case of clinical practice activities that may also be considered scholarly accomplishments may include some combination of the following: presentation of case studies, consultation reports, secured grants awards in support of practice, recognition by regional, state, national or international professional bodies as a master practitioner, advanced certification and the production of policy papers related to practice.

3. Engagement in undertakings that enhance the candidate's place as a member of his/her field (e.g., presentations at scholarly conferences; leadership roles in scholarly/professional societies; participation in research studies or in creative writing or design; involvement in inquiries that are critical to the discipline)
4. Creativity in designing programs of study at the college which appreciably bring forward the caliber of education

5. Leadership in education recognized by peers at other colleges/universities.

In the case of clinical practice, activities that may also be considered scholarly accomplishment may include some combination of the following: presentation of case studies, consultation reports, secured grants awards in support of practice, recognition by regional, state, national or international professional bodies as a master practitioner, advanced certifications and the production of policy papers related to practice.

Faculty hired prior to Fall 2000 should see Addendum, p. 83.

C. Evidence of Service since initial engagement at Molloy College:

At least six forms of service directly pertinent to the constituencies and aspirations of Molloy College must be evident. (Examples of these are found in the parentheses following each of the four categories listed below.)

1. **Service to the Molloy Faculty** *(Examples include: collaboration on committees composed chiefly or faculty or for faculty improvement; collaboration toward departmental or college-wide workshops, forums, presentations, etc., which enhance faculty professionalism; regular attendance at Teaching Faculty Meetings, especially with reflective contributions thereto; regular response to Molloy Faculty requests for intellectual or practical contribution.)*

*N.B. Work chiefly academic or scholarly as distinct from institution-oriented is better located under "Sustained Professional Commitment"*

Revised Spring, 2004
Revised Fall, 2004

2. **Service to Molloy Students** *(Examples include: sponsorship or moderatorship of clubs, publications, teams, honor societies, symposia; participation in student orientation; guidance of students in matters relating to their professional growth; chaperonage at significant events in the life of the student body [N.B. that the role here described is one of active support and not mere companionship; it should be evident to the Committee that the candidate has in fact contributed to the efforts of the College's Student Services and not merely been a figure present at a student event.]*

3. **Service to Molloy College Outreach** *(Examples include: voluntary participation in recruitment endeavors; representation of Molloy at events such as Open House, college fairs and career days; sponsorship of or participation in campus events to which the local community is
welcomed. But N.B. that specifically academic contributions belong under B-2 above.)

4. **Service to the Community at Large** As a rule the "community at large" will mean the "greater metropolitan area" but it can mean the state-wide, nation-wide or even world-wide community. What is essential is that candidate makes his or her contribution as a representative of Molloy College. For the Adjunct Professorship it is immaterial whether or not the candidate is compensated for the service rendered. However, for off-campus activities to warrant consideration as grounds for promotion, they must clearly represent the candidate as a part of the Molloy College community.

**Revised Spring, 2004**
**Revised Fall, 2004**

C. **Evidence of SUSTAINED/ENHANCED service to Molloy since advancement to the rank of Assistant Professor**

Active service on at least ONE college-wide committee AND evidence of service in Categories 1 and 2 and in either category 3 or 4 is expected. (Examples of these categories are in the parentheses following each of the categories below).

The services cited must be documented (with, e.g., letters from the committee chairs or administrators) and the documentation must be substantive--i.e., make apparent to the Committee that the candidate's service was of value to the college.

This pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum, page 83.

**ADDENDA**

Effective Fall 1983, all evaluation forms must be approved by the Promotion/Tenure Committee.
In cases of promotion, a sick leave of more than one (1) semester or any leave of absence will not be counted in the computation of years of service.
In cases of promotion, a sabbatical will be counted in the computation of years of service.

F/T PROMOTION POLICY REVISED MAY 1983
P/T PROMOTION POLICY WRITTEN AND APPROVED MAY 1982
PROMOTION POLICY FOR LIBRARIANS WRITTEN AND APPROVED MARCH 1983
F/T, P/T, PROMOTION POLICIES REVISED SPRING 1989
ADDENDUM

FOR FACULTY HIRED PRIOR TO FALL SEMESTER 2000

Although the description given in the preceding pages of Pre-Requisites and Qualifications for the most part obtains, the following differences ought to be noted.

Faculty hired prior to the fall of 2000 are bound by the terms of the Faculty Handbook in force at the time of their hiring, and hence:

Candidates for Assistant Professorship
*re: Pre-Requisites D: A specific statement of the candidate's "philosophy of teaching" is not required, though its presence would be beneficial.

*re: Qualifications A-1: must provide colleague appraisal from her/his Chairperson/Division Dean OR the VPAA OR a tenured colleague. Thus, ONE appraisal is required not two.

*re: Qualifications B-1: must provide evidence of twelve (12) credits beyond the Master's degree, not fifteen (15).

*re Qualifications C: must provide evidence of two or more of the following:
1. Active participation on committees
2. Participation in student activities (as described)
3. Departmental/interdepartmental involvement:
   (a) development of new course and/or programs
   (b) participation on departmental committees
   (c) activities related to publicizing and/or expanding departmental activities (e.g., Open House)
   (d) other comparable activities.

This is to be construed as a list of six, not three, categories.

Candidates for Associate Professorship

*re: Pre-Requisites D: A specific statement of the candidate's "philosophy of teaching" is not required, though its presence would be beneficial.

*re: Qualifications A-1: must provide colleague appraisal from Chairperson/associate dean/associate dean, OR VPAA, OR tenured colleague. One evaluation is required, though more than one is recommended.

*re; Qualification B: must provide an earned doctorate in her/his special or allied field, with copy of diploma or official transcript.
*re; Qualification C: must provide evidence of three or more of the following:
   (1) involvement in committees
(2) participation in student activities
(3) publication of scholarly work or the equivalent in fine arts
(4) evidence of community involvement or professional service through which Molloy is represented or identified
(5) departmental or interdepartmental involvement:
   (a) development of new courses and/or programs;
   (b) participation on departmental committees;
   (c) activities related to publicizing and/or expanding departmental activities and programs (e.g., Open House);
   (d) other

This is to be construed as a list of eight, not five, categories.

Candidates for Professorship
*re: Pre-Requisites C: A specific statement of the candidate's "philosophy of teaching" is not required, though it would be beneficial.
*re: Qualifications A-1: must provide appraisals from Chair, VPAA, and at least two tenured colleagues who hold the rank of Associate or Full Professor. Department Chairperson/Division Dean applying for promotion must have one form completed by a full-time member of the department in lieu of the department Chairperson/Division Dean. Thus, four, not six, appraisals are required, and all come from within the Molloy community.
*re: Qualification B: An earned doctorate in her/his special or allied field, with copy of diploma or transcript.
*re: Qualification C: must provide evidence of three or more of the following:
   (1) involvement in committees;
   (2) participation in scholarly activities;
   (3) publication of scholarly work or the equivalent in fine arts (in the case of the fine arts, the committee will solicit the opinion of experts to determine the suitability of the submitted work);
   (4) evidence of community involvement or professional service through which Molloy is represented or identified;
   (5) departmental or interdepartmental involvement:
      (a) development of new courses and/or programs
      (b) participation on departmental committees
      (c) activities relating to publicizing and/or expanding departmental activities and/or programs (e.g., Open House)
      (d) other

This is to be construed as a list of eight, not five, categories.

Revised Fall, 2000
Revised Spring, 2002
CRITERIAL FOR PROMOTION FOR FULL-TIME LIBRARIANS

The Vice President for Academic Affairs determines initial rank at the time of hiring.

The following criteria for promotion took effect in Fall 1983.

PROMOTION TO ASSISTANT PROFESSOR

I. Qualifications
   A. Evidence of effectiveness in librarianship; i.e., information transfer as measured by:

   1. Self-evaluation describing the progress made since appointment at Molloy (Form #1, p.90).
   2. Evaluation of effectiveness in the past year by a tenured Librarian or the Vice President for Academic Affairs. It is recommended that the candidate seek evaluation from more than one evaluator (Form #2, p. 91).
   3. Evaluations from patrons or Librarian's services; i.e., students and faculty.
      (a) recommendation forms will be distributed to all faculty members at the time of promotion and will be returned to the Promotion Committee.
      (b) student/Faculty evaluations of each year's service since time of initial contract. These evaluations will be gathered through the Librarian Evaluation Week process (See Form #4, p. 93.). In addition, student/faculty evaluations gathered by the candidate may be submitted. These evaluation forms must be approved by the Promotion Committee prior to administration.

   B. Evidence of continuing professional growth:
      A minimum of twelve (12) hours of graduate level courses is required. These credits must be in Library Science or some other academic field, and must be earned after completion of the Master's Degree. When the candidate list courses as evidence of course work taken, transcripts must be included as documentation. The M.L.S. is required. This degree may be a second Masters and, therefore, contain the twelve (12) extra credits within it. The candidate has the option of submitting additional evidence such as recognition by an outside professional association, publication in professional journals, scholarly lectures, active participation in professional groups.

   C. Evidence of service to Molloy:

      Two (2) or more of the following:
      1. Active participation on committees.
      2. Participation in student activities; e.g., club moderator, chaperone, Student Orientation.
      3. Library or interlibrary involvement:
         (a) development of new projects, services or programs
         (b) participation on Library Committees
         (c) other
      4. Assisting the Admissions Office in recruiting new students.

Revised Spring, 1998
Revised Spring, 2000
Revised Fall, 2000
5. Evidence of community involvement: contributions of professional services through which Molloy is represented or identified.
6. The publication of scholarly work.

This is to be construed as a list of eight, not six, categories.

D. Updated Professional Data Sheets (Appendix VIII).

E. Fulfillment of library obligations:

   A candidate must request an evaluation from the Library Administrator. The evaluation should include a statement of support or non-support for the candidate's promotion.

N. B. The candidate may submit optional evidence, such as letters from students, colleagues or alumni and reviews, evaluations, or other materials to support any of the above qualifications.

II. Time of Service in Previous Rank

A. An instructor without a doctorate spends four (4) years as a full-time Librarian in that rank. During the fourth year, after the completion of six (6) semesters, she/he must apply for a promotion. At that time, the individual will be raised to the rank of Assistant Professor or be given a terminal contract. Therefore, employment at the rank of instructor shall not exceed five (5) years.

B. A person with an earned doctoral degree but without previous full-time library experience shall spend two (2) years as a full-time Librarian at the instructor level. During the second year, the individual is eligible to apply for promotion. If promotion is denied at this time, the candidate must reapply by the fourth year at which time she/he will be raised to the rank of Assistant Professor or be given a terminal contract.

C. An instructor who has been a full-time Librarian at Molloy for at least one (1) year and during this time receives her/his doctorate is likewise eligible to apply for promotion during the second year. If promotion is denied at this time, the candidate must reapply by the fourth year at which time she/he will be raised to the rank of Assistant Professor or be given a terminal contract.
PROMOTION TO ASSOCIATE PROFESSOR

I. Qualifications
   A. Evidence of increased effectiveness in librarianship; i.e., information transfer as measured by:
      1. Self-evaluation describing the progress made since the last promotion or since appointment at Molloy if hired as Assistant Professor.
      2. Evaluation of effectiveness in the past year by the Library Administrator or Vice President for Academic Affairs, or a tenured Librarian. It is recommended that the candidate seek evaluation from more than one evaluator (p.90, Form #1).
      3. Evaluations from patrons of Librarian's services; i.e., students and faculty.
         (a) recommendation forms will be distributed to all faculty members at the time of promotion and will be returned to the Promotion Committee (p. 93, Form #4).
         (b) student/faculty evaluations of each year's service since time of initial contract (p. 91, Form #2). These evaluations will be gathered through the Librarian Evaluation Week process (See Form #3, page 92).
   In addition, student/faculty evaluations gathered by the candidate may be submitted. These evaluation forms must be approved by the Promotion Committee prior to administration.
   B. Evidence of Professional Growth:
      An earned doctorate is required at the time of application. When the candidate list courses as evidence of course work taken, transcripts must be included as documentation.
   C. Evidence of candidate's ongoing value to the college:
      Three (3) or more of the following:
      1. involvement in committees
      2. recruitment activities
      3. participation in student activities
      4. publication of scholarly work
      5. evidence of community involvement or professional service through which Molloy is represented or identified.
      6. library or interlibrary involvement:
         (a) development of new projects, services or programs
         (b) participation on Library Committees
         (c) other
   D. Evidence of candidate's ongoing value to the library.
   E. Evaluations are required from all full-time Librarians. These evaluations should include a statement of support or non-support for the candidate's promotion.
   F. Updated Professional Data Sheets (Appendix VIII).

N. B. The candidate may submit optional evidence such as letters from students, colleagues, or alumni, and reviews, evaluations, or other materials to support any of the above qualifications.
II. Time of Service in Previous Rank

Four (4) years as full-time Librarian at rank of Assistant Professor at Molloy with eligibility to apply in the fourth year.

Revised Spring, 1998
Revised Spring, 2000
Revised Fall, 2000

PROMOTION TO PROFESSOR

I. Qualifications

A. Evidence of sustained effectiveness in librarianship as demonstrated by:

1. Self-evaluation describing the qualities and achievements which, in the candidate's judgment verify excellence in librarianship. This self-evaluation must correlate with student and faculty evaluations.

2. Evaluation of effectiveness in the past year by the Library Administrator or Vice President for Academic Affairs, or a tenured Librarian. It is recommended that the candidate seek evaluations from more than one evaluator (p. 90, Form #1).

3. Evaluations from patrons of Librarian's services; i.e., students and faculty.
   (a) recommendation forms will be distributed to all faculty members at the time of promotion and will be returned to the Promotion Committee (p. 93, Form #4).
   (b) student/faculty evaluations of each year's service since time of initial contract (p. 91, Form #2). These evaluations will be gathered through the Librarian Evaluation Week process. (See Form #3, page 92).

In addition, student/faculty evaluations gathered by the candidate may be submitted. These evaluation forms must be approved by the Promotion Committee prior to administration.

B. An earned doctorate is required at the time of application.
When the candidate list courses as evidence of course work taken, transcripts must be included as documentation.

C. Evidence of candidate's ongoing value to the college:

Three (3) or more of the following:
1. active involvement in committees
2. recruitment activities
3. considerable participation in student activities
4. the publication of scholarly work
5. evidence of community involvement: contributions of professional service through which Molloy is represented or identified
6. library or interlibrary involvement:
   (a) development of new projects, services or programs
   (b) participation on library committees
   (c) other

This is to be construed as a list of eight, not six, categories.
D. Evidence of the candidate's ongoing value to the library.
   Evaluations are required from all full-time Librarians. These evaluations should include a statement of support or non-support for the candidate's promotion.

E. Updated Professional Data Sheets (Appendix VIII).

N. B. The candidate may submit optional evidence such as letters from students, colleagues or alumni, and reviews, evaluations, or other materials to support any of the above qualifications.

II. Time of Service in Previous Rank
   To be considered for promotion, an Associate Professor must spend four (4) years as full-time Librarian in that rank at Molloy and have a minimum of ten (10) years of full-time collegiate library experience.

Revised Spring, 2000
Revised Fall, 2000

ADDENDA

1. Effective Fall 1983, all evaluation forms must be approved by the Promotion Committee.

2. In cases of promotion, a sick leave of more than one (1) semester or any leave of absence will not be counted in the computation of years of service.

3. In cases of promotion, a sabbatical will be counted in the computation of years of service.

F/T PROMOTION POLICY REVISED MAY 1983
P/T PROMOTION POLICY WRITTEN AND APPROVED MAY 1982
PROMOTION POLICY FOR LIBRARIANS WRITTEN AND APPROVED MARCH 1983
F/T, P/T, PROMOTION POLICIES REVISED SPRING 1989
Revised Spring, 1998
Revised Spring, 2000
CRITERIA FOR PROMOTION FOR FULL-TIME LIBRARIANS
LIBRARIAN EVALUATION FORM
(Number 1)

NAME OF LIBRARIAN EVALUATED ____________________________ DATE __________
Evaluator: __________ self  __________ V. P. for Academic Affairs
__________ library administrator  __________ tenured librarian

SCALE: (1) Excellent (2) Very Good (3) Good (4) Fair (5) Poor (6) N/A

I. How would you rate this librarian on the following points? (use the above scale)

1. continually implements and re-evaluates the procedures and policies of the library
2. conducts orientations for students and gives assistance to faculty members
3. encourages maximum use of facilities
4. promotes use of library facilities by making faculty aware of resources
5. adapts quickly to difficult situations
6. organizes print/non-print materials so they are readily accessible
7. uses current, recommended selection aids
8. orders materials efficiently
9. supervises effectively the processing of materials
10. ensures that materials are available and circulated with efficiency and ease
11. keeps an accurate inventory of holdings
12. keeps director aware of future needs of library
13. trains and supervises aides and student assistants in para-professional and clerical tasks
14. is available to students and faculty
15. is willing to assist students and faculty
16. assists faculty members by recommending/ordering when requesting materials which support curriculum
17. assists faculty member in planning teaching units and using educational print/non-print materials
18. keeps abreast of current educational trends and encourages experimentation with new learning styles
19. is a good manager of her/his own professional time

II. Considering all facets, how would you rate the performance of this librarian

III. Any other comments:

__________________________________________ Signature of Evaluator

__________________________________________ Signature of Librarian Evaluated

Comments of Librarian evaluated:
CRITERIA FOR PROMOTION FOR FULL-TIME LIBRARIANS
LIBRARIAN EVALUATION FORM
(Number 2)

NAME OF LIBRARIAN EVALUATED__________________________DATE________

Evaluator:
Check one: Periodical Librarian______ Reference Librarian______ Media Librarian______
Faculty______ Student______

SCALE: (1) Excellent   (2) Very Good   (3) Good   (4) Fair   (5) Poor   (6) N/A

I. How would you rate this librarian on the following points? (use the above scale)

1. The librarian was readily available to users of the Library or Media Center

2. The librarian was able to explain clearly the working process of the Library or Media Center

3. The librarian readily gave assistance in the use of the Library or Media Center

4. The librarian was willing to assist in the location of material needed

5. The librarian was effective in teaching the use of the Library and AV material

6. Equipment and other materials were well-organized

7. Overall, I would rate the attitude of the librarian to users of the Library as

8. Overall, I would rate this person as a librarian/teacher as

9. How many times have you been assisted by this librarian?
   1____ 2____ 3____ 4____ 5____ 6____ more____

10. If you are a student, what is your class level?
    Freshman____ Sophomore____ Junior____ Senior____

II. Additional comments:

Revised Spring, 2000
LIBRARIAN EVALUATION WEEK FORM*
(Number 3)

PURPOSE: To provide the students and faculty who are the patrons of librarian's services an opportunity to complete an evaluation on any/all of the Library Staff.

METHOD:

1. The Student Academic Board will conduct the Librarian Evaluation Week.

2. A Librarian Evaluation Week will be held once a year at the end of the Spring Semester.

3. An area (booth, table) will be set up for Librarian Evaluation Week outside the Library (on second level of Kellenberg).

4. This booth will be staffed by the members of the Student Academic Board for approximately two (2) hours a day during that week to provide ample opportunity for students and faculty to complete the evaluations.

5. Students and faculty will sign in and show identification prior to completing the evaluation to prevent duplication of evaluations.

6. The Evaluation of Librarian form (Form #2) will be utilized for all evaluations.

7. The Student Academic Board will keep all evaluations confidential. The evaluations will be returned to the Librarian via Faculty mailbox at the completion of the Librarian Evaluation Week.

*Please note: The Librarian Evaluation Week process is being implemented on a trial basis and will be re-evaluated by the Student Academic Board, the Faculty Council, and a representative of the library staff in the Spring of 1987 after completion of two (2) Librarian Evaluation weeks.

Revised Spring, 2000
DATE: __________________________

PROMOTION CANDIDATE: ______________________________________

is applying for promotion to __________________________

Recommend for Promotion ______

Do not recommend for Promotion ______

Unable to evaluate candidate ______

*Supporting Comments:

Faculty signature: ______________________________________

(all recommendations must be signed)

*A positive or negative recommendation cannot be used by the committee without supporting comments (i.e., assists faculty members in the library when appropriate, keeps abreast of current educational trends, etc. Please refer to the Promotion Policy for Librarians in Faculty Handbook.

Revised Spring, 2000
D. DUTIES OF THE PROMOTION CANDIDATE AND OF THE PROMOTION COMMITTEE

Promotion Committee:
1. The Promotion Committee shall consist of the following members:
   (a) Faculty President or her/his delegate from Faculty Council;
       1. Four (4) tenured faculty members – at the rank of Assistant Professor or above with at least two (2) years full-time teaching at Molloy – elected for a term of two (2) years. Members of the Promotion Committee are not eligible to serve on Grievance or Hearing Committee, nor are they to submit letters of recommendation or non-recommendation for any candidate. Nor may they themselves be candidates for promotion.
2. The Promotion Committee shall:
   (a) during the first week of the fall semester, send a letter to all faculty members referring them to the Faculty Handbook for promotion procedures and deadlines. This work shall be undertaken through the Faculty Council if the Promotion Committee Chairperson has not been named prior to the first meeting of the committee;
   (b) receive all submitted materials of faculty members applying for promotion on or before but not after October 15 of the year of application;
   (c) by October 24 notify the Vice President for Academic Affairs of the names of the candidates requesting promotion: these names will be posted with the following notification:
       All members of the Molloy community are reminded that they are free to submit any information which will assist the committee in its deliberations. All such information must be submitted in writing on or before November 9;
   (d) Grace Period: the committee will review the portfolios of the candidates and check to see that all required documents are submitted. If any are missing the candidate must be informed and be allowed to submit the missing documents within 10 days of being informed.
   (e) evaluate whether the candidate has met the criteria for promotion;
   (f) in those instances where a candidate applied without appropriate degree/credits/length of service, return the portfolio to the candidate immediately without any evaluation;
   (g) prepare a written report on the candidate, specifically and only identifying how s/he did or did not meet the criteria for promotion to the rank sought as set out in the Handbook;
   (h) make favorable or non-favorable recommendations to the President in accord with the policy set forth in the Handbook;
   (i) ensure that all relevant materials are securely retained by the college for three (3) years from the date of notification of the granting or denial of promotion to the candidates by the Administration.
   (j) The committee is required to adhere to the current system for weighting supportive evidence. A revised system for quantifying and weighting the evaluation of promotion evidence is currently under development (Spring, 2008). It is anticipated that this system will be piloted by the Chair of the Promotion Committee in the Fall of 2009 and revised for future official implementation.

The committee shall keep its deliberations confidential. It is not to vote until all reasonable doubts have been resolved; its vote, once taken, is final.
3. The Promotion Committee shall have the right to:
   (a) adopt appropriate rules for the proper conduct of the Committee’s duties, including the giving of notice of a candidate’s eligibility to the College community;
   (b) solicit information on campus to corroborate evidence submitted by candidates themselves or by other persons. All corroboration must be in writing.
   (c) The Promotion Committee is also the body to review candidates’ nominations for the rank of Professor Emerita/us.

Procedure for Decision on Promotion: (A)

1. Vice President for Academic Affairs (VPAA)
   It shall be the VPAA’s responsibility to confirm in writing to the Faculty Committee on Promotion and to the candidate’s Division Dean the eligibility of the candidate applying with respect to length of service, and observance of contractual obligation.

2. Candidate for Promotion
   Pre-note: No candidate for promotion may serve on the Promotion Committee during the year of his/her evaluation. It is presupposed that faculty applying for promotion in the Fall of a given year are not eligible for committee membership that year. A candidate for promotion already on the committee will be asked to resign at the end of the preceding year.

   Faculty who are applying for promotion to the rank of Associate Professor or Full Professor must submit a letter of intent to apply for promotion to the VPAA. The VPAA should be given sufficient time to verify eligibility for promotion and complete a teaching evaluation for the promotion candidate.

   It shall be the candidate’s responsibility to submit to the Chairperson of the Promotion committee (or the Faculty Council) on or before October 15:
   (a) an updated Professional Data Sheet (See Appendix VIII)
   (b) a self-evaluative letter expressing the rationale for position sought
      (Consult the sections describing the particular requirements for each rank).
   (c) evidence of fulfillment of the requirements for the rank sought
   (d) Dean’s recommendation according to stated guidelines, appropriate required teaching evaluations, course outlines, etc. (Consult the sections describing the particular requirements for each rank).

3. Division Dean
   The Dean of his/her Division contributes to the Committee’s assessment of the candidate by means of a carefully prepared letter to be based on a close perusal of the candidate’s portfolio. The Dean will have access, monitored by the Committee, to the proper candidates’ portfolios. The letter will be prepared by the Dean during the same time that the Committee is reviewing the candidate’s application and must be submitted prior to the Committee’s final vote on the candidate. This letter reports the Dean’s experience of the candidate’s fulfillment of the expectations set out in the Promotion Policy. This letters does not constitute a vote independent of the committee but is part of the evidence used by the members as they prepare their recommendation/non-recommendation of the candidates. It is not the candidate’s
responsibility to solicit this letter; the responsibility of preparing it falls to the Dean as part of her/his office.

In the Humanities, Social Sciences and Natural Sciences Divisions, the Dean will consult with the candidate’s Chairperson prior to submission of the evaluation letter to the Promotion Committee

4. Department Chairperson
The Chair of the candidate’s department contributes to the Committee’s assessment of the candidate by means of a carefully prepared letter to be based on a close perusal of the candidate’s portfolio. The Chair will have access, monitored by the Committee, to the proper candidates’ portfolios. The letter will be prepared by the Chair during the same time that the Committee is reviewing the candidate’s application and must be submitted prior to the Committee’s final vote on the candidate. This letter reports the Chair’s experience of the candidate’s fulfillment of the expectations set out in the Promotion Policy. This letter does not constitute a vote independent of the committee but is part of the evidence used by the members as they prepare their recommendation/non-recommendation of the candidates. It is not the candidate’s responsibility to solicit this letter; the responsibility of preparing it falls to the Chair as part of her/his office

The Chairperson will consult with the Division Dean to discuss the candidates in their Department who are applying for promotion.

Faculty who are applying for promotion to the rank of Associate Professor or Full Professor must submit a letter of intent to apply for promotion to the VPAA. The VPAA should be given sufficient time to verify eligibility for promotion and complete a teaching evaluation for the promotion candidate.

It shall be the candidate’s responsibility to submit to the Chairperson of the Promotion committee (or the Faculty Council) on or before October 15:
(a) an updated Professional Data Sheet (See Appendix VIII)
(b) a self-evaluative letter expressing the rationale for position sought (Confir the sections describing the particular requirements for each rank).
(c) evidence of fulfillment of the requirements for the rank sought (e.g. To obtain Chair/Division

Dean’s recommendation according to stated guidelines, appropriate required teaching evaluations, course outlines, etc. [Consult the sections describing the particular requirements for each rank]).

5. Promotion Committee
The responsibilities of the faculty committee on Promotion are set forth above in that section describing the committee’s composition and responsibilities.

Regarding Emerita/us Status: The responsibilities of the faculty committee on Promotion with respect to candidates for the status of Professor Emerita/us are as follows:

The process may be indicated by a faculty member, including the candidate or the VPAA or the President. The person initiating the process will notify the Chairperson of the faculty committee on Promotion.
(a) the Promotion Committee will seek information regarding the candidate’s service at Molloy. Possible sources include, but are not limited to, interviews with the candidate, colleagues, students, former students, administrators, etc., and references to annual reports, etc;
(b) the Promotion Committee will forward its recommendation to the President within three (3) months of the initiation of its inquiry.

Faculty are notified in writing whether or not they have been granted the promotion sought.

6. **Subsequent to Vote on Promotion**
   A faculty candidate may appeal from an adverse promotion decision. See Part III, Section L, p. 133, “Appeal from Adverse Promotion and Tenure Decisions.”

Revised Spring, 1998 (corrected);
Revised Spring, 2001
Revised Spring, 1991
Revised Spring, 2002
Revised Spring 2008
Revised Spring 2009
E. TENURE POLICY

Pre-Note: In recognizing a candidate's suitability for tenure the college affirms that the candidate has demonstrated evident growth and development as a member of the college. It is therefore not alone sufficient that the candidate have devoted the number of years expected toward tenure. Qualitative evidence of genuine advancement toward excellence must be offered.

Definition:
Academic tenure shall mean that the full-time faculty member holds a permanent or continuous appointment in his/her academic position, to be terminated only for adequate cause, resignation or any bona fide financial exigency, e.g., declining enrollment of Molloy College, or any program, department or unity thereof, or reduction or discontinuance of a program, department or unit. Termination for adequate cause shall be made only in accordance with procedures for dismissal outlined in Part III, Section J.

Length of Service:
The probationary period should not exceed seven (7) academic years. Faculty who do not apply for Tenure will be given a terminal contract in their seventh year. Normally faculty members who have completed not fewer than five (5) years of full-time teaching at Molloy College will submit materials for evaluation in the fall of the sixth year. However, up to three (3) years of full-time teaching at one or more accredited institutions of higher learning may be credited to this five-year period. This assumes that new faculty are informed of this right by the Office of the Vice President for Academic Affairs prior to signing of initial contract.

(a) Credit for such prior teaching service must be requested in writing by the faculty member at the time of initial contract. Following verification, the faculty member shall be advised in writing of the number of years allowed as credit.

(b) Part-time teaching or teaching for less than a full academic year at another academic institution will in no case be counted as part of the probationary period.

(c) A leave of absence or a sick leave of more than six (6) months will not be counted as part of the probationary period.

(d) In rare and exceptional circumstances, where the well-being of the college clearly requires it, the President may, with the consent of the Board of Trustees, waive part or all of the probationary period for a newly-appointed faculty member already tenured, by standards commensurate with Molloy's, at another college or university.

General Provisions:
(a) Tenure cannot be earned through service as an administrative officer except as otherwise prescribed. Those who have earned tenure at the College shall retain tenure in said tenure position while serving an appointment as an administrative officer.

(b) A tenured faculty member who requests a leave of absence for more than one (1) year is to obtain from the President of the College a statement indicating the number of years s/he may be on leave without loss of tenure.

(c) Tenure does not imply promotion or salary increments.

(d) All tenured faculty members shall be evaluated by the Chairperson or the Division Dean every two (2) years.

(e) Anything to the contrary contained in this article on Tenure notwithstanding, the Board of Trustees may, in those cases deemed by it to be in the best interests of the College, waive part of the probationary period of tenure for a faculty member who assumes a position as an administrative officer at Molloy College, and who is otherwise qualified for tenure. But in no event shall tenure be granted to any
such person whose combined service at Molloy College is not equivalent to seven (7) years.

Requirements for Consideration of Tenure
The Tenure Committee shall examine the record of each candidate for tenure and the evaluation process shall include review of the following:

I. Pre-Requisites for Application:
A. Professional Data Sheet, updated (Appendix VIII), including Workload Data Sheet.
B. Time of Service. As specified above, the candidate for tenure may apply in his/her sixth year of service to Molloy for tenure in the seventh year.
C. Rank in Service. The candidate for tenure must hold at the least the rank of Assistant Professor.
D. Letter: Before 15 October of the year in which tenure is sought, the candidate must send, along with the rest of his/her portfolio, a carefully written letter to the Faculty Committee on Tenure requesting tenure and plainly stating the warrant therefore.

The letter must include the candidate's "philosophy" of teaching, enabling the Committee to understand the candidate's perspective on his/her mission and enabling them, too, to recognize the candidate as one who has reflected on his/her role as a teacher.

Above all the letter must be written in a suitably professional manner and reflect pride in self and in the status sought. It should indicate clearly the achievements of the candidate which merit consideration of tenure and it should plainly refer the readers to the places in the candidate's portfolio where thorough documentation is located.

The candidate must demonstrate the advances s/he made since last promotion or, if no prior promotion has been granted, since hiring, documenting those demonstrable from external recognition (e.g., awards and certifications).

E. Terminal Degree
(1) The candidate for tenure will have the terminal degree in his/her field or an allied field from a regionally-accredited university at the time of hiring, or
(2) the candidate for tenure will have completed the terminal degree in his/her field or an allied field from a regionally-accredited university since the time of hiring, or
(3) the candidate for tenure will give evidence that s/he is in compliance with a written agreement made between Molloy College and the candidate regarding the candidate’s advancement at the time of his/her hiring, normally including
   (a) a letter from the VPAA and the candidate’s department indicating that the terms of the written agreement are being met;
   (b) corroborative documentation, such as transcripts, an approved dissertation proposal acknowledged by the degree-granting institution.

I. Qualifications
A. Continued Effectiveness in Teaching to be appraised by Committee's review of
1. **Colleague Appraisal.** Using (Appendix V-A) of the *Faculty Handbook*, the candidate's Chairperson and the Division Dean and at least one tenured colleague from the candidate's department or a tenured colleague from another department are to provide a careful assessment of the candidate's performance as a teacher at a time not more than one year prior to application. This appraisal is forwarded to the Tenure Committee by the candidate. Evaluations should be solicited from as many tenured colleagues as feasible.

   Note: Faculty hired prior to 2005 should consult the tenure policy cited in the Faculty Handbook that was in effect at the time of hiring.

2. **Student Appraisal.** Teaching Effectiveness Evaluations of all Fall and Spring semesters taught at Molloy by the candidate prior to application, gathered through faculty-approved student surveys conducted by the Academic Board of the Molloy Student Government (MSG), must be submitted. The candidate must take a pro-active role in ensuring that these evaluations are carried out in a timely manner.

   It will be expected that (1) all courses for all semesters are reported and (2) that the MSG format and procedure will be followed. In the rare instance where student evaluation is unavailable, a letter from the VP for Student Affairs or the Academic Board of MSG explaining the circumstances is required. However, absence of these forms is generally deemed a liability.

3. **Evidence of Classroom Style and Academic Standards.**
   The evidence is provided by the candidate's *course outlines/requirements* for all courses offered in the year prior to application as well as the current semester. It is also provided in the statement of the candidate’s “philosophy” of teaching.

B. **Professional Growth** to be appraised by the Committee's review of

1. Documented efforts at developing proficiency in one's field through regular attendance at appropriate conferences, workshops, conventions, etc.

2. Documented productivity reflected in at least two of the following:
   
   (a) published or non-published presentations at scholarly or professional workshops; addresses given at academic or professional meetings in one's field or allied field or the publication or similar dissemination (e.g., via electronic retrieval methods) of scholarly work, educationally valuable aids in the field of study, or the equivalent in fine arts).

   In the case of performance or studio arts, faculty seeking tenure may give evidence of major performances or showings. The committee will then solicit the opinion of experts in the performing or studio arts to determine the suitability of submitted evidence. In the case of clinical practice, activities that may also be considered scholarly accomplishment may include some combination of the following: presentation of case studies, consultation reports, secured grants awards in support of practice, recognition by regional, state, national or international professional bodies as a master practitioner, advanced certifications and the production of policy papers related to practice.

   (b) attainment of the terminal degree in one's field *during one's time at Molloy;*
(c) contribution to Molloy's standing in the educational community, including, but not limited to, development of new courses (such as core courses) or programs likely to enhance the place of Molloy in the academic community locally or more widely or other achievements of comparable impact.

C. **Sustained/Enhanced Service to Molloy since hiring.**

Both (a) and (b) of Item 1 must be evident, specifically documented, and indicate that the candidate is genuinely cooperative with his/her department's educational efforts. There should likewise be evidence of both Items 2 and 3.

1. **Evidence of Departmental Collaboration**
   a. Appendix V-B, or, in the case of a Chairperson/Division Dean applying for tenure, Appendix V-C, must be submitted.
   
   Every member of the department should be asked to submit a review. This review is particularly important for the candidate seeking tenure, as there must be clear evidence to the committee that the candidate has in fact made conscientious effort to engage in the enterprise of the college, and this effort is usually manifest in departmental participation.
   
   b. Appendix V-E, the Student Advisement Evaluation, must be reported from as many students as respond. The candidate must actively pursue these evaluations.

2. **Evidence of Committee Work** The committee will look for evidence that the candidate has participated or at the least has made a concerted and consistent effort to participate in the Molloy endeavor by contributing his/her active service on a college-wide committee, task force or faculty team working for the advancement of Molloy College mission-related goals.

3. **Evidence of Participation in Other Molloy College Activities** These must be documented in some formal way, i.e., by letters from Molloy personnel on Molloy stationery.
   Effective presence in the total life of the college, including, but not limited to:
   * interaction with colleagues to the advancement of the college's mission;
   * efforts at assistance of students (other than advisement);
   * recruitment-related efforts;
   * other Molloy student-directed services
   * other Molloy faculty-directed services.
   * enrichment of Molloy in the local or metropolitan or wider community

Revised May, 2004
Revised July, 2004
Revised 7 September 2004
Revised 13 September 2004
Revised October 2004
F. DUTIES OF THE TENURE CANDIDATE AND OF THE TENURE COMMITTEE

The Tenure Committee shall be composed of the Faculty President, four (4) elected tenured faculty members. Elected members serve a term of two (2) years. Rank of Assistant Professor or above, tenured, and two (2) years full-time teaching at Molloy will constitute eligibility for this committee.

No member of the Tenure Committee is eligible to serve on the Grievance or Hearing Committees.

DUTIES

This Committee shall:

a. ascertain whether compliance with the requirements for tenure have been fulfilled
b. Grace Period: the committee will review the portfolios of the candidates and check to see that all required documents are submitted. If any are missing the candidate must be informed and be allowed to submit the missing documents within 10 days of being informed
c. in those instances where a candidate applies without appropriate degree/credits/length of service, return the portfolio to the candidate immediately without any evaluation
d. the committee is required to adhere to the current system for weighting supportive evidence. a revised system for quantifying and weighting the evaluation of tenure evidence is currently under development (Spring, 2008). It is anticipated that this system will be piloted by the Chair of the Promotion Committee in the Fall of 2008 and revised for future official implementation.
e. prepare a written report on the candidate, including a favorable or unfavorable recommendation as to tenure to the President
f. make recommendations to the President
g. recommend any changes in tenure policy to be presented for approval to the Faculty Council
h. during the first week of the Fall semester, send a letter to all faculty members referring them to the Faculty Handbook for tenure procedures and deadlines

TENURE PROCEDURE

The Candidate shall:

a. refer to the Faculty Handbook for Tenure procedures and deadlines
b. submit all materials on or before October 15
c. have the option to institute grievance procedures if notified by the President of denial of tenure. This must be done within one (1) month of receipt of President’s letter
d. not serve as a member of the committee during the year of her/his evaluation. This presupposes that faculty who are applying for tenure in the Fall are not eligible for committee membership that year. If a candidate for tenure is already a member of the committee, said candidate will be asked to resign from the committee at the end of the preceding year

The Committee shall:

a. have the right to solicit information on campus in order to corroborate evidence submitted by candidates themselves or by other persons. All corroboration must be in writing.
b. act on the evidence submitted, deliberate the merits of each application and make recommendations concerning each case

c. not vote until all reasonable doubts are resolved. Once taken, a vote is final

d. after its deliberations are concluded, submit to the President a written report on each candidate including a favorable or unfavorable recommendation as to tenure with a ranking of each candidate

e. keep its deliberations confidential. In those cases where a candidate requests results of the deliberations, said candidates will be referred to the Office of the President

f. surrender all relevant material to the college for a period of up to three (3) years; the college shall have access to the files for the purpose of future promotion of the candidate, provided the candidate gives consent for such access.

Procedure for Decision on Tenure: (A)

1. Vice President for Academic Affairs (VPAA)
   It shall be the VPAA's responsibility to notify in writing, during the first week of the fall semester, of the eligibility of those faculty ready for tenure evaluation:
   (a) the eligible faculty members;
   (b) the chairs of their departments (if applicable);
   (c) the Dean of their Division
   (d) the Tenure Committee.

2. Candidate for Tenure
   It shall be the candidate's responsibility to submit to the chairperson of the Tenure Committee on or before October 15th of the year of application:
   (a) an updated Professional Data Sheet (Appendix VIII);
   (b) a letter of application including a self-evaluation, philosophy of teaching and rationale for tenure;
   (c) evidence of fulfillment of the requirements for consideration of tenure as set in the policy description above.

In cases where a department chair is a candidate for tenure, it shall be his/her responsibility to request that the Division Dean consult with members of the department and submit to the Tenure Committee an evaluation of the chairperson's contribution as a faculty member together with the vote of the tenured faculty of that department.

3. Departmental Chairperson
   It shall be the chairperson's responsibility to:
   a) consult with the Division Dean to discuss the candidate
   b) consult with members of the department regarding the candidate's suitability;
   c) send to the Tenure Committee on or before October 15th the vote of the tenured members of the department.
   d) the Chair of the candidate’s department contributes to the Committee’s assessment of the candidate by means of a carefully prepared letter to be based on a close perusal of the candidate’s portfolio. The Chair will have access, monitored by the
Committee, to the proper candidates’ portfolios. The letter will be prepared by the Chair during the same time that the Committee is reviewing the candidate’s application and must be submitted prior to the Committee’s final vote on the candidate. These letters report the Chair’s experience of the candidate’s fulfillment of the expectations set out in the Tenure Promotion Policy. This letter does not constitute a vote independent of the committee but is part of the evidence used by the members as they prepare their recommendation/non-recommendation of the candidates. It is not the candidate’s responsibility to solicit this letter; the responsibility of preparing them falls to the Chair as part of her/his office.

5. Division Dean
The Dean of the candidate’s Division contributes to the Committee’s assessment of the candidate by means of a carefully prepared letter to be based on a close perusal of the candidate’s portfolio. The Dean will have access, monitored by the Committee, to the proper candidates’ portfolios. The letter will be prepared by the Dean during the same time that the Committee is reviewing the candidate’s application and must be submitted prior to the Committee’s final vote on the candidate. This letter reports the Dean’s experience of the candidate’s fulfillment of the expectations set out in the Tenure Policy. This letter does not constitute a vote independent of the committee but is part of the evidence used by the members as they prepare their recommendation/non-recommendation of the candidates. It is not the candidate’s responsibility to solicit this letter; the responsibility of preparing it falls to the Dean as part of her/his office.

In cases where chairpersons are candidates for tenure, the Division Dean shall
(a) consult with members of that chairperson's department;
(b) submit to the Tenure Committee an evaluation of the chairpersons' contribution as a faculty member together with the vote of the tenured faculty of that department;

These written evaluations must include a statement of recommendation or non-recommendation of the chairperson being evaluated for tenure.

5. Tenure Committee
The duties of the committee are set forth above in the section describing that committee's composition and responsibilities.

Revised Spring, 2002

Procedure for Decision on Tenure: (B)
The Tenure Committee evaluates whether the candidate has met the criteria for tenure, and prepares a written report on the candidate. That report, identifying how the candidate did or did not meet the criteria set out in the Handbook, is sent to the President along with the committee's favorable or non-favorable recommendation.
The final review rests with the Board of Trustees through the Academic Affairs Committee of the Board.

Candidates are notified in writing whether they have or have not been granted tenure. A decision not to grant tenure will result in the notification in writing of the faculty member, by the President or his/her designated representative, that the candidate's appointment to the faculty is terminable and s/he will be offered a terminal contract in the seventh year of teaching.

**Procedure for Decision on Tenure: (C)**
A faculty member denied tenure by the vote of the Board retains the right of appeal. See Part III, Section L, p. 133, "Appeal from Adverse Promotion and Tenure Decisions."

Revised Spring, 1998 "Corrected"
Fall, 2000
Spring, 2002
Spring 2009
Faculty Recommendation Form For Tenure

Tenure Candidate: __________________________________________________________

Recommend for tenure _______________
Do not recommend for tenure _______________
Unable to evaluate candidate _______________

*Supporting Comments:

Faculty Signature: ____________________________ Date: ________________

*A positive or negative recommendation cannot be used by the committee without
supporting comments (i.e., teaching effectiveness, meeting academic responsibilities,
evidence of scholarship, contributions to Molloy’s standing in the educational community,
committee work, etc.), and signature.
G. **SABBATICAL POLICY**

1. **Membership of Sabbatical Committee**

   The Sabbatical Committee consists of four (4) elected full-time faculty members, each serving two-year terms, and one (1) faculty councilor appointed by the Faculty Council for a one-year term. Sabbatical applicants may not serve on the committee.

2. **Purpose, Leave Options, and Proposal Guidelines For Sabbatical**

   A. A sabbatical is a leave awarded to a full-time faculty member to pursue a substantial academic project in the humanities, arts, or sciences for the purpose of attaining professional growth which redounds to the benefit of Molloy College.

   The candidate has two (2) options for leave:
   1. one (1) semester with full salary
   2. two (2) semesters with half salary

   B. The candidate must follow these guidelines for preparing the project proposal:
   1. the candidate should specify how her/his project will benefit her/his professional growth
   2. if the candidate proposes to study, she/he will indicate the institution to be attended, the program to be pursued, expected degree or certificate or credits and/or publication(s)
   3. research projects should include a statement of topic(s), major hypotheses, sources of data, research methods, institution(s) where research is to be conducted, grants received, and any arrangement with publishers for publication of sabbatical project
   4. if the candidate's field is fine arts, then a proposal may be acceptable which outlines a series of artistic productions or performances. A performance or exhibition schedule must be specified indicating any preliminary arrangements with producers, gallery directors, or museum directors and/or place(s) where work(s) is/are to be exhibited or performed
   5. travel plans relevant to the sabbatical project must be specified
   6. the candidate should close with an explanation of how this specific project will be of benefit to Molloy College.

   C. It is understood that the candidate would not engage in outside paid employment if it would negatively impact upon the completion of the sabbatical project.

   D. Prior to submitting a proposal, a candidate may confer with any member of the Sabbatical Committee about the guidelines
3. Eligibility

A. Application Process

1. To be eligible for a sabbatical, seven (7) full years of continuous teaching at Molloy is required.
2. Faculty members may apply for a sabbatical in the Fall of their seventh (7) year of full-time teaching.
3. A leave of absence without salary shall not count in the years of teaching but shall not interrupt the continuity of teaching. A year of service of which more than half is spent on sick leave shall not be counted in computing eligibility for a sabbatical.
4. A faculty member who has been granted a sabbatical can accumulate seniority toward a new sabbatical after her/his sabbatical year.
5. Faculty members may apply for subsequent sabbaticals in the fall of their seventh (7) year of full-time teaching after returning from their previous sabbatical.

B. Provisions for Leave – Needs of the Department

1. Only one (1) member of a department/division shall be on leave at one time. If two (2) persons in a department are eligible for sabbatical, the one who postpones her/his turn will be able to count the postponed year toward the accumulation of time for the next sabbatical. This person should immediately apply for a deferment in writing to the Vice President for Academic Affairs (to a maximum of two (2) deferments). Copies of the request for deferment and the approval should be sent to the Sabbatical Committee by October 15 of the year in which the application would normally be submitted.

Departments with more than ten (10) full-time faculty members may have a maximum of one (1) sabbaticant per ten (10) full-time faculty.

2. Course(s) of sabbaticants should be dropped and/or enrollment increased in other courses of the department.

3. The remaining members of a department should work around the absence at a minimum cost to the college. It may be necessary to hire part-time teacher(s). The part-time course(s) could constitute an overload for full-time department faculty.

C. Provisions for Leave – Needs of the College

If the eligible sabbatical candidate wishes to postpone application for a sabbatical for a period of one (1) year for the good of the College, he/she must apply for a postponement in writing to the Vice President for Academic Affairs. Copies of the request for postponement and the approval should be sent to the Sabbatical Committee by October 15 of the year in which the application would normally be submitted.

The person who postpones application for the good of the College will be able to count one (1) year toward the accumulated time for the next sabbatical.
4. Procedure for Decision on Sabbatical

A. Procedure for Candidate:

1. The candidate must submit to Sabbatical Committee by October 15:
   (a) updated Professional Data Sheet (Appendix VIII, A)
   (b) updated Workload Data Sheet (form available in the Office of the Vice President for Academic Affairs and in Appendix VIII, B.)
   (c) a form of intent (p. 112) specifying:
      (i) total salary for current academic year
      (ii) choice of one-half (½) year or one (1) full year sabbatical
   (d) to submit Sabbatical Coverage Form to departmental Chairperson/Division Dean and request the Chairperson/Division Dean to submit the completed form to the Sabbatical Committee by October 15 (p. 113)
   (e) to submit a written Sabbatical Proposal to the committee by October 15 of the year of application
   (f) prior to submitting a proposal, a candidate may arrange to meet with any member of the Sabbatical Committee to discuss the guidelines if she/he wishes

2. Upon notification of approval of Sabbatical Proposal:
   (a) it shall be the candidate's responsibility to notify the Vice President for Academic Affairs in writing of sabbatical acceptance within one (1) week of approval notification.
   (b) The candidate must submit a written contractual promise to return to Molloy College for at least one (1) year following the leave.
   (c) After a sabbatical has been granted and accepted, a faculty member may not relinquish it without waiting three (3) years to reapply.

3. If, under special circumstances, a candidate does not wish to accept the Sabbatical for the coming year, he/she must apply for a postponement in writing to the President of the College. If the President approves, the sabbaticant may reapply the following year.
   (a) If the President does not approve, the faculty member must either accept the sabbatical or relinquish it and wait three (3) years to reapply.
   (b) Copies of the request for postponement and the President’s response should be sent to the Sabbatical Committee.

4. If a sabbaticant is requested by the President to postpone a granted sabbatical for the good of the College or the department, the candidate may take the sabbatical the following year without reapplying. Prior to the sabbatical year, the candidate should submit to the Sabbatical Committee:
   (a) a copy of the President’s request;
   (b) a Sabbatical Form of Intent; and
   (c) an updated Course Coverage Form from the respective Chairperson/associate dean/associate dean.
The person who postpones sabbatical because of request by the President, will be able to count one (1) year toward the accumulated time for the next sabbatical.

5. Upon completion of sabbatical it shall be the sabbaticant's responsibility to:
   (a) present a verbal and written report to the committee.
   (b) where feasible, the sabbaticant will be referred to the Faculty Development Committee for further sharing with faculty.

B. Procedure for Departmental Chairperson/Division Dean

1. It shall be the Chairperson/Division Deans responsibility to meet with the prospective sabbaticant to complete the form indicating in what manner courses will be covered during the sabbatical (p. 113) A copy of this form must be submitted to the committee for review by October 15 of the year of application.

2. Should a departmental Chairperson/associate dean/associate dean be granted a sabbatical during the course of her/his term, the chair shall be occupied during the sabbatical by a Chairperson/associate dean/associate dean pro tem with full authority. The policy in no way increases or decreases the Chairperson/associate dean/associate dean's stated three (3) year term of office, nor does it interfere with nomination or appointment to the Chair.

C. Procedure of Sabbatical Committee

It shall be the committee's responsibility:

1. to send a notice to full-time teaching faculty reminding potential sabbaticants to submit all sabbatical materials:
   (a) updated Professional Data Sheet
   (b) updated Workload Data Sheet
   (c) Proposal;
   (d) Form of Intent.
   Notice to be sent every year in Spring semester

2. to meet with any candidate who wishes to discuss the guidelines prior to submitting a proposal

3. to determine the time eligibility of those faculty members who have submitted updated data sheets and notify them shortly thereafter and to return without further evaluation the materials of those candidates who have not fulfilled the time requirement

4. to review form indicating how courses will be covered during the sabbatical year. To meet with Chairperson/Division Dean and potential sabbaticants to discuss course coverage when necessary

5. to review current salaries of potential sabbaticants and to project the cost of sabbaticals
6. to review sabbatical proposals. Recommendations will be based on the quality of the proposal. Any proposal which does not follow the guidelines will not be recommended.

7. to rank acceptable sabbatical proposals based on the value that the sabbatical will be to the sabbaticant and the college.

8. to submit the ranked proposals and a financial accounting of the costs of the sabbaticals to the President and to the Board of Trustees for final approval by December 1.

9. to meet with sabbaticant upon completion of sabbatical to review written and verbal reports.

5. Sabbatical Funding

The College shall ensure that funding sufficient to defray any expenses it may meet in the face of a sabbaticant’s leave will be available.
SABBATICAL FORM OF INTENT
(To be completed by the Sabbatical Candidate.)

Return to Sabbatical Committee with completed Sabbatical Proposal by **October 15**.

NAME:___________________________________________________________

DEPARTMENT:_____________________________________________________

1. Do you wish to accept a sabbatical next year?  ____YES  ____NO

2. If "YES," please indicate your choice of sabbatical:
   a. One half year with full pay _____
   b. One full year with half pay _____

3. Sabbatical will begin _____________ and end ______________.

4. Give your exact salary for the current year:_________________

_________________________________
Signature of Faculty Member
SABBATICANT COURSE COVERAGE FORM

(To be completed by Department Chairperson/Division Dean).

Return to Sabbatical Committee Chairperson by October 15.

DEPARTMENT CHAIRPERSON/DIVISION DEAN: ________________________________

FACULTY MEMBER REQUESTING SABBATICAL: ________________________________

Please indicate in what manner courses will be covered (Faculty Handbook):

Sabbaticant's Course Load per semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit</th>
<th>Coverage</th>
<th>Exact Cost of Coverage</th>
</tr>
</thead>
</table>

Signature of Chairperson/Division Dean
H. FACULTY RESEARCH/SCHOLARSHIP POLICY

The policy calls for a yearly sum, the amount to be requested and approved as part of the college’s annual budget process, to be used for faculty research/scholarships. The Committee for Faculty Scholarship and Academic Advancement will undertake the responsibility of determining which proposals will be funded.

I. Purpose of Research/Scholarship Awards

The purpose of the Research/Scholarship Award is to provide support monies to:
   a) undertake a research project
   b) prepare a research based article for publication
   c) write a grant proposal
   d) initiate a pilot project in preparation for a research investigation
   e) support doctoral research
   f) support significant scholarly or creative works
   g) award monies may be used for:
      expenses related to data collection and analysis, postage, preparation of audiovisual aids, development of posters for presentation, secretarial help, and to support research-related travel expenses. These are examples only. The candidate will be expected to submit a budget that may identify other financial needs.
   h) to pay cost of replacement when necessary if faculty workload reduction is approved.

II. Eligibility

1. Current faculty members who have completed one year of full-time teaching at Molloy or part-time faculty who have taught three (3) years or 30 credits may apply for research/scholarship award.
2. Former full-time faculty members who have taught three (3) years and now teach part time
3. Faculty who are applying for sabbatical.
4. Faculty who are doctoral candidates with an approved dissertation proposal or equivalent may submit their proposals to the committee. These candidates are eligible for a single grant to support this research.
5. Faculty may not be funded more than once in an academic year, whether acting as principal or co-investigator.
6. The principal investigator must be an eligible Molloy faculty member.

Revised Spring, 1998
III. Responsibilities of the Committee for Faculty Scholarship and Academic Advancement in regard to Research/Scholarship

1. Determine candidate’s eligibility for award:
   a) accept and date all materials submitted by the candidate
   b) evaluate and vote to accept/reject each proposal based on the following considerations:
      1. The clarity of the overall description of the project. Any proposal that does not follow the guidelines will not be accepted.
      2. A critique of the strengths and weaknesses of the proposal. Decisions will be based on the quality of the proposal.
      3. An assessment of the reasonableness of the budget.
   c) rank accepted proposals on the basis of the quality of the proposal
   d) fund accepted proposals in ranked order dependent on the availability of College monies budgeted for this purpose and whether money was awarded previously for a research project
   e) notify all candidates regarding the acceptance/rejection of their proposal and the amount of funding if awarded
   f) send expense form (Form B, p. 120) and status sheet (Form C, p. 121) to previous year’s recipients
   g) receive oral reports from researchers at the conclusion of the project (time to be specified by candidate and committee).

2. Review and monitor yearly budgeted monies received from the College.
3. Plan and implement an annual faculty research day.
4. Serve as a liaison to faculty and Faculty Professional Center for instructional research needs:
   a) receive recommendations from administration and faculty regarding a specific college-wide research need
   b) communicate to faculty
5. Recommend any changes in Research/Scholarship Awards policy to the Faculty Council for approval.
6. During the fall semester, send a letter to all faculty members informing them of the expectations of award monies being available for the following academic year and referring them to the Faculty Handbook for procedures and deadlines.
7. Publicize the research/scholarship activities of the faculty.
8. Adopt appropriate rules for the proper conduct of the committee’s duties.

IV. Procedure

The candidate shall:
   a) refer to the Faculty Handbook for Research/Scholarship Awards procedure and deadlines
   b) submit all materials on or before March 1st. This includes proposal and detailed budget which lists the specific amount of award monies requested and describes how these funds will be utilized. Research funds will be awarded in the spring semester (see attached application – Form A, p.117.)
   c) on the application, identify all Molloy faculty who are either principal or co-investigators of the research
   d) seek approval from the Office of Academic Affairs at the time of application for any workload reduction. The Vice President for Academic Affairs will confer with the committee regarding the merits of this request
e) not serve as a member of the Committee for Faculty Scholarship and Academic Advancement while a candidate for funding. Faculty who are applying for Research/Scholarship awards are not eligible for committee membership that year. If a candidate for Research/Scholarship funds is already a member of the Committee, said candidate will be asked to resign from the committee at the end of the preceding year.

f) acknowledge in any published material that the research/scholarship activity was funded in part/all by a Molloy College scholarship/research grant.

g) award recipients are responsible for maintaining appropriate documentation to support expenditures under the grant. A final report documenting all expenditures must be submitted to the Office of the Treasurer and the Faculty Scholarship and Academic Advancement Committee (Faculty Scholarship Grant Expense Report – Form B, p. 120) at the conclusion of the grant. Any unspent funds must be returned to the College.

h) submit a written report (Research Grant Status Sheet – Form C, p. 121) to the Committee for Faculty Scholarship and Academic Advancement within one year of receipt of monies.

i) present research at future Faculty Research Day.

V. Process and Duties of Committee for Faculty Scholarship and Academic Advancement

After the March 1st deadline, the Committee shall:

a) act on the evidence submitted, deliberate the merits of each application, and make decisions concerning each case.

b) give final approval for any necessary funding if faculty workload reduction involves the need for funds to pay the cost of replacement.

c) initiate transfer of funds for any costs incurred due to faculty replacement to the proper budget line.

d) after its deliberations are concluded, notify all applicants of committee decisions and submit copy of letter to personal files in the Office of VPAA.

e) keep its deliberations confidential. In those cases where a candidate requests clarification of results, candidate will be invited to meet with the Committee for Faculty Scholarship and Academic Advancement.

f) publicize the names of award recipients via appropriate channels.

g) submit to the Vice President for Academic Affairs a comprehensive report including the number of applications received, faculty names, and amounts awarded.

h) make copies of original proposals available to the Office of the Vice President of Academic Affairs.) Chairperson of the FS & AA should retain copies of all funded proposals in Committee files. Send Expense Form (Form B, p. 120) and Status Sheet (Form C, p. 121) to recipients one year following receipt of award.

i) file final reports of award recipients in Committee’s archives as well as [faculty’s professional folders].
FACULTY SCHOLARSHIP AND ACADEMIC ADVANCEMENT
APPLICATION FORM
Form A

1. Principal Investigator: ____________________________
   (Last) (First)

Principal Investigator: Provides overall direction for the research projects. The Principal Investigator must be a full or part time faculty member*. The Principal Investigator submits the proposal, budget and monitors the allocation of funds. One year following the receipt of funds the principal investigator submits a status form. All award recipients are expected to present their findings at a future Research Day.

Date: __________________

Department/Division____________________________ Full-time _____ Part-time* ______

Rank: __________________

Tenure: ______ Yes ______ No Yes Years employed at Molloy College: ____________

Telephone: ____________________

2. Title of the Proposed Project:

__________________________________________

Amount Requested: _______________ Proposed Time-frame for Project: ____________

3. Have you previously received funding for this project from Molloy College? Yes____

   No ____

   If yes, please attach a copy of the original proposal.

   From other sources? Yes____

   No ____

   If yes, explain ______________________________

4. Is this project a requirement of a doctoral program? Yes____

   No ____

5. Co-Investigator: ____________________________ Dept./Affiliation: ________________
   Co-Investigator: ____________________________ Dept./Affiliation: ________________
   Co-Investigator: ____________________________ Dept./Affiliation: ________________

Co-investigator: Any Molloy faculty who will participate in the project and whose name would appear on any publications resulting from this project must be listed as a co-investigator on this form.

* Non-Molloy co-investigators must also be listed on this page and must submit a current resume.
Research and Professional Experience of the Investigators
Please summarize any relevant experience or publications

Please refer to Molloy’s Institutional Review Board (IRB) Policy and Procedure. ALL human participant research must be directed to the IRB. Only members of the IRB are empowered to exempt appropriate research from IRB review.

Human participants?    _____ Yes
                        _____ No

IRB approval?          _____ Yes (attach approval)
                        _____ No (please explain: ____________________________________________

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Grants you have received from outside sources over the past five (5) years:

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118
Please attach the following to this application form (Form A):
1. 150 word abstract
2. Statement of purpose
3. Literature review
4. Methodology
5. Bibliography
6. Proposed Budget (Form B)
7. Plan for dissemination of research
8. Attach IRB approval if applicable

Submit five (5) copies of the entire packet of information to the Chairperson by March 1st.

Revised Fall, 2000
**FACULTY SCHOLARSHIP AND ACADEMIC ADVANCEMENT**  
**ITEMIZED BUDGET FOR ALL REQUESTS FOR FUNDING**  
**Form B**

Budget (Total Amount Requested):

For each of the following items discuss how the funds will be allocated and a clear justification for each item.

**I. Budget for Collection, Analysis and/or Creative Work:**

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<th>Rationale</th>
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**II. Support Services:**

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### III. Research Related Travel Expenses:

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### IV. Other Financial Needs:

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FACULTY SCHOLARSHIP AND ACADEMIC ADVANCEMENT

RESEARCH GRANT STATUS FORM
Form C

This form should be submitted one year following receipt of funding.

Name of Award Recipient: 

Date of Award: 

Today’s Date: 

Please check one (1) of the following:

_____ The funded research/creative work is completed. I have submitted a completed copy of the Faculty Grant Expense Report to the Office of the Treasurer. A copy of this completed form is attached.

_____ The funded research/creative work continues in progress. (Attach a brief update.)

Please attach a 250 word abstract to the Faculty Scholarship and Academic Advancement Committee regarding your research.

If you have any questions please contact the committee members.

Revised Fall, 2000
# MOLLOY COLLEGE
## FACULTY SCHOLARSHIP GRANT
### EXPENSE REPORT

**NAME _____**

**DEPARTMENT/DIVISION**

**DATE OF GRANT _____**

**PROJECT COMPLETION DATE _____**

## EXPENSES (1):

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<td>Supplies</td>
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<td>Library costs/books/periodicals</td>
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<td>Travel</td>
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<td>Printing/Duplicating</td>
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<td>Postage</td>
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<td>Telephone/Fax</td>
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<td>Secretarial/clerical services</td>
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<td>Other</td>
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<td><strong>Total Expenses</strong></td>
<td>$ (B)</td>
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<td><strong>Amount of Grant</strong></td>
<td>- (A)</td>
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<tr>
<td><strong>Unexpended Amount (if any) (2)</strong></td>
<td>$ (A-B)</td>
</tr>
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(1) All expenses must be adequately documented by receipts or other appropriate documentation.

(2) A Check payable to Molloy College must accompany this report for any unexpended amount.

Revised Fall, 2000
I. LEAVES OF ABSENCE

1. Sick Leave and Maternity/Paternity Leave:

Sick leave is granted for prolonged illness. An illness is considered prolonged when it becomes necessary for the department to arrange for a replacement or make unusual adjustments to cover classes. Any full-time faculty member who has begun service at Molloy is entitled to sick leave of up to one half year at contract salary minus the cost of replacements. Exempt from those deductions is a week or more of the cost of the replacements according to the following schedule: one (1) week in the first year of employment, two (2) weeks in the second year, and so on, up to and including seven (7) weeks in the seventh year. After seven (7) years of full-time employment at Molloy through the eleventh (11) year, a faculty member is entitled to an accumulation of up to one half year's sick leave at full salary with no deduction for cost of replacement. After eleven (11) years of full-time employment at Molloy, a faculty member is entitled to an accumulation of up to one (1) year's sick leave at full salary with no deduction for cost of replacement.

Records of sick leave taken will be kept by the Accounting Office in terms of fractions of a year. Accumulations of sick leave may not exceed current maximum entitlement. Cases of hardship occasioned by recurring prolonged illness exceeding maximum entitlement involving a faculty member with long service may be considered individually by the Board of Trustees. Other extraordinary cases which seem in conflict with the intent of this policy shall be decided individually by the Board of Trustees.

This policy does not apply to optional courses in summer or intersession. A year of service of which more than half is spent on sick leave shall not be counted in computing eligibility for Tenure, Promotion, or Sabbatical.

Accumulation of sick leave is not to be thought of as a vacation leave and is reserved only for prolonged illness. In the event of a faculty member's separation from the college, any accumulated sick leave has no cash value. After one year's service, a faculty member is eligible to apply for maternity or paternity leave.

Maternity/paternity leave is ordinarily granted by the semester without pay. Such leave may be granted to a faculty member who is a prospective adoptive parent of a child one year of age or less, provided that satisfactory proof that the child is legally placed with the parent for adoption is furnished. A maternity/paternity leave for a shorter period of time requires special arrangement with and permission of the department Chairperson/Division Dean, the Vice President for Academic Affairs, and the President.

For maternity leave, medical assurance that the shorter period will not be imprudent may be requested. The faculty members on maternity/paternity leave may, if they choose, receive pay by applying all or part of their sick leave entitlement under the above provisions. Please refer to the Family and Medical Leave Act (Part III, I, 4, p. 126)

2. Military Leave

Military Leave for Periods of Intermittent Service

Employees requesting paid military leave, must submit a copy of their military orders to the Office of Human Resources. The orders should specify the dates of drills, maneuvers, etc. The employee will be paid his or her regular compensation at the College and the compensation received while on duty for a maximum of up to two weeks per anniversary year.

If military leave extends beyond the two weeks, the employee will be placed on unpaid military leave status.
Military Leave for Periods of Active Service
This policy covers all persons who serve in the Armed Forces, Army and Air National Guards, commissioned corps of the Public Health Service, and any other position designated by the President in a time of war or emergency.

Employees requesting paid military leave for active service, must submit a copy of their military orders to the Office of Human Resources. The employee will be paid the difference between his or her regular compensation at the College and the compensation received while on active military duty. To receive such compensation, the employee must submit documentation of military pay to the Human Resources Office. In addition the employee should meet with a representative from the Human Resource Office to designate how the payroll check will be issued during his or her absence.

Benefit coverage while on active duty military leave:

The following information should prove helpful for general planning; however, affected employees are encouraged to contact Human Resources. Health insurance for employees is provided by the military during active service. Employees serving a period of less than 31 days who wish to continue health insurance with the University, may do so by paying the usual employee cost. Employees serving for a period of 31 days or more may continue their College health coverage for themselves and their families for up to 18 months from the date the leave began, by paying 100% of the total. College pension contributions, tax-deferred annuity contributions, life insurance, long term disability (LTD), and contributions to flexible spending accounts are suspended during the uniformed service leave period. Entering and/or leaving active service is a "qualifying event" which triggers the right to make benefit election changes. Employees will have the same rights as other employees who go on unpaid leave to continue their life insurance and long term disability payments through a direct billing arrangement. However, general exclusions for "acts of war" will continue to apply. Upon reinstatement, the employee will resume coverage without any new waiting periods or exclusions for pre-existing conditions.

Upon reinstatement, time served during the uniformed services leave will be credited toward satisfying any benefit and retirement plan waiting period and toward eligible service accrual.

Vacation, personal leave and sick leave do not accrue while on leave.

Tuition remission benefits will continue for spouses and children of employees during active service.

Eligibility for reinstatement following a period of service in the uniformed services is in accordance with Federal Law (Uniformed Services Employment and Reinstatement Act of 1994). Upon reinstatement, an employee’s compensation, benefits, retirement eligibility, and length of service will be calculated as if he/she had been continuously employed during the service leave period.

Revised Spring, 1998
Revised Fall, 2005
Revised Spring 2007

3. Jury Duty or Witness Subpoena
If a faculty member is called for jury duty or in response to a subpoena, time off to complete the service will be provided. The employee must notify the supervisor and the Human Resources office as soon as a jury duty notice or subpoena is received.

To be eligible for jury duty pay, the employee must present a statement from the court clerk to the Human Resources office indicating the time he or she served on jury duty and the amount of jury duty pay received.
4. **Family and Medical Leave Act**

   The Family and Medical Leave Act (FMLA) provides eligible employees with up to twelve (12) weeks of unpaid leave for certain family and medical reasons during a twelve (12) month period. The FMLA was designed to provide job security for eligible employees and may run concurrently with any paid leave accruals.

   To be eligible for FMLA leave, an employee must have been employed by Molloy College for at least twelve (12) months (which need not be consecutive); and have worked at least 1250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

   An eligible employee may take FMLA leave for any one of the following reasons:

   The birth of or to care for a newborn child (within one year of birth); Place of a child for adoption or foster care or to care for the newly placed child (within one year of placement); To care for a spouse, child, parent or parent-in-law with a serious health condition; or

   A “serious health condition” is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

   An eligible employee can take up to twelve weeks of FMLA leave during any twelve month period. The twelve month period is considered “rolling” and is measured backward from the date the employee takes any FMLA leave.

   FMLA leave may be taken intermittently or on a reduced work schedule. Intermittent leave is leave taken in separate blocks of time. A reduced work schedule is a leave schedule that reduces an employee’s usual number of hours per work week or hours per workday. When an employee takes leave intermittently or on a reduced work schedule basis, he or she must attempt to schedule the leave so as not to unduly disrupt the College’s operations. In addition, an employee who takes FMLA leave on an intermittent or reduced work schedule for foreseeable planned medical treatment may be temporarily transferred to an alternative position with equivalent pay and benefits that better accommodates the recurring periods of leave.

   When leave is foreseeable, the employee should provide at least thirty (30) days advance notice of such leave. If it is not possible to give thirty (30) days notice, the employee must give as much notice as is possible. The request forms for FMLA leave are available in the Human Resources Department. An employee will be required to complete and submit a Request for Leave form and have a health care provider complete and submit a Medical Certification form that documents the need for FMLA leave. When leave is taken to care for a family member, the employee must also provide documentation or statement of family relationship. The Human Resource Director may request a second opinion by an independent College designated provider at College expense. If the initial and second opinions differ, the College may, at its expense require you to obtain a third, final, and binding certification from a jointly selected health care provider. The Human Resource Department will notify the employee that leave has been designated as FMLA leave.

   While on FMLA leave, employees are requested to report periodically to the Human Resource Department regarding the status of their medical condition and their intent to return to work. In addition, the College may request that employees provide recertification of a serious health condition at intervals in accordance with the FMLA.

   The FMLA provides eligible employees with up to 12 weeks of unpaid leave. However, if an employee is eligible to take paid vacation, sick, or extended sick leave, they must use paid time first and take the remainder of the twelve weeks as unpaid leave. An employee who is taking FMLA leave for his or her own serious health condition or physical recovery due to the birth of a child must use all paid sick and vacation time before being eligible for
unpaid leave. An employee taking FMLA leave because of the serious health condition of a family member or for the adoption, foster care placement or care of a newborn child must use all paid vacation time.

During the leave period, Molloy College shall maintain coverage for the employee under its group health plan under the same conditions of coverage as would have existed had the employee continued in employment for the duration of the family or medical leave. If the employee makes contributions toward his or her group health plan, then the employee must continue to make these contributions during the leave period on the dates he or she would normally make these contributions. The College may terminate the employee's health care benefits if the employee fails to make a contribution within thirty (30) days of the date it is due.

Upon return from FMLA leave, the employee will return to the same position held before the leave or to an equivalent position with equivalent pay, benefits and other employment conditions.

Revised Spring 2007

5. Leave of Absence Without Pay:
Faculty members who need considerable time for study, research, scholarly writing, personal renewal, or other serious personal reasons may receive leaves of absence without pay. Written consent of Chairperson/Division Dean and permission of the Vice President for Academic Affairs, and the President are required.

Normally, request for such leave shall be filed a full semester in advance. Although the leave is not considered to interrupt continuity of service or to exclude the person on leave from the faculty lists, it does not count in accumulation of service toward Tenure, Promotion, or Sabbatical. During leave of absence, the college continues contributions to the retirement on the same basis as during the previous year if the participant does likewise. The college also continues the individual's group membership in the college medical plan so long as the faculty member pays the full amount of those contributions when due. The faculty member shall sign a contract for the year of such absence and shall return from the leave of absence at her/his same rank and at the contract salary on the date of return. Faculty voting rights while on leave of absence may be exercised only if formally requested of the Faculty Council.

6. Necessary Occasional Absences:
Notice of anticipated absences, for whatever reason, should be communicated to the Vice President for Academic Affairs and the department/division Chairperson/Division Dean. Absence forms are filed in the Office of the Vice President for Academic Affairs.
J. TERMINATION OF SERVICE

1. **Retirement:**
   Faculty members are eligible to participate in a retirement plan. Please refer to the benefits section for details.

2. **Resignation:**
   Should a faculty member resign from the college, notification of resignation is directed to, and accepted by, the President of the college. Such notification must be given before the deadline for return of contracts. The college provides references and academic summaries to prospective employers, if requested by the resigning faculty member.

3. **Dismissal:**
   Procedural standards in dismissal cases to be followed when reasons arise which question the fitness of a faculty member who has tenure or whose contract has not expired to continue on the college faculty:

   Adequate cause encompasses the following:
   (a) gross personal misconduct
   (b) marked deterioration in performance over a period of time resulting in incompetence in teaching and/or related field work
   (c) breach of faith (i.e., habitual failure to fulfill contractual obligations)
   (d) inability to perform the essential requirements of the appointment

   Steps for dismissal include:
   (a) preliminary to any dismissal hearing, the matter shall be discussed between the faculty member and appropriate administrative officers looking toward a mutual settlement
   (b) if settlement does not result, an informal inquiry is held by a faculty *ad hoc* committee consisting of three (3) tenured faculty members which may, failing to effect a settlement, determine whether in its opinion dismissal proceedings should be commenced without its opinion being binding upon the President. Upon written request of the President to the Chairperson of the Faculty Council, this faculty *ad hoc* committee shall be selected by the Faculty Council
   (c) if a settlement still does not result, the President shall cause a statement of the charges, with reasonable particularity to be prepared
   (d) the formal proceeding shall be commenced by a written statement to the faculty member by the President, informing the faculty member of the statement of charges and advising that, if requested, a hearing to determine whether he or she should be removed from his or her faculty position will be held by the Hearing Committee at a stated time and place. Service of statement of charges shall be made at least twenty (20) days prior to the hearing. The faculty member shall reply to the President, in writing, whether a hearing is requested and, if so, he or she shall answer the charges, in writing, not less than one (1) week before the date set for the hearing.

Revised Spring, 1998
Revised Spring 2008
Hearing Committee
The Committee to conduct the hearing and reach a decision shall consist of three (3) tenured faculty members appointed by Faculty Council upon notification by the President and two (2) administrators appointed by the President. The committee shall elect its own Chairperson. The Faculty Council, in appointing the faculty members; and the President, in appointing the administrators, will select members on the basis of their objectivity and competence:

(a) members of the Promotion/Tenure Committee shall be ineligible to serve on the Hearing Committee
(b) the faculty member and the President will have a maximum of two (2) challenges to the membership of the Hearing Committee without stated cause. Replacements shall be taken from a list of alternatives provided by the Faculty Council and the President.

The Hearing:

(a) if the faculty member has not requested a hearing, but denies the charges, the committee shall evaluate all available evidence and decide upon the evidence in the record
(b) in consultation with the faculty member and the President, the committee will exercise its judgment as to whether the hearing should be public or private
(c) during the proceedings, the parties will be permitted to have an advisor or counsel of their choice
(d) a record of the hearing will be taken (electronic recording shall be allowed) and shall be transcribed
(e) the parties shall have the right to confront and cross-examine all witnesses
(f) testimony of witnesses may be taken under oath in the opinion of the Hearing Committee
(g) the hearing will not be subject to the strict rules of legal evidence, but every possible effort will be made to offer the most reliable evidence available
(h) the findings of fact and the decision will be based solely on the hearing record
(i) except for such simple announcement as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case will be avoided so far as possible until the entire proceedings are completed.

Consideration by Hearing Committee:
The Committee shall reach its decision in conference, on the basis of the hearing and may proceed to a decision promptly, without having the transcript of the record in hand, where it feels a just decision can be reached in such manner. Separate findings of fact with respect to each charge shall be made. The decision shall be in writing and shall be sent to the faculty member and the President.

(a) if the decision is that adequate cause for dismissal has not been established and the President accepts the decision, then it shall be final and the proceedings deemed closed
(b) if the decision is that adequate cause for dismissal has not been established and the President rejects the decision, then the reasons for rejection, in writing, will be given to the committee and to the faculty member and an opportunity of response will be given before the President transmits the same to the Board of Trustees
(i) if the Hearing Committee thereafter concludes that adequate cause for a dismissal has been established, but that a penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. If this decision is accepted by the faculty member and the President, then the decision shall be final and the proceedings deemed closed
(ii) if the Hearing Committee concludes that adequate cause for dismissal still has not been established, the procedure outlined under subdivision (a) of Consideration by the Board of Trustees shall be followed

(iii) if the Hearing Committee concludes that adequate cause for dismissal or other sanction has been shown, the faculty member shall have the opportunity of resigning prior to transmittal to the Board of Trustees

Consideration by the Board of Trustees

(a) if dismissal or penalty less than dismissal is recommended and not accepted by either the faculty member or the President, the President will transmit the record of the case to the Board of Trustees. The Board shall review the record and provide opportunity for argument, oral or written or both, by the parties or by their representatives. The decision of the Hearing Committee will either be sustained or the proceedings returned to the committee with specific objections. The committee will then reconsider and receive new evidence, if necessary, and transmit its decision to the faculty member and the President, who in turn will transmit the decision to the Board. The Board will make the final decision only after study of the Hearing Committee's recommendations

(b) if the Board concludes that adequate cause for dismissal or other sanction has been shown, the faculty member shall have the opportunity of resigning; otherwise, the decision of the Board is final and the proceedings are closed.

K. GRIEVANCE

DECLARATION OF PURPOSE:

In order to establish a more harmonious and cooperative relationship amongst the members of the Faculty and the Board of Trustees, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of certain differences, promptly and fairly, as they arise.

I. COVERAGE:

A. A grievance is a proceeding brought by a faculty member to resolve disputes concerning an alleged violation of Academic Freedom, or the interpretation, application, or alleged violation of the specific terms of a faculty member's contract with the College or of the specific terms of the Faculty Handbook of the College as they apply to the terms of the faculty member's employment.

B. A grievance may not be brought with respect to:
   1. The non-renewal of a teaching contract of a non-tenured faculty member, except in the case where the grievant alleges that she/he has been discriminated against by reason of race, creed, color, national origin, gender, sexual orientation, age, or procedural error;
   2. Dismissal proceedings as outlined in I.

C. This procedure may not be used if a court action has been initiated by the grievant on the same complaint; furthermore, any investigation or review underway will be
terminated without conclusion at any time a court action is initiated on the same grievance.

II. PROCEDURE FOR FILING GRIEVANCE:

A. A grievance shall first be addressed informally by the faculty member/grievant, the Faculty President and the Vice-President for Academic Affairs. If they are unable to resolve the matter, the formal grievance process shall be initiated.

B. The faculty member with a perceived cause for grievance must submit a written statement of intent to grieve to the Faculty President within thirty (30) days following the date she/he first knew, or reasonably should have known, as determined by the Faculty President in consultation with the Faculty Council, of the matter being grieved. The written grievance statement must include the following:

1. The grievant's name, including academic title and department;
2. A brief description of the grieved act and the date on which it occurred;
3. The name and title of the person or action being grieved, if known. The term "person" shall not include the "Board of Trustees" or the "administration" of the College;
4. A statement indicating the remedy sought by the grievant;
5. The signature of the grievant

C. After receipt of the written grievance statement, the Faculty President shall, as soon as possible, notify the Faculty Council and the person against whom the grievance is directed (providing a copy of the written grievance statement), and a Grievance Committee shall be appointed within ten (10) working days of receipt of the written grievance statement.

III. COMPOSITION OF THE COMMITTEE:
The Grievance Committee shall be composed of five (5) tenured faculty members appointed by the Faculty Council to serve until completion of the Grievance Procedure. Members may be appointed to hear more than one grievance. Each Committee shall elect a Chairperson at its first meeting. No member of the Promotion/Tenure Committee nor of the Council's Contract Committee shall serve on this Grievance Committee. After notification of the composition of the Grievance Committee, the grievant and the person against whom the grievance is directed shall each have three (3) working days to notify the Faculty President if any member of the Grievance Committee is unacceptable (limited in number to two objections each).

IV. PROCESS:
The written grievance statement that is filed with the Grievance Committee should include copies of materials, if any, which may be relevant to the grievance. No new issues may be raised and no new materials may be introduced by the grievant subsequent to the filing of the written statement detailing the complaint. The filing of this statement does not mean automatic consideration and further processing by the Committee. As soon as possible, but within a fifteen-working-day period after being appointed, the Committee shall meet and determine whether or not the grievance merits acceptance for further processing.

A. If by a majority vote, taken within said fifteen-working-day period, the Committee decision is not to accept or consider the grievance further, then the Committee shall so advise the Faculty President and the parties involved;

B. If by a majority vote, taken within said fifteen-working-day period, the Committee decision is to accept and consider the grievance further, then the Committee shall make every effort to resolve the grievance informally through
meetings with the grievant and the person being grieved. If the Committee, within fifteen additional working days, is able to resolve the grievance, a statement indicating the terms of resolution shall be prepared, signed, and accepted by the grievant; and be filed with the Faculty President, and the parties involved, and the resolution shall be deemed the procedural equivalent of closed without a committee decision on the merits.

C. If the Grievance Committee is unable to resolve the grievance informally, then the Committee shall meet thereafter as soon as possible. The Committee shall not take in excess of 25 working days to gather all necessary information and conduct a full hearing of the grievance. The committee shall meet formally with both parties individually, and, may, if deemed necessary, meet with both parties jointly. The decision shall be made by majority vote within 10 additional working days thereafter, and shall be filed with shall be filed with the Faculty President and the parties involved. The decision shall either dismiss the grievance or recommend appropriate redress the grievance is upheld. Said recommendation shall be sent to the Board of Trustees through the President’s office for implementation.

Ordinarily, under the principle of subsidiary, decisions are made and implemented at the appropriate level. The Board of Trustees, however, reserves the right to act in exceptional instances.

V. THE COMMITTEE SHALL:

A. Put all communications in writing;
B. Not reveal the number of votes for/against a petition to either party at any time;
C. Keep all deliberations confidential

VI. APPEALS

In the event either party does not concur with a disposition of the grievance by the Committee reached pursuant to the provision of Section IV, paragraphs A and C above either or both parties may request that the Faculty President convene an Appeals Panel within 15 working days of the date of the Grievance Committee decision. The Appeals Panel shall consist of three members chosen from among tenured faculty and/or administrators. One member shall be chosen by each party and the third shall be chosen by the other two members of the appeals panel and agreed upon by both parties (excluding members of the involved Grievance Committee.) The position of the appellant shall be presented in writing to the Appeals Panel, which, in turn, shall confer with both parties to the grievance. The decision of the Appeals Panel, as arrived at by a majority vote, shall be communicated to the Faculty President and the parties involved. Said decision shall be sent to the Board of Trustees for implementation.

VII. FURTHER PROVISIONS ON TIME LIMITS:

A. All of the time limits contained in the foregoing, with the exception of the thirty-working-days limit on the initial filing of grievance, and the fifteen-working-days limit for any appeal, may be extended by mutual written agreement of the grievant and the person being grieved.

B. Once contacted, if the grievant fails to respond within the time limits provided, the grievance shall be deemed to have been withdrawn.

Revised 5/94
L. APPEAL FROM ADVERSE PROMOTION AND TENURE DECISIONS

1. A faculty member, who, by an otherwise final decision of the President of Board of Trustees, is denied tenure and/or promotion may secure an impartial review of the decision if he or she believes that (a) it results from improper procedure, or (b) rests on grounds which violate academic freedom or constitutional rights, or (c) is substantially arbitrary or capricious. The faculty members of the Grievance Committee shall constitute the review board.

a. A faculty member who believes that a failure to promote or to grant tenure in the circumstances described above, has violated, with prejudice, rights established by his/her contract, or is not based on credible reasons, may request a conference with the Vice-President for Academic Affairs. The faculty member will be advised orally, during this conference, of reasons which contributed to the Promotion/Tenure decision and, if he or she so requests, a written statement of reasons will be provided. All materials, submitted by the candidate, related to the candidate’s application, shall be made available for his/her review. If this conference fails to resolve the issue, the faculty member may request that a formal appeal be initiated. Said request must be issued in writing within ten working days of the conference with the Vice-President for Academic Affairs.

b. The letter requesting an appeal must be addressed to the Faculty President requesting that a Grievance Committee be established to review the case stating precisely the grounds for such an appeal. The appellant should, in writing, also notify the Vice-President for Academic Affairs of his/her intention to appeal. See Grievance Policy for composition of committee.

c. An appellant may disqualify two members of the Grievance Committee if he or she has reason to believe they are not wholly disinterested.

d. The Grievance Committee shall conduct an investigation of the claims of violations made by the faculty member. This investigation shall ordinarily be achieved within 14 working days. The committee shall, to the extent necessary, have access to all persons who have participated in the Promotion or Tenure process and to all information, documentary and otherwise, which has been used during, or generated by, the process. Where appropriate, the committee may conduct interviews to determine facts under such procedures as it may adopt. The Promotion or Tenure Committee will make available to the Grievance Committee all information collected pertaining to the appellant.

e. At the appeal hearing before the Grievance Committee, additional data clarifying the candidates’ portfolio may be submitted and the appellant shall have the privilege of being accompanied by a colleague or colleagues.

f. After investigation, the Grievance Committee shall determine if there is probable cause to believe that the original decision was not based on credible evidence, or was attributable, in whole or in part, to: 1) non-conformance with the procedures stated in the Faculty Handbook; 2) bias against the faculty member; 3) violations of academic freedom.

g. If the Grievance Committee finds for the appellant, it shall issue a report to the faculty member, the Promotion or Tenure Committee, the President, the Board of Trustees, and the Faculty President explaining the reasons for its acceptance of the faculty member’s claim and stating that the original decision against promotion/tenure is overturned. The final decision will be
made at the next Board meeting and be reflected in the minutes of this meeting.

i. If the Grievance Committee concludes that the case should be dismissed, it shall issue a report to the faculty member, the Promotion or Tenure Committee, the President and the Faculty President stating the reasons for its rejection of the faculty member’s claim or claims.

ii. In the event of a negative decision, the faculty member shall have the right to appeal to an ad hoc committee of the Board of Trustees. No Board member involved in the initial promotion/tenure process may serve on this committee. The ad hoc committee shall report to the full Board. The decision of the Board of Trustees shall be final.

Entered Spring, 2002

M. POLICY FOR THE SELECTION OF CHAIRPERSON

The President of the college appoints the Chairperson after receiving recommendations from the Vice President for Academic Affairs, and through the Vice President for Academic Affairs, the separate recommendation of the department.

A. Term:

1. The term of office of Chairperson is three (3) years. At the end of each term, renewal or new appointment is mandatory.

2. The term of office shall commence on July 1. Chairperson/associate deans shall not be consulted in the summer months except in emergency situations. The regular responsibilities of the chair are assumed on the first day of the Fall semester. The Chairperson must be full-time.

3. In the event that a Chairperson does not complete her/his term, a new Chairperson will be selected for a full term as per criteria in Section B.

4. In the event that a Chairperson cannot fulfill an academic year, the President may appoint an Acting Chairperson to complete that year. At the end of the year appointment/reappointment of the Acting Chairperson will commence as per the criteria in Section B.

5. In the event that the welfare of the college requires it, the President shall have the right, after consultation with the department, and the Vice President for Academic Affairs, to appoint a Chairperson/Division Dean from outside the department.

B. Process for Selection of Chairperson:

1. Each department will meet to discuss the qualifications for Chairperson for their own department. This will be done separate from and prior to the Chairperson election procedure. Departments will review/revise these qualifications as necessary.

2. Four (4) months prior to the end of a Chairperson’s term, the Vice President for Academic Affairs will notify the department and the Division Dean that the need for an appointment/reappointment exists.
3. The department members will meet and elect a nominator/nominating committee. Members of the nominating committee will be elected from those department members who do not wish to serve as Chairperson. If necessary, a nominator/nominating committee may be chosen from outside the department/division. Departments/divisions will elect a nominator/nominating committee as follows:
   (a) in departments with five to ten (5-10) full-time members, two (2) persons will be elected to serve as the nominating committee to solicit nominations and conduct the vote
   (b) in departments/divisions with more than ten (10) full-time faculty members, three (3) persons will be elected to serve as the nominating committee to solicit nominations and conduct the vote.

Revised Spring, 1998

4. The nominator/nominating committee shall:
   (a) ascertain if the current Chairperson is willing to succeed herself/himself
   (b) ascertain if other department members want the position:
      (i) department members may self nominate, in which case a seconding signature is necessary, or
      (ii) be nominated by another department/division member, in which case the signature of the nominated faculty member will be solicited by the committee as consenting

5. The names of candidate(s) will be posted in the department.
   (a) The nominator/nominating committee shall conduct the vote by secret ballot. Full-time faculty will each have one (1) vote. Part-time faculty will vote according to the usual procedure. The nominator/nominating committee will tally the vote and,
      (i) notify the department of the results of the vote. The candidate receiving a plurality of votes will be recommended by the department
      (ii) notify the Vice President for Academic Affairs of the results of the vote and the department's/division’s recommendation.

   (b) If no willing candidate appears as a nominee, or if, in the opinion of the department, no qualified candidate appears as a nominee, the department will request that the nominator/nominating committee ask the President and the Vice President for Academic Affairs to authorize a search. If the search cannot be completed before expiration of the Chair's term, the department may vote for a Chairperson pro tem with the understanding that the position shall be for one (1) semester or until the search is completed.

N. PROCESS FOR SELECTION OF DIVISION DEAN

Refer to the Position Description Handbook and the Chairperson’s/Dean’s Handbook.
O. POLICY ON PART-TIME VOTING AND SERVING ON COMMITTEES

I. A part-time faculty member will be considered eligible to vote/serve on a college committee under the following conditions:

A. she/he has taught a total of 12 credits within a two (2) year period (exclusive of any credits taught during intersessions or summer sessions or off the Molloy campus)

B. she/he is currently employed and teaching a course within the semester in which the vote is taken

C. part-time faculty votes will equal one-half a full-time vote.

II. However, under exceptional circumstances, when a particular issue is primarily or exclusively concerned with part-time faculty members, I-A and I-C, above will not apply; i.e., all part-time faculty members currently employed and teaching a course within the semester in which the vote is taken will receive a full vote.

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Revised Fall, 2002
PART IV

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AIDS TO TEACHING/SERVICES TO FACULTY

A. FACULTY PROFESSIONAL CENTER
The Center’s mission is to support excellence in teaching and to encourage creative and scholarly efforts of the faculty. Under the coordination of the Director of the Faculty Professional Center, the goals of the center provide for:

1. Dissemination of information about current practice and research in teaching and learning
2. Maintenance of collection of current instructional and faculty development resource materials
3. Workshops and seminars related to teaching excellence
4. Orientation of new full and part-time faculty members
5. Mentoring of faculty at various stages in their professional careers
6. Assistance for faculty involved in writing and research efforts
7. Consultation services for faculty regarding pedagogical, scholarly and personal development
8. Support for faculty involved in writing and research efforts
9. Opportunities for reflection and networking with faculty colleagues on issues related to teaching and learning
10. Recognition of teaching excellence

B. FACULTY ORIENTATION
Orientation of the new faculty member is the responsibility of the Vice President of Academic Affairs and the Chairperson/Division Dean of her/his department. The Vice President for Academic Affairs conducts at least one group orientation session for the new faculty each semester. Chairperson/Division Deans and colleagues are always available for assistance. Chairperson/Division Deans will provide each with a Faculty Handbook, college calendar and catalog. The September Faculty Day that opens the academic year is intended for all faculty and is the first official meeting of the academic year.

Faculty Secretary
The Faculty Secretary is available to Faculty Council and its subcommittees to type and distribute minutes of their meetings and to take care of any other related correspondence. The Faculty Secretary is also responsible for recording, transcribing and distributing minutes of monthly teaching faculty meetings.

Revised Spring, 1999
Revised Fall, 2002
C. LIBRARY SERVICES - THE JAMES E. TOBIN MEMORIAL LIBRARY

General
The James Edward Tobin Library is housed on the second floor of Kellenberg Hall. Through its membership in the Nassau Library System, the library has access to the Union Catalog which has listings of the holdings in all of the Public Libraries where other needed books can be found for Molloy Library users. Through membership in the Long Island Library Resource Council, the Librarian is able to locate and obtain books and periodical articles located in libraries of other colleges. The Council also has access to a few on-line Data Bases which makes more library resources available. In addition, Molloy is networking with C.W. Post and its branch libraries which makes available to us another million volumes. As a member of the OCLC (On-Line Computer Library Center) we also have access to other resources housed in all member libraries in the United States. Private carrels are available to students and faculty in the Stack Room areas, in the second-floor Periodical Room, and in the Main Reading Room.

Media Center
The Media Center is located across the hall from the Main Reading Room. The Center contains a Viewing Room. The loan of standard audio-visual equipment and software is requested there. Departmental teaching aids such as films, cassettes and video cassettes to be housed in the Media Center are purchased for departments from their library budget. All audio-visual software is card indexed in the Media Center, as well as in the general card catalog in the Main Reading Room.

Borrowing Privileges
The Molloy College faculty identification card serves as the library card. The faculty member has the following privileges: unlimited time for circulation of books, the use of periodicals and reference books for a class period, and through Molloy's membership in the Long Island Regional Advisory Council on Higher Education (LIRACHE), the option of borrowing books from other member libraries on presentation of the Molloy faculty identification card. Through the Media Consortium of LIRACHE, the faculty may borrow films owned by member college libraries for a slight fee. Requests are made through the Media Librarian. If a faculty member needs a book not obtainable from any of the sources already mentioned, the Librarian will request it from the State library.

Other Library Services to the Faculty
The library places books and periodical material on reserve at faculty request. A special form is supplied by the library at the main desk. Two (2) days notice is necessary. The library honors faculty requests for the purchase of books and periodicals if the budget allows and if duplication is not significant. Library order forms are available from, and signed by, department Chairperson/Division Deans. The library prepares and distributes to the faculty accession lists of books approximately six (6) times a year and a periodical list annually. The Library Manual is periodically revised and updated.

Classes in English Composition may be brought to the library where the Librarians teach the use of research tools to aid in research papers and projects. Any teacher may request instruction of a class in specialized research needs. In addition, lists will be posted when the Librarians will teach the use of the library for research to those who wish to sign up.

Revised Fall, 2002
D. PURCHASING AND ADMINISTRATIVE SERVICES
The Purchasing Office is responsible for developing, implementing and monitoring the College’s procurement policies and procedures. Its principle objective is to achieve a balance between reducing product and service expenditures while assuring the acquisition of quality goods and services. It also creates and ensures standards of quality, safety and compatibility. Furthermore, it has the overall responsibility of evaluating all purchase requisitions to assure compliance with policy, monitoring the competitive bidding process and providing advice and assistance to the College community concerning the acquisition process. For a copy of the Purchasing Policies & Procedures, please call ext. 6321.

OTHER SERVICES PROVIDED BY THE PURCHASING OFFICE
- Office supplies (on-line ordering)
- Stationery, business cards, envelopes, other business-related printed materials (on-line ordering)
- Promotional products such as personalized pens, bags, key chains, etc.
- Vendor research
- Equipment leases
- Furniture buying
- Cell phones
- Automobile leasing
- Rental cars, vans, buses
- Hotel accommodations
- Beverages and snacks for special events
- Water cooler rentals

E. DESIGN AND PRINT SERVICES (K012)
Design and Print Services falls under the jurisdiction of the Purchasing Office. The mission of Design and Print Services is to provide low cost, quality design as well as print services to the Molloy community using state-of-the-art software and high-speed black/white and color photocopiers. A wide format color printer is also available as well as an electronic paper cutter, folder, comb-binder, laminator, scanner, shredder, and bookletmaker. A work order is required for all requests and turn-around time for straight copy is one day.

Print Services can also assist departments in locating outsourced printers, graphic designers, and analyzing bids. Outsourced printed materials costing over $1000 require a purchase order (for a copy of the Purchasing Policies & Procedures, please call ext. 6321).

A walk-up black/white photocopier is available to all departments 24/7 at the entrance to K012. Your departmental security code is required to operate this equipment (please consult your chairperson).

F. MAIL ROOM (K024)
The Mail Room falls under the jurisdiction of the Purchasing Office. The Mail Room coordinator is knowledgeable in postal rules, regulations, policies, and procedures and can provide guidance and assistance to departments with their preparation of mail with the goal of obtaining maximum postal discounts and improving delivery. The mail room coordinator should be contacted as early as possible in the planning stage. The mail room is open during the hours of 1:00-5:00 p.m., Monday through Friday except when the college is closed.

INCOMING MAIL
All incoming mail is thoroughly screened and sorted for suspicious content according to national guidelines and those issued by the United States Postal Service. The Mail Room is closed to all
traffic while the mail is being screened and sorted. There is a slot in the door for your outgoing envelopes when the mail room is closed.

MAIL PROCESSING

Administrative Offices:
Mail room personnel deliver mail to most administrative offices. If you prefer mail delivery, please contact them on ext. 6318. For your convenience, the mail room is open during the hours of 1:00-5:00 p.m., Monday through Friday except when the college is closed.

Faculty Offices:
The Faculty Mail Room is located in the Faculty Professional Center, K322. Each faculty member has a mail slot. Due to their wide variety of schedules, the mail room does not deliver mail to faculty offices. The Faculty Mail Room is available 24/7. At times, a security code is required to gain access (please consult your chairperson).

INCOMING PACKAGES
The same safety measures used for incoming mail apply to all packages delivered to the college. Each parcel is logged in by mail room personnel and requires a signature when delivered to an individual or office. If you are expecting perishable or hazardous goods, please notify mail room personnel on ext. 6318 as to how it should be handled.

_In the event you receive mail which you feel is suspicious _
CALL SECURITY ON EXTENSION 11.
SECURITY STAFF WILL RESPOND TO YOUR CALL AND TAKE ACTION.

REVISED July 2009

G. SERVICES TO FACULTY FROM THE ACCOUNTING OFFICE
The Accounting Office also supplies the following forms:

1. Accounts Payable Transmittal Slip. Bills for departmental purchases are forwarded to the Accounting Office by the department Chairperson/Division Dean. Receipts must be attached to the Transmittal Slip
2. travel approval forms to be approved by the Vice President for Academic Affairs and follow-up forms for reimbursement of convention expenses
3. money requests in conjunction with travel

Revised Spring, 1999
Revised Spring 2008
H. SERVICES TO FACULTY FROM THE REGISTRAR'S OFFICE

Student Records and Status Sheets are available to all faculty members from the Registrar's Office. At the end of each semester, copies of students' grades are sent to the majors' department/division Chairperson/Division Deans and advisors. No student record or status sheet can be removed from the Registrar's Office.

Class lists are available online.

Final Grade Report Forms are distributed online. Grades are to be entered online within 48 hours (24 hours for seniors in Spring semester) after the final exam for that particular class.

A Directory of Administration, Faculty, and Staff provides names, titles, locations, telephone extensions, mailing address, and is given to each faculty member at the beginning of the Fall semester.

The Scheduling of Courses is planned by departmental Chairperson/Division Dean in consultation with department members. This includes sectioning, cross-referencing, setting the maximum number of students in classes, and days and times. These courses are then approved by the Vice President for Academic Affairs, who submits them to the Registrar's Office for inclusion in the master schedule. In preparing the master schedule, the Registrar's Office will try to honor all requests regarding days and times and when problems arise, they will contact the appropriate Chairperson/Division Dean to resolve them. The completed master schedule is returned to the Chairperson/Division Dean for their review with the faculty and students in their department before final course offerings are printed. All course offering changes must be submitted through the departmental Chairperson/Division Dean. Each semester the Registrar's Office prepares and distributes the following to faculty through their Chairperson/Division Deans:

1. registration statistics
2. up-to-date course enrollments
3. listing of majors/minors
4. Field of Concentration Report - number of majors in each department
5. grade distribution
6. listing of advisees sent directly to faculty.

To assist with these services, faculty are asked to adhere to deadlines requested by the Registrar's Office.

**Room Allocation:**
Classrooms and laboratory space are assigned by the Registrar's Office.

Revised Spring, 1999
I. DINING, FACULTY LOUNGES

Food services for all are located in the Anselma Room and in the Mane Street Cafe. Vending machines are located on the lower level of Kellenberg and the Wilbur Arts Center.

The third floor Faculty Lounge in Kellenberg Hall is available. Students are not permitted to use this room. The Kay Kilkelly Faculty Council Room is located adjacent to the lounge. This room also serves as the office of the faculty President and as a Faculty Council meeting room.

Revised Spring 2008

J. PARKING

Lot A and the east half of Lot B are reserved for faculty and staff parking. Cars are to be parked head-in. All faculty member cars must display a current parking permit to park on College grounds. Parking stickers can be obtained from Molloy College Public Safety. Special handicapped parking permits will be issued for faculty members with permanent or temporary disabilities. Information on Molloy College parking regulations is available from the Chief of Public Safety.

K. RELIGIOUS OPPORTUNITIES AND COUNSELING SERVICES

The Sacred Heart Chapel is located just beyond the B parking field. Campus Ministries is staffed full-time and provides spiritual counseling and direction for students, faculty, and staff.

The Career Services Center is located on the second floor of the Wilbur Arts Center. The Center provides confidential educational and vocational counseling to students and alumni. Both individual and group sessions are utilized. Graduate and professional school advisement, assistance with resume writing, and Personal Orientation and Occupational Interest Inventory tests are available. Students experiencing test anxiety and those needing help with study skills are assisted. Personal counseling is available in the Health Services Office.

L. ROOM RESERVATIONS (NON-CLASSROOM SPACE)

Reservations are made as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Responsible Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quealy Hall</td>
<td>Office of the Treasurer</td>
</tr>
<tr>
<td>Anselma Room</td>
<td>Office of the Treasurer</td>
</tr>
<tr>
<td>Reception Room</td>
<td>Office of the Treasurer</td>
</tr>
<tr>
<td>Board Room</td>
<td>President’s Office</td>
</tr>
<tr>
<td>Faculty Council</td>
<td>Faculty Professional Center</td>
</tr>
<tr>
<td>Committee Room</td>
<td></td>
</tr>
<tr>
<td>Lucille S. Hays Theatre</td>
<td>Theatre Manager</td>
</tr>
<tr>
<td>(Internal Groups)</td>
<td></td>
</tr>
</tbody>
</table>

Revised Spring, 1999
M. CALENDARS

An academic calendar prepared by a committee of administrators, faculty, and students is provided in the college catalog. The activities calendar is distributed each Fall by the Vice President for Academic Affairs. "This Week at Molloy" is a calendar containing pertinent information for administration, faculty and staff issued by the Public Relations Office.

N. FACILITY RENTAL

All inquiries regarding use of the Anselma Room and Multi-Purpose Room (for other than college activities) can be made through the Special Events Coordinator (KO3A).

O. LOST AND FOUND

This service is provided by the Vice President for Student Services.

P. NOTARY PUBLIC

Notary Public is available on campus. Inquire in the Accounting Office and the Financial Aid Office. The statutory fee is charged for non-official business.

Q. OFFICE FACILITIES

Each department has an office where faculty members are assigned a desk and shelf space. Most departments have the part-time services of a student service worker.

R. OFFICE SUPPLIES

Necessary office supplies (letterhead, pens, pencils, etc.) may be obtained from an outside vendor. Please consult with Office Services for the most current information regarding the purchase of supplies.

S. TELEPHONE SERVICE

Telephones are available in departmental offices and in the main Faculty Lounge for business use. Computer printouts from each telephone are helpful in determining and/or maintaining departmental budgets. Faculty members are expected to pay for personal calls.

T. COMPUTER ACCESS ACCOUNTS

On line information is available at http://myinfo.molloy.edu/exweb/

On: tuition deposits, Holds, Registration

Dates are listed for various segments of the student population to register. For example: Graduates, seniors, priority groups, students auditing and non-degree students.

Faculty may log in with ID and PIN numbers from Human Resources. Faculty then have on-line access, through Jenzabar, for registration and advisement activities. They may consult:

- My Schedule – Individual Faculty members’ schedule
- My Grades
- Course Search – Select semester and year
- Faculty Roster – All Faculty are listed
- My Classes – Class lists
- Removal of Advisor Hold
Information on N/A/ students

Advising information includes:
Advisees – Each Student’s information
My Aims for Advisees – Aims for each Student
Course History for Advisees – Transcript information
Meetings – Dates and Details for Advisees – Advisor notes
Requirements – Student requirements for graduation
Advising Worksheet – Degree audit

Student Handbook – Link
Catalog – Link to come
Final Exam Schedule – When prepared
Links to Home Page and Bookstore

U. FITNESS CENTER

Faculty members may utilize the fitness center outside of regular work hours. Operating hours are posted at the entrance, a valid Molloy College ID is required to use fitness center facilities.

V. HEALTH NEEDS

Coordinator of Health Services is on duty for emergency care and health counseling for all employees and students.

W. MOLLOY PUBLIC SAFETY

Molloy Public Safety is available 24 hours a day throughout the year. In addition to the office phones, 38 additional campus phones have been installed. They are located in the three academic buildings and are labeled [Campus Phone]. These phones can be used to call any location on campus, however their primary use should be for emergency situations. In the event of an emergency dial 11, which will go directly to the security desk. All other non-emergency calls to Security should use Ext. 6276.

X. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) offers an opportunity for employees and members of their households to get help in resolving difficulties that may negatively affect the quality of their lives and/or job performance. The EAP can be accessed 24 hours a day, seven days a week, through the use of a toll free number (1-800-624-2593). By contacting the EAP, employees or members of their households, can receive confidential assistance with personal concerns, including marital, family, or financial difficulties, stress, eldercare issues, and legal issues.

Revised Fall, 2000
Revised Spring, 2004
Revised Spring 2007
Part V

MOLLOY COLLEGE POLICIES

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A. EMPLOYMENT POLICY STATEMENTS

1. Affirmative Action Policy Statement

Affirmative Action is designed to ameliorate the present effects of prior discrimination as a result of which certain groups are under-represented in the College’s working community. Under representation is an imbalance between those in the labor force who possess the relevant qualifications and their representation within the specific job category in the College. Simply put, under-representation must be shown by demonstrating the existence of an imbalance between the numbers of qualified women or minority candidates in the potential pool of applicants for a position and their presence in the College. In the event of under-representation, affirmative steps are taken to attempt to achieve as broad and inclusive an applicant pool as possible. To that end, the College embraces an affirmative action policy that encourages vigorous activities and procedures for the recruitment, hiring, retention and promotion of certain protected groups that are under-represented in the Molloy College working community. (A complete set of hiring procedures for the recruitment and selection of candidates is available in the Office of Human Resources.)

2. American’s with Disabilities Act

The College is committed to compliance with all provisions of the Americans with Disabilities Act of 1991 and to ensure the fair treatment and consideration of persons with disabilities in all areas of employment; including the implementation of nondiscriminatory employment decisions, terms, conditions, and practices.

Employees with disabilities shall be provided with reasonable accommodation when requested except where such accommodation would cause the College undue hardship. We encourage employees with disabilities to self-identify with Human Resources and to request any accommodations that may be necessary to effectuate performance of essential job functions. Data concerning disabilities shall be kept confidential and shall only be disseminated on a "need to know" basis.

3. Non – Solicitation Policy

It is the policy of Molloy College that no solicitation of employees and/or distribution of literature will be permitted within buildings on campus unless the solicitation or distribution of literature is in accordance with the content, requirements and restrictions of this policy.

a. Solicitation by Employees

Soliciting by one employee of another employee for any purpose is prohibited during either employee's work time. An employee may distribute literature only with the approval of the Department Head involved; any other distribution must be completed in a non-work area and only if all employees involved are on non-work time.

b. Solicitation by Non-Employees and Organizations

Any non-employee or organization who intends to solicit employees or distribute literature for any purpose must request permission, in writing, at least twenty-four (24) hours prior to each proposed visit; the request should be submitted to the President of the College at 1000 Hempstead Avenue or the President's designee, stating the purpose of the proposed visit and the name of any person(s) who desire access to any campus of Molloy College.

The President or his designee will attempt to locate an appropriate designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the appropriate room or place and the date and time it may be used. In the event two or more requests for access to an appropriate designated area for the same or overlapping times have been received, the college will attempt to provide alternate appropriate designated areas. In the event that no alternate designated area is available, the
An organization or non-employee may not distribute literature or solicit employees in any work area on either the solicited employees' work time or non-work time. Any solicitations and distribution of literature by any organization or non-employee shall be limited to the designated area(s), date(s), and time(s) pursuant to paragraph (2) of this policy, except:

a) employees may be solicited outside of buildings and facilities in which they actually work if they are on non-work time
b) an organization or non-employee may solicit or distribute literature in designated parking lots.

The use of the Molloy College's internal campus mail system for solicitation purposes is prohibited, except for charitable solicitations that may be approved by the administration in advance.

c. Bulletin Board Posting:

Only employees of the college may post notices, literature or other appropriate information on employee bulletin boards designated as such by the College and only after receiving prior written approval from the Vice President for Student Services or his designee. If a notice contains information about an on-campus solicitation by an organization, it must conform to the permission granted to the organization (in terms of designated area, time and date) for such solicitation. Postings shall be no larger than 8.5” x 11” and shall not be posted in such a manner as to cover any other posted material. Material posted on any bulletin board must be dated from the first day of posting and may remain on the bulletin boards for a maximum of fourteen (14) calendar days from the date of posting. No posted material shall contain derogatory remarks or personal attacks against any college employee. Such material shall constitute immediate cancellation of bulletin board posting privileges and shall be cause for discipline of college employees who post such materials.

4. Disruptive Conduct

The college reserves the right to regulate any solicitation or distribution activities by any non-employee, organization or employee which disrupts or interferes with the normal work activity of employees or students of Molloy College or visitors thereof. Any organization (on its own or through its employee supporters) or any non-employee violating any rule or policy contained herein shall be asked to leave the campus. Repeated violations shall be cause for banning an organization or non-employee from the campus. Any employee who (in his or her personal capacity or acting as an agent for any organization or non-employee) violates any rule or policy contained herein shall be subject to disciplinary action.

Procurement and Cost of Facilities, Equipment and Miscellaneous Services for Purposes of Solicitation:

An employee, non-employee, or any organization shall be subject to the policies and procedures of Molloy College and individual departments within the college with regard to procurement, and the normal cost thereof, of college facilities, equipment and miscellaneous services (e.g. - labor costs, rental fees and charges, utilities, etc.) for purposes of solicitation. Upon procurement, the responsibility for any damages or misuse of facilities and/or equipment shall be the sole responsibility of the employee, non-employee or organization.
5. Children at the Workplace

The presence of children in the workplace on a regular basis can cause difficulty and awkwardness for co-workers and other members of the campus community. While an emergency may arise when a parent would have to bring a child to work for a limited period of time, the College does not expect this to occur on a regular basis, especially given the concern for possible injuries and accidents.

6. Drug and Alcohol Policies

Molloy College affirms its compliance with the Drug Free Workplace Act of 1988 (P.L. 100-6909) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) and is committed to maintaining a campus whose major mission is to provide quality education for people to prepare them for a productive and civilized life. To maintain an atmosphere conducive to fulfilling this mission, the following policy is in effect.

It is the College’s policy to prohibit the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol anywhere on the College campus or as part of any College activity. Any member of the Molloy Community (student, faculty, administrator or staff) found to be in violation of this rule will be subject to dismissal.

For a more detailed statement of this policy, please contact the Office of Human Resources.

7. Smoking Policy

To promote a healthy work environment, Molloy College is a smoke-free College. This policy applies to employees, students, contractors, vendors and all visitors.

a. Lighted cigarettes, cigars, pipes, and smokeless tobacco are prohibited within College owned or leased premises, including offices, classrooms, hallways, waiting rooms, restrooms, lunch rooms, elevators, and meeting rooms. They are also prohibited in College-owned or leased vehicles, and garages, or in designated areas.

b. Employees should use discretion in taking smoking breaks in order to ensure that work flow is not interrupted.

c. In the event local ordinances are more stringent, they will supersede Molloy College’s policies.

8. E-MAIL POLICY

Molloy College provides all members of the College Community with access to computing services and electronic mail (e-mail) specifically to further the mission of the College. E-mail provides for Molloy College an important resource, both for gathering and for disseminating information. Solicitations for personal profit or proselytizing are considered to be inappropriate and irrelevant to the business of the College.

As the College seeks to provide this service to our Community in a fair, safe, and legal manner, the following policies are mandated:
a. Ownership and Use

1. The College owns all e-mail accounts and all data transmitted or stored using e-mail capabilities. Access to e-mail is a privilege granted to all members of the College Community to facilitate communication and to improve education and administrative efficiency.
2. Access to e-mail shall be available to authorized users.
3. The e-mail is not a secure environment for private material.
4. It is recommended that e-mail files be deleted periodically as storage space is limited.
5. The employee using an account will be held responsible for any activity on that account. Each user is expected to take reasonable care to ensure that unauthorized users are unable to gain access to the account and file space. Users are expected to report any suspected or actual unauthorized access to their accounts to the Vice President for Technology or designate.
6. The user determines a password. Passwords MUST be kept confidential. They should not be written down, or be easily guessed, such as user's first name, family name, phone number, or nick name.
7. The users of the computing system are expected to take a responsible and professional approach to the use of the resources.
8. In cases where multiple users access an account (for example, an office account), the person designated as the project leader, as well as the individual user, is responsible for the content of material published and utilized.
9. Molloy College is not responsible for any activity on a user's account or the outcome of relationships or agreements initiated over the Internet. Users are solely responsible for any usage or activity on their accounts.
10. All computer accounts will be deleted upon the user's termination from the College.
11. Netmail is restricted to the business of the College. (See Glossary).

b. Unauthorized Users

Any unauthorized use will subject the user to disciplinary action as per the relevant Handbook or College regulations. In addition to other sanctions, access to a computer may be revoked for unlawful activity, a violation of security provisions, or a violation of Molloy College regulations and/or ethical standards. These unauthorized uses include, but are not limited to:

1. Use of computers in violation of Molloy College regulations and policies, ethical standards, or mission.
2. Use of computing facilities to interfere with the normal operation of the College computing system.
3. Use of any College resources for personal profit-making enterprises.
4. Use or development of programs that harass or intimidate others, modify the system or account, or cause damage to system resources.
5. Transmission of destructive programs, spam, or “flaming” or “bombing” an individual or the network.
6. Placement of any unlicensed software or data on College owned computers or College file servers.
7. Installation of commercial software (including but not limited to AOL and AOL Instant Messenger, Compu-Serve, Spinner, Napster and all other media sharing software) on College owned computers without approval from Information Technology Department.
8. Files downloaded and installed from the Internet or from attachments of e-mails, including unauthorized software, games and screen savers.
9. Use of a computing account by anyone other than the person to whom the account has been assigned by Molloy College (excluding proxy accounts).
10. Signing-up for an e-mail product or service without the consent of the user.
11. Use of a computer anonymously or use of a pseudonym to attempt to escape from prosecution of laws or regulations, or otherwise to escape responsibility for one’s actions.


Definitions:

Peer to Peer Networking (P2P) is an approach to content distribution in which digital files are transferred between “peer” computers over the Internet. Peer to Peer Networking is an efficient, robust means to distribute a wide range of content including software, games, books, movies, and music. P2P networks require installing an application on Internet-connected computers, which become nodes, or peers, that communicate with one another.

As a new channel for content distribution, P2P changes the conventional hierarchy of information. The roles of producer, consumer, and gatekeeper of digital content blur, and the structure that gives content owners control over who can have what is replaced by one in which information and resources are available much more widely than before.

At the same time, however, removing the central authority over content distribution has resulted in copyright infringement on some P2P networks. Music and other media files can easily be reproduced and exchanged outside the distribution channels of the individuals and organizations that hold the copyright for those materials. The music and movie industries, in particular, contend that file sharing has cost them enormous amounts of money in lost sales and representatives of media companies have gone to great lengths to try to mitigate this activity - including prosecuting alleged violators. Because file traders are frequently only identified by a network address, complaints of copyright infringement generally go through Internet service providers (ISPs) to identify individual users. Because colleges and universities often function as the ISPs for campus users, higher education has found itself in the middle of this controversy.

The recent reauthorization of the federal Higher Education Act requires Colleges and Universities to disclose to students institutional policies and sanctions related to copyright infringement. This policy addresses these issues.

Policy:

Peer-to-Peer file sharing of any kind is strictly prohibited on the campus network of Molloy College. Computers found to be using these kinds of software will have network access blocked until the software has been removed and the computer is no longer sharing files.

Exceptions:

Specific, academically justified, and approved uses for instruction or research under fair-use may be exceptions.

10. Use of Personal/College Vehicles

When operating any motor vehicle while working, employees are expected to observe all laws and regulations governing the use of motor vehicles.

Following are additional guidelines and procedures of the College for employees operating a college owned or sponsored vehicle:
Employees operating College owned or sponsored vehicles will supply the College with a valid driver’s license. Driver’s licenses’ will be periodically reviewed by the College’s Insurance Agency for suspensions and/or violations. If any such violations are found, the employee will be contacted and his /her driving privileges will be reviewed as appropriate.

All accidents that occur while on job related trips must be reported immediately to the Treasurer’s Office.

Driving any vehicle, while you are working, under the influence of alcohol, or any controlled substance is illegal and will not be tolerated.

Speeding tickets, moving violations, and parking tickets are the financial responsibility of the employee.

If there is any change in your driving status, i.e. suspension of your license, etc. you must notify the Treasurer’s Office at once.

11. PUBLIC SAFETY AND SECURITY

Molloy Office Public Safety Officers are available 24 hours a day, 7 days a week. Officers can be reached by dialing x6276 or in the event of an emergency, by dialing 11. In addition to the office phones, 38 additional campus phones are located in the three academic buildings and are labeled [Campus Phone]. These phones can be used to call any location on campus, however their primary use should be for emergency situations. In the event of an emergency dial 11, which will go directly to the Public Safety desk. All other non-emergency calls to Public Safety should use EXT. 6276

To promote a safe work environment, the Public Safety Department periodically administers fire drills for the entire College community. All employees are expected to cooperate fully with such drills.

12. EMERGENCY CLOSING

Decisions on school closings are announced no later than 7:00 am on the days in question. The College will notify the local radio and television stations as well as posting on the Molloy College website, telephone and email systems.

13. ID CARDS

Faculty members are issued an identification card upon hire. ID cards should be carried at all times while on campus. The Molloy College ID card certifies your affiliation with the College for picking up your paycheck, borrowing books or other media from the Library, as well as the use of other College facilities.

14. REFERENCE VERIFICATION

An important portion of the hiring process includes reference verification. Past employers and other references supplied by candidates under consideration for hire will be contacted to verify all information provided on the candidate’s curriculum vitae and collected during
the interview process. Falsification of any of this information is grounds for immediate dismissal.

15. EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with The Immigration Reform Act of 1987, Molloy requires that all persons hired in any employment category complete a Federal “I-9” (Employment Eligibility Verification) form attesting that he or she is eligible to work in the United States. The new employee must produce specific documents which verify identity and employment eligibility within 72 hours of employment. If the above requirements are not met, a candidate cannot be employed by the College. The completed I-9 form and documents are retained in the Human Resources Department.

16. UNEMPLOYMENT INSURANCE

Unemployment Insurance provides income to persons who are actively seeking employment while they are out of work due to circumstances beyond their control. To receive these benefits, employees must file a claim with the local Unemployment Office.

17. EQUAL EMPLOYMENT OPPORTUNITY

Molloy College is committed to a policy of equal employment opportunity. It is the College’s policy that applicants for employment are recruited, selected, and hired on the basis of individual merit and ability with respect to the position being filled. The intent of this policy is to provide equal employment opportunity for all persons.

The College will administer hiring, working conditions, benefits, compensation practices, training, employment function (including but not limited to: promotion, demotion, transfer, termination, and reduction in force) and college-sponsored education, social, and recreational programs without regard to race, color, religion, national origin, gender, age, disability, marital status, creed, sexual orientation, ancestry, veteran status, or any other basis except where such conditions are bona fide occupational qualifications permitted by law.

Violation of this policy by Molloy employees is not permitted and can result in disciplinary action, including termination.

B. HARASSMENT AND FRATERNIZATION POLICY

I. Introduction

As an educational institution Molloy College is committed to maintaining an environment in which its faculty, students, administrators and staff members are safe, can be trusted and count on others to be trustworthy, and receive and extend to others respect as human persons. Indeed, mutual respect among faculty members, students, staff persons and administrators is an essential ingredient in the educational process and the greatest care must be taken that it not in any way be eroded. Consistent with Molloy’s respect for the rights and dignity of each employee, harassment based on race, color, religion, gender,
sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law, will not be sanctioned or tolerated.

All Molloy College employees and students have a right to work and learn in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Therefore, all constituencies should be aware of the following:

- Virtually all faculty members, administrators and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over other persons on campus, whether or not an individual is enrolled in their classes, are subject to their direct supervision, or have some form of business to transact with offices at the College. Therefore, Molloy College prohibits romantic, sexual, exploitative relationships between College employees in a supervisory/subordinate role, and between employees and students.

- Violations of this policy will be considered misconduct on the part of the employee and will be subject to institutional sanctions, including possible termination of employment. Treatment of allegations and imposition of sanctions will be governed by procedures specified in the Dismissal Procedure, p. 128 of the Faculty Handbook or section 406 of the Employee Handbook.

II. Definition of Harassment

Under this policy, harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law that has the purpose or effect of creating an intimidating, hostile or offensive work/academic environment and/or has the purpose or effect of unreasonably interfering with an individual’s work/academic performance; or, otherwise adversely affects an individual’s employment/academic work.

Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts; and the circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Sexual harassment is strictly prohibited. The E.E.O.C. has defined sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature…when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment;…(when) submission to or rejection of such conduct…is used as the basis for employment/academic decisions affecting such individual; or…such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work/academic environment.”

Generally, sexual harassment is conduct that exploits power or authority in order to elicit sexual submission, or inappropriate sexual conduct that creates an intimidating, hostile or abusive working environment for working, learning or enjoying other opportunities and activities. Sexual harassment can include a wide range of behaviors, from the actual coercing
of sexual relations, to repeated or egregious sexual suggestions or comments to the unwelcomed emphasizing of sexual identity. The definition of sexual harassment will be interpreted and applied consistent with current legal standards, as well as accepted standards of mature behavior, professional responsibility, academic freedom, and freedom of expression.

Determining whether sexual conduct creates an intimidating, hostile, or offensive environment or substantially interferes with an individual’s academic or work performance or enjoyment of other College opportunities depends on the specific facts and the context in which the conduct occurs. To constitute sexual harassment, the conduct must be severe or pervasive. Thus, a hostile environment may arise from a single incident if sufficiently egregious, for example, certain physical contact, or from repeated actions such as repeated sexual comments, suggestions or jokes. Further, if such conduct or remarks take place in the teaching context, to conclude that it creates an abusive environment it must be shown that they are not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

III. Definition of Other Forms of Harassment

Unlawful harassment, other than sexual harassment, is conduct that denigrates or shows hostility or aversion to a person on the basis of a protected characteristic or belief when such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creating an intimidating, hostile or offensive environment for working, learning, or enjoying other College opportunities, programs and activities. Protected characteristics or beliefs are listed in Section I of this policy.

Examples of other forms of harassment covered by this policy, include, but are not limited to:

- Verbal abuse, ridicule, slurs, epithets, stereotyping, and offensive and unwelcome jokes and comments;
- Threatening, intimidating or hostile acts; and
- Displaying or distributing offensive materials, writings, graffiti, or pictures that denigrate or show hostility or aversion towards an individual or group based on any of the protected characteristics or beliefs set forth in this policy.

IV. Harassment Complaint Procedure

Any individual who believes that he or she has been the subject of sexual or any other form of harassment by anyone at Molloy College should promptly pursue redress through the following complaint procedures. These procedures provide for the prompt and equitable resolution of complaints alleging harassment by members of the College community, including students, faculty members, staff members, administrators and other persons. An advocacy panel exists on the campus to assist anyone who believes they may have been a victim of harassment. Any one who believes he or she has been a victim of harassment may contact any member of the advocacy panel or go directly to the Director of Human Resources
to initiate the complaint process. The complaint may be pursued either informally or formally as deemed necessary.

The Advocacy Panel

The Advocacy Panel is a group of individuals composed of College employees who have been selected based upon their skill in resolving these issues, knowledge of this topic, training, and willingness to dedicate the time and resources necessary for completion of their responsibilities as assigned.

Advocacy Panel members shall be instructed how to respond to allegations of harassment and are kept up-to-date on Molloy’s current Harassment and Fraternization Policy and campus and national harassment cases and they stand prepared to provide information on the avenues of recourse available to resolve the alleged complaint.

The members of the Advocacy Panel may change at any time but every effort will be made to ensure that the Panel meets on an annual basis, that it contains at least one female and one male member and that the composition of the panel is diverse.

Each individual on the Panel can assume the following roles:

- meet with individuals who allege that they have been the victim of harassment;
- clarify the definitions of harassment and discuss how these definitions may or may not pertain in the circumstances described by the complainant;
- discuss with the complainant whether counseling should be considered based upon the circumstances;
- where appropriate, assist the complainant in filing a formal, written complaint regarding the harassment;
- facilitate the filing of the complaint with the Director of Human Resources;
- participate in on-going education for the campus community regarding matters of harassment to include the creation and dissemination of appropriate educational materials about harassment, and to conduct or host seminars or training sessions for all members of the campus community;

For a list of the members of the Advocacy Panel for each academic year (including names, titles, office location, office hours, telephone number, e-mail address) please see the Office of Human Resources or consult the Human Resources page of the Molloy College website.

The Director of Human Resources serves as the Chairperson of the Advocacy Panel and will ensure that all complaints are investigated within a reasonable period, keep other Panel members informed of recent legal decisions and other related issues; certify that each member has been appropriately trained before assuming active membership on the panel; update and disseminate the Harassment and Fraternization Policy and keep minutes for each Panel meeting.

Informal Procedure
At his or her option, the complainant may request that the complaint be handled on an informal basis (that is, if the complainant does not seek formal disciplinary action on his/her behalf and cessation of the alleged conduct in question is the only desired goal). However, certain allegations of harassment are not appropriately handled through informal mechanisms and the College at all times retains the right to investigate any complaint in a formal manner or take whatever other action it deems appropriate, with or without the complainant’s consent. If informal action is deemed appropriate by the complainant and the Panel member (after consultation with the Director of Human Resources), a written complaint would not be required and the Panel typically would not meet regarding sanctions or disciplinary action. The panel member is authorized to take and retain written notes in connection with the complaint, even if an attempt is made to resolve the matter informally. If the complainant voluntarily elects to deal with the problem personally, the Panel member can offer advice on different ways to handle the situation. The Panel member also may explore other possible informal resolutions to the complaint, such as a letter to a respondent, clarification of College policy or an informational meeting between the Director of Human Resources (for employees and any non-students), Vice President for Academic Affairs (for faculty) or Vice President for Student Affairs (for students) or their designee(s), the respondent, and the complainant, if appropriate and desired by the complainant.

In addition, at any time during or following the conclusion of the informal resolution process, the complainant has the right to discontinue or bypass informal resolution and initiate a formal complaint. Similarly, at any time during or following the conclusion of the informal resolution process, the College has the right to investigate and handle the complaint in a formal manner, with or without the complainant’s consent.

Formal Procedure

A formal complaint can be filed with the Director of Human Resources or with any Advocacy Panel Member. The panel member will assist the complainant in filing a detailed written description of the actions, dates, incident(s), persons involved, witnesses, and other pertinent information and can act as an advisor, contact person, and resource to the complainant throughout the process.

Step One

1. **Who to Contact:** Individuals who believe they have been subjected to harassment in violation of this policy and seek to file a formal complaint should go promptly to the Director of Human Resources, whether directly or with the assistance of a member of the Advocacy Panel.

2. **Filing a Written Complaint:** If the complainant, after an initial discussion with the Director of Human Resources, decides to proceed, the complainant must make the complaint in writing by filing a Harassment Complaint Form. Such forms may be obtained in the Office of Human Resources, or on the Human Resources page of the Molloy College website. The written statement of the complaint will be given to both parties.

3. **Investigation:** The Director of Human Resources or his or her designee should conduct an investigation of the complaint, which shall include discussing the
allegations with the responding party, reviewing any relevant documents or other materials, and interviewing potential witnesses to the alleged harassment, including administrators, faculty members, staff members, students or other persons who may have knowledge of the situation. Neither the complaining party nor the responding party is entitled to the participation of legal representatives during the course of the investigation of the complaint.

At this point in the process, an Informal Resolution (4) may be attempted – however, the option to proceed to a Reasonable Cause Determination (5) is available.

4. Informal Resolution: If not already attempted, the Director of Human Resources is authorized and encouraged to explore the informal resolution of the complaint at any time after the complaint is received. The Director of Human Resources shall advise both the complaining and responding parties that conciliation of the complaint is available should the parties so desire. Informal resolution is designed to obtain an expedient, mutually acceptable solution to a harassment problem without the necessity for conducting further investigation. The purpose of informal resolution is to attempt through discussion and inquiry to make an effort to resolve or “work out” the issue in a non-adversarial manner. Therefore, the Director of Human Resources should be able to use a great degree of discretion and flexibility in deciding what kind of informal means would be most effective in accomplishing this end, provided that the result achieved is acceptable to both parties in interest. If the Director of Human Resources is able to resolve the complaint to both parties’ satisfaction, the Director of Human Resources should provide the parties with a written statement reflecting the terms of the resolution and stating that the agreed-upon resolution will be undertaken. The written statement of informal resolution should be signed by both parties. Upon the signing of the written statement of informal resolution, the matter will be deemed closed, and no party will be permitted to appeal, contest, re-open, or otherwise attempt to set aside or amend the terms of the informal resolution as long as the terms are adhered to.

5. Reasonable Cause Determination: After the investigation has been conducted, the Director of Human Resources in consultation with other College officials, shall render a written determination as to whether there is reasonable cause to believe that the Harassment and Fraternization Policy has been violated.

   a) No Reasonable Cause Finding – A finding of “no reasonable cause” means that the investigation has not revealed sufficient facts or circumstances indicating that the complaint may have merit. If the Director of Human Resources makes a finding of no reasonable cause, he or she shall promptly notify the complaining party and the responding party in writing. The complaining party shall have ten (10) calendar days from receipt of such notice in which to file a written appeal of the finding to the President. If the complaining party does not file an appeal of the no reasonable cause finding within the allotted time, the complaint will be dismissed. If the complaining party does file a written appeal, the President shall notify the responding party that an appeal has been filed and shall provide a copy of the appeal and supporting documents to the responding party, who shall have the right to file a written response thereto. The responding party’s written response must be filed within ten (10) calendar days after receiving the
Upon receipt of the respective parties’ written appeals, the President shall appoint a senior administrator to review the merits of the appeal. This administrator, after reviewing the written appeals and any other evidence or information he or she may deem relevant, may either affirm or reverse the Director of Human Resources’ determination of no reasonable cause. If the Director of Human Resource’s determination is affirmed, the harassment complaint will be dismissed. If the determination is reversed, the matter will be remanded to the Director of Human Resources who shall proceed as if a reasonable cause finding has been made.

b) Reasonable Cause Finding – A finding of “reasonable cause” means that the investigation has revealed facts or circumstances indicating that a violation of the harassment policy may have occurred, and, therefore, further proceedings are warranted. If the Director of Human Resources makes a finding of reasonable cause, he or she shall promptly notify the complaining party and the responding party in writing. Upon making a reasonable cause finding, the Director of Human Resources should attempt to reach an informal resolution as discussed in section 4 and, if no informal resolution can be agreed to, proceed to Step Two in the complaint procedure.

Step Two

If the Director of Human Resources is unable to reach an informal resolution of the matter within thirty (30) calendar days of the date the reasonable cause finding was made, the Director of Human Resources shall so notify both parties in writing, and shall inform the parties that, if the complaining party chooses to proceed to Step Two, the case will be referred to the College Harassment Review Board for commencement of formal proceedings.

Timing: the complaining party has twenty (20) calendar days from receipt of such notice to submit a written request to initiate proceedings under Step Two of the College’s harassment complaint procedure, as described below.

1. Initiation of Proceedings: To initiate Step Two of the complaint procedure, the complaining party must file a written statement of intention to the Director of Human Resources to proceed to Step Two within the prescribed time period. The complaining party may also submit, at this time, other documents or information to supplement the Harassment Complaint Form.

2. The College Harassment Review Board: The College Harassment Board shall be responsible for processing Step Two harassment complaints for the College. The Director of Human Resources will notify the President that Step Two proceedings have been initiated and the President will see to the formation of the Board. The members will be appointed, as described in the next paragraph, for the duration of the proceedings. The College Harassment Review Board shall consist of three (3) members from the Advocacy Panel who were not involved in the filing of the initial complaint, the Vice President for Academic Affairs or his or her designee as Chair, one representative from the constituency of the complaining party and one representative from the constituency of the responding party. Any faculty members shall be appointed by the Faculty Council. The Vice President for
Student Affairs shall be responsible for selecting the representative from the Student Affairs areas. Any administrative and staff employees shall be appointed by the President or his or her designee. Both the complaining party and the responding party shall be provided with a list identifying the members of the College Harassment Review Board.

Any member of the Board with an interest in the matter, or who the complaining party or the responding party justifiability maintains has a conflict of interest, may be asked to disqualify himself or herself from participating in processing the complaint. Requests for disqualification should be made within three (3) working days of receipt of the list, and should be submitted to the appropriate appointing body as listed above. A Review Board member may request disqualification of himself or herself by submitting a statement to the appropriate appointing body stating reasonable grounds for disqualification. If a member of the Review Board is disqualified, another member of the same constituency shall be appointed as described above.

3. Formal Complaint Proceedings Before the College Harassment Review Board:
The Review Board shall commence formal proceedings for determination of the complaint promptly after Step Two proceedings are initiated. The process shall include hearings before the College Harassment Review Board in which the complaining party, responding party and other relevant witnesses shall have the opportunity to provide testimony and documents. At the conclusion of the hearings, the Review Board will make written findings and recommend a penalty, if applicable. Any penalty imposed by the College Harassment Review Board (For example, dismissal, referral to the Employee/Student Assistance Program for appropriate counseling and/or sensitivity training, and/or removal from certain areas, duties or responsibilities) shall be consistent with all disciplinary provisions outlined in the Student, Faculty or Employee Handbook as appropriate.

If the responding party is a tenured member of the faculty and the Review Panel makes a recommendation for dismissal, the President shall forward the written finding and recommendation to the Faculty member and the Faculty President. A formal proceeding for dismissal of tenured or full time faculty shall begin with the written findings being presented to the faculty member by the President, informing the faculty member of the statement of charges and advising that, if requested, a hearing to determine whether he or she should be removed from his or her faculty position will be held by the Hearing Committee at a stated time and place. This process is distinct from the tenured respondent being advised of the harassment complaint. The faculty member shall reply to the President, in writing, whether a hearing is requested and, if so, he or she shall answer the charges, in writing, not less than one (1) week before the date set for the hearing (Please refer to the Faculty Handbook (p.128) for the steps for dismissal and for the composition of the Hearing Committee).

Step Three

Within fifteen (15) calendar days after receiving a copy of the written findings of the College Harassment Review Board, either party may submit written objections to the findings to the President of the College. Such written objections should set forth, in detail, the reasons why the objecting party believes the College Harassment Review Board should not be affirmed, or why the recommended penalty should not be adopted, by the President. A copy of the written objections will be provided to the other party of interest,
who may file a written response within fifteen (15) calendar days after receipt of the objections.

After giving due consideration to the College Harassment Review Board’s findings and recommendations as well as both parties’ written objections/responses, the President shall issue his or her final decision in writing within thirty (30) calendar days of the submission of written objections. Any penalty imposed by the College Harassment Review Board or the President shall be consistent with any disciplinary provisions as outlined in the Student, Faculty or Employee Handbook as appropriate. A copy of the decision will be provided to each party. The President’s decision will be final and binding on all parties.

V. General Guidelines

Confidentiality: Generally, it is the policy of Molloy College to protect the confidentiality of the members of the College community involved in harassment complaint procedures. The existence and nature of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation and/or as may be necessary to take appropriate corrective measures. Those individuals responding to requests for information regarding any complaint are required to maintain confidentiality. Additionally, the College will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

Extensions of Time: All of the time limits contained in the foregoing may be extended by mutual written agreement of the party requesting the extension and the Director of Human Resources (Step One), the College Harassment Review Board (Step Two) or the President (Step Three).

False Complaints: Due to the nature of harassment, complaints of harassment cannot always be substantiated. Lack of corroborating evidence should not discourage a complaining party from seeking relief through the procedures outlined above. However, complaints found to have been intentionally dishonest or made maliciously or without regard for the truth will subject the complaining party to disciplinary action in accordance with all relevant College policies.

Harassment File: The Office of Human Resources shall maintain a file of all harassment complaints and their outcomes, including harassment complaints by students against students. In determining an appropriate penalty the College Harassment Review Board or President may inquire of the Director of Human Resources whether prior cases exist in which the responding party was involved where the case resulted in a finding by the College Harassment Review Board. Additionally, the College Harassment Review Board may consider for purposes of determining an appropriate penalty prior cases that involve similar conduct to that alleged in the complaint under consideration. The Director of Human Resources shall provide this information in summary fashion.

Independent Investigation: The College reserves the right to conduct an investigation of a complaint of harassment independent of or in addition to the procedure provided herein at any time.

Interim Action: If, at any point after the proceedings have been initiated under this complaint procedure, it is determined that there is a compelling reason to remove the responding party from his or her position with the College, (for example, if the responding party’s continuance in his or her position within the College community threatens immediate harm to the complaining party or others), the Human Resource Director or other responsible College officials, may recommend to the President that the responding
party be placed on leave with pay pending the outcome of the complaint procedure. After reviewing the current state of the evidence and consulting, as appropriate, with the individuals making the recommendation, the President may accept or reject the recommendation. Prior to being placed on such leave, the responding party is entitled to submit a written statement to the President stating why he or she should not be placed on leave.

Retaliation Molloy College will not in any way retaliate against an employee or student who in good faith makes a complaint or report of harassment, or participates in the investigation of such complaint or report. Retaliation against any individual for reporting a claim of harassment in good faith or in cooperating in the investigation of the same will not be tolerated and will itself be subject to appropriate discipline.

Waiver of Confidentiality: A member of the College community involved in harassment complaint procedures may be deemed to have waived, directly or indirectly, the confidentiality provisions of this policy by voluntarily disclosing information about the complaint or the complaint proceedings to parties within or outside of the College community who are not directly involved in the investigation or complaint process. The College retains the right to respond as it deems appropriate, including the right to rebut or refute such allegations consistent with applicable law.

Revised 3/2009

C. ACADEMIC INTEGRITY  
(Accepted by the Senate - April 1983)

Molloy College is an independent comprehensive College, Catholic and Dominican in tradition and dedicated to academic excellence. Genuine commitment to excellence is the fundamental purpose of a college community and demands responsible standards of scholarship, teaching and learning. By seeking to promote an atmosphere of trust and dialogue, Molloy College intends to foster goodwill among its Faculty, Students and Administrators. Within the framework of a liberal arts core, Molloy College is concerned not only with critical and creative thinking, but also with the virtuous formation of character. Of essential importance to Molloy College is Academic Integrity which confirms our common responsibility for fulfilling the goals of education. Certain guidelines of Academic Integrity need to be specified in order to enhance the traditional relationship between faculty and students involved in their sincere pursuit to attain excellence. The professional and legal rights of all members within the College community are to be recognized and upheld with the highest standards of mutual respect and honesty. Continuous effort must be made by the community to share accountability on the various levels of academic concerns.

It is incumbent upon the faculty to provide an environment of Academic Integrity and to fulfill all professional responsibilities which include but are not limited to the following:

- Distributing and reviewing course outline
- Meeting classes as scheduled and making appropriate preparations for all class sessions
- Providing an atmosphere conducive to serious and scholarly study
- Encouraging students to fulfill their potential
- Respecting the dignity of students
- Grading assignments, tests and papers within a reasonable amount of time and by criteria mutually understandable and acceptable within the field of study
- Using academic evaluations based on unbiased professional judgment
- Being available for appointments with students.

It is expected that students fulfill their responsibilities within the College community by:
- Attending and being prepared for scheduled class meetings
- Complying with course requirements as stated in course outline.

It is also expected that administrators fulfill their responsibilities within the College community by:
- Promoting an atmosphere of trust and integrity
- Lending support to the accomplishments of the academic goals and objectives of both students and faculty

In the Spring 2000, the Honor Pledge was ratified by the Molloy College community. The following pledge was approved by the ad hoc Committee on Academic Integrity, which is a subcommittee of Undergraduate Academic Policies and Programs Committee:

**D. HONOR PLEDGE**

*As a member of Molloy College, Catholic and Dominican in tradition, I dedicate myself to the ideals of truth, scholarship and justice. I pledge to demonstrate personal and academic integrity in all matters. I promise to be honest and accountable for my actions and to uphold the Honor System to better myself and those around me. I will refrain from any form of academic dishonesty or deception.*
## APPENDICES

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<td>POLICY ON DISTANCE EDUCATION</td>
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<td>IX</td>
<td>POLICY ON INTELLECTUAL PROPERTY</td>
<td>226</td>
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</table>
APPENDIX I

STATEMENT OF ACADEMIC FREEDOM

(a) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

A.A.U.P. 1990 Statement of Academic Freedom
5/93
In accordance with the budget approved by the Board of Trustees, I am pleased to confirm your appointment as a faculty member of Molloy College from September 1, 20__ to August 31, 20__.

In signing this contract, you agree to devote full time (24 credit hours per year or the equivalent) as a faculty member of the College and conduct such classes, and/or normal extra-curricular activities and administrative work as shall be assigned by the President and/or Vice President for Academic Affairs. You agree that, as a full-time faculty member of the College, you may not engage in any type of full-time employment for any other employer without the express written consent of Molloy College. You agree to render such services in a satisfactory and professional manner and be bound by the policies of the Board of Trustees and contractual obligations as presently expressed in the Faculty Handbook. You are entitled to the benefits and privileges contained therein.

Newly appointed faculty may obtain a copy of the Faculty Handbook from their department chair.

It is the responsibility of all faculty to respect and uphold the philosophy, objectives and policies of Molloy College.

Total remuneration, less applicable deductions, shall be payable in 24 semi-monthly installments commencing on or about September 15th.

Please confirm your acceptance of the terms of this appointment by signing the both copies of this contract and returning one copy to the Office of the Vice President for Academic Affairs within one month from the date first written above. If you do not return this contract during this time period, your action will be understood as non-concurrence with the provisions of the contract and the decision to terminate your employment with the College.

In witness whereof, the parties to these presents have hereunto executed this contract as of this ______day of _____________ 20_____.

BY: _________________________________
   Vice President for Academic Affairs

BY: _________________________________
   Faculty Member
In accordance with the budget approved by the Board of Trustees, I am pleased to confirm your appointment as an adjunct faculty member of Molloy College for the Spring semester of the 20__-20__ academic year. This agreement is valid for the semester indicated above; and should not be construed to infer any speculation of renewal.

In signing this contract, you agree to serve as an adjunct faculty member of the College and conduct such classes and normal extra-curricular activities and administrative work as shall be assigned by the President and/or Vice President for Academic Affairs. You agree to render such services in a satisfactory and professional manner and to be bound by the policies of the Board of Trustees and contractual obligations as presently expressed in the Faculty Handbook. You are entitled to the benefits and privileges contained therein. This appointment rests upon an analysis of the need for your services based on enrollment projections, and is subject to cancellation for reasons of insufficient registration.

It is the responsibility of all faculty to respect and uphold the philosophy, objectives and policies of Molloy College.

You agree that, as an adjunct faculty member, you may teach no more than eight credits in any semester or summer session. Remuneration, less applicable deductions, shall be payable in five (5) equal monthly installments commencing on or about the 30th of the first month of the semester.

Please confirm your acceptance of the terms of this appointment by signing both copies of this contract and returning one copy to the Office of the Vice President for Academic Affairs within ten (10) days from the date first written above. If you do not return this contract during this time period, your action will be understood as non-concurrence with the provisions of the contract and the decision to terminate your employment with the College.

In witness whereof, the parties to these presents have hereunto executed this contract as of this __________ day of ________________ 20__.  

____________________________

Vice President for Academic Affairs

____________________________

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## Adjunct Pay Rates 2009-2010

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APPENDIX III
COURSE OUTLINE FORMAT

INTRODUCTION

The information below constitutes a guide for the preparation of your course outline. Items 1 through 12 must be included but the order of presentation is left to the discretion of the faculty member.

Copies of the outline should be given to the Vice President for Academic Affairs, the Chairperson/Division Dean, and the students. In giving the outline to the students, the faculty member provides a reminder of the mutual responsibilities--teacher to student; student to teacher.

I COVER PAGE

Course Number:
Course Title:
Catalog Description:
Professor:
Semester and Year:

II FORMAT

1. Course title and number.
2. Professor’s name, e-mail, office hours, phone extension.
3. Course goal or philosophy.
4. Student learning outcomes objectives (in assessable terms).
5. Required text and readings.
6. Assignments and approximate dates due (include explanation of assignments. For example: type of paper, such as report or research, and length).
7. Attendance policy.
8. Criteria for grading (percentages of final grade for each assignment).
9. Outline of topics or units with approximate dates for each; (include due dates for assignments).
10. Bibliography (optional)
11. Statement on academic integrity
12. Statement on Communicating Across the Curriculum
13. Statement on disabilities
APPENDIX IV
ACADEMIC POLICIES

A. ACADEMIC INTEGRITY CODE
(Accepted by the Senate - April 1983)

Molloy College is an independent comprehensive College, Catholic and Dominican in tradition and dedicated to academic excellence. Genuine commitment to excellence is the fundamental purpose of a college community and demands responsible standards of scholarship, teaching and learning. By seeking to promote an atmosphere of trust and dialogue, Molloy College intends to foster goodwill among its Faculty, Students and Administrators. Within the framework of a liberal arts core, Molloy College is concerned not only with critical and creative thinking, but also with the virtuous formation of character. Of essential importance to Molloy College is Academic Integrity which confirms our common responsibility for fulfilling the goals of education.

Certain guidelines of Academic Integrity need to be specified in order to enhance the traditional relationship between faculty and students involved in their sincere pursuit to attain excellence. The professional and legal rights of all members within the College community are to be recognized and upheld with the highest standards of mutual respect and honesty. Continuous effort must be made by the community to share accountability on the various levels of academic concerns.

It is incumbent upon the faculty to provide an environment of Academic Integrity and to fulfill all professional responsibilities which include but are not limited to the following:

- Distributing and reviewing course outline
- Meeting classes as scheduled and making appropriate preparations for all class sessions
- Providing an atmosphere conducive to serious and scholarly study
- Encouraging students to fulfill their potential
- Respecting the dignity of students
- Grading assignments, tests and papers within a reasonable amount of time and by criteria mutually understandable and acceptable within the field of study
- Using academic evaluations based on unbiased professional judgment
- Being available for appointments with students

It is expected that students fulfill their responsibilities within the College community by:

- attending and being prepared for scheduled class meetings,
- complying with course requirements as stated in course outline

It is also expected that administrators fulfill their responsibilities within the College community by:

- promoting an atmosphere of trust and integrity
- lending support to the accomplishments of the academic goals and objectives of both students and faculty
In the Spring 2000, the Honor Pledge was ratified by the Molloy College community. The following pledge was approved by the ad hoc Committee on Academic Integrity, which is a subcommittee of Undergraduate Academic Policies and Programs Committee:

B. HONOR PLEDGE
As a member of Molloy College, Catholic and Dominican in tradition, I dedicate myself to the ideals of truth, scholarship and justice. I pledge to demonstrate personal and academic integrity in all matters. I promise to be honest and accountable for my actions and to uphold the Honor System to better myself and those around me. I will refrain from any form of academic dishonesty or deception.

C. POLICY CONCERNING GRADE APPEALS (Accepted by the Senate - April, 1983)

In all questions concerning grades, the student should first confer with the instructor, and then with the department Chairperson/Division Dean. Should either or both of these individuals not be available, the student should notify the Associate Dean for Academic Support Services so that other arrangements can be made.

a. That a grading appeals committee be empowered as the final board of appeals, in the rare event that a student has exhausted all appropriate channels (instructor, Chairperson/Division Dean, Associate Dean for Academic Support Services), to make a final decision.

b. That this committee, called a Tribunal, consist of the Associate Dean for Academic Support Services, or a delegate, two faculty members, and two students.

c. At the start of the fall semester, a pool of faculty and a pool of students will be chosen at the discretion of the Faculty President and the President of the Molloy Student Association respectively. These faculty members and students will be appointed for a one-year term to serve on the Tribunal. After receiving written notification regarding a grade appeal, the Associate Dean for Academic Support Services will select two of these faculty and two students to serve on the Tribunal. These faculty and student members will serve on the Tribunal on a voting basis and will participate in successive appeals as necessary.

d. That the responsibilities of the members of the Tribunal will be to:
   1. assure confidentiality of all parties concerned;
   2. have both parties appear before the Tribunal together;
   3. allow the parties concerned the right to question each other;
   4. permit both parties to have witnesses;
   5. allow the parties concerned the right to question the witness brought forward;
   6. formulate a decision regarding a grade appeal, after utilizing research resources. If deemed necessary, confidential files will be made available in the presence of the Associate Dean for Academic Support Services. Contested papers, tests, etc., must be made available to the Associate Dean for Academic Support Services two days before the Tribunal meets;
   7. make the appropriate recommendations to the professor and student; inform the Associate Dean for Academic Support Services of their deliberations and decisions;
   8. retain a tape recording of the appeal.

e. The Associate Dean for Academic Support Services shall be responsible for:
   1. obtaining from the student a written request for a hearing at a Tribunal. The request should list the specific complaints that the student has regarding the grading procedure;
   2. sending a duplicate copy of the complaint to the instructor involved;
3. making the necessary arrangements. If a mutually agreeable time for the Tribunal cannot be obtained within a one-week period, a date will be set by the Associate Dean for Academic Support Services;
4. assuring that the student and the faculty member and the members of the Tribunal be acceptable to the faculty or student. Faculty or student are limited to two objections;
5. monitoring any disposition made by the Tribunal to the final conclusion of the case.

f. That all grade protests be received within ten (10) school days of receipt of the grade by the student. However, final grade protests must be received within 30 calendar days of the receipt of the grade by the student. Evidence used during the final grade protests may include grades received throughout the semester if these grades were used in calculating the final grade for the course. If during the term a grade was brought before a grade appeals Tribunal and a decision handed down, then that grade cannot be reappealed in a final grade appeal.

g. That the faculty member respond, except under extraordinary circumstances within thirty (30) calendar days after the meeting of the Tribunal.

h. In the event a professor leaves the College, dies, or for some reason does not appear before the Tribunal, the student will still present her/his case. In this eventuality, a recommendation will be made at the discretion of the Tribunal. If, after the date is set for the Tribunal, any member of the party (faculty or student) fails to appear, the Tribunal will meet and dispose the case.

i. That the decision of the Tribunal is final.

D. DUE PROCESS PROCEDURE FOR STUDENT DISCIPLINE IN ACADEMIC AREAS

(For fair resolve of student disciplinary matters in academic areas on campus)

The President, who is the Chief Executive Officer of the College, and the VPAA assigns the supervision of student conduct and discipline in academic areas to the Associate Dean for Academic Support Services.

Academic Infractions Subject to Disciplinary Action

Engaging in any form of academic dishonesty, including:

(a) cheating - utilizing a source other than self during an exam or in completing an assignment
(b) fabrication - intentional and unauthorized falsification or invention of any information
(c) facilitating academic dishonesty - e.g., allowing another to copy from you during an examination, doing work for another and allowing her/him to represent it as her/his own, and supplying information regarding examinations to others
(d) plagiarism - failure to document the direct words of another or the rephrasing of another's words so as to represent them as one's own (Molloy Style Sheet)

Procedure

1. All persons concerned should first make every effort to resolve through informal consultation with the Vice President for Academic Affairs to reach an acceptable solution short of the use of the formal procedure. In the event that there is no
resolution at this level or no acceptance by the student of the discipline meted out by the Associate Dean for Academic Support Services, formal proceedings may be initiated by the student provided a written charge against the student is filed under this code by the complainant on the official form provided for such purpose by the Associate Dean for Academic Support Services. The Associate Dean, Academic Services may also elect to initiate formal proceedings in those situations serious enough to warrant the use of these formal channels for disciplinary action.

2. Upon the filing of such a written charge the Associate Dean for Academic Support Services gives written notification to the student of the charges and the general nature of the evidence to support these charges. The student must be notified within fourteen (14) calendar days of the complaint of the offense in question.

3. The student has fourteen (14) calendar days after receipt of the formal notification to answer the charges in writing. She/he may choose to:
   (a) not initiate a formal procedure and accept the discipline of the Associate Dean for Academic Support Services
   (b) waive her/his defense at a hearing before a Judicial Committee
   (c) appear before the Judicial Committee
   (d) withdraw from the college

However, if the formal proceeding has been initiated by the Associate Dean, Academic Services, the student does not have option "a" open to her/him.

1. Judicial Committee - the Judicial Committee shall be composed of:
   two (2) faculty members chosen by the Faculty President;
   two (2) students chosen by the MSA President;
   one (1) appropriate administrator chosen by the Associate Dean for Academic Support Services. The Associate Dean for Academic Support Services shall serve as Chairperson for the committee (with no vote except in case of a tie). The Associate Dean for Academic Support Services will notify the accused and complainant of the composition of the committee. If any member of the committee is unacceptable to either the accused or the complainant, that party must notify the Associate Dean for Academic Support Services within three (3) days of receiving this information. Each party is limited to two (2) objections.

2. Members of the Committee are expected to be impartial, to seriously consider the facts of the case, and to avoid imposition of sanctions against any participants in the process.

3. In the event that the charges in the academic dishonesty case are not sustained by the Judicial Committee, then, based on the evidence presented and the decision reached during the hearing, this committee would be empowered to request a grade change from the faculty member concerned with the work or course in question in accordance with the Course Outline that is on file in the Office of the Vice President for Academic Affairs. Should the faculty member not wish to comply, the term paper, test, or other project in question is to be given to the Associate Dean for Academic Support Services to be regraded by a qualified scholar of her/his choice. After the work in question has been regraded, the committee will reconvene to calculate the student's grade which, when filed, will be the grade for such work.

4. If the accused student chooses not to go before the Judicial Committee, this committee will weigh the evidence and hand down a decision.
Rights of Students in Disciplinary Proceedings

For any disciplinary action for which sanctions may be imposed, the student shall have the right:

1. To be considered innocent until found guilty, by clear and convincing evidence, of academic dishonesty
2. To be informed of her/his rights
3. To receive written, timely, and complete notice of the specific charges to be resolved
4. To seek advice and/or counsel. If an attorney-at-law is chosen, this attorney may not participate directly in the proceedings
5. To have fair disposition of all matters as promptly as possible under the circumstances
6. To elect to have a private or public hearing
7. To hold unaltered student status pending a final adjudication and disposition of all matters
8. To be informed of the maximum and minimum sanctions which may be imposed
9. To be informed of the general nature of the evidence to be presented
10. To confront and question all parties and witnesses except when extraordinary circumstances make this impossible
11. To present a factual defense through witnesses, personal testimony and other relevant evidence
12. To suggest questions which might be put to witnesses.
13. To decline to testify against him/herself
14. To have only relevant evidence considered by the Judicial Committee
15. To be informed of all decisions within 14 calendar days of the conclusion of the hearing
16. To request an appeal of the disciplinary sanction of suspension from the Associate Dean for Academic Support Services and to request an appeal of the disciplinary sanction of dismissal from the President of the College
17. To be free from repeated disciplinary proceedings where the parties and issues are the same.

Formal Hearing

1. If the accused student chooses to appear before the committee she/he is entitled to be assisted in her/his defense by an advisor or counsel of her/his choice.
2. The accused student has the right to have the hearing before the Judicial Committee. The accused student chooses whether the hearing is to be private or public.
3. At the hearing before the Judicial Committee, both the accused and the complainant may have the advisor or counsel of their choice present; however, the advisors or counsels may not participate directly in the proceedings.
4. It will be the policy of the college that a record of the hearing shall be taped and accurately transcribed.
5. Both accused and complainant have the right to cross-examine all witnesses.
6. After the presentations of both the accused and complainant are completed, the committee shall deliberate in private until a decision is reached. In the event that the committee is unable to reach a decision, the case will be reviewed by the President of the College and a decision will be handed down by the President.
7. When a decision has been reached, the hearing shall be reconvened and the decision announced.

8. If a decision is entered against an accused, the Committee shall recommend the imposition of disciplinary and restitutionary sanctions which may include:

   (a) Disciplinary Warning - a written statement from the Associate Dean for Academic Support Services expressing disapproval of conduct. No record of this Disciplinary Warning shall be maintained in the student's file.

   (b) Disciplinary Reprimand - a written statement from the Associate Dean for Academic Support Services expressing disapproval of conduct. A record of this Disciplinary Reprimand shall be maintained in the student's folder in the Office of the Associate Dean for Academic Support Services for the length of time the student attends the College. This record may be introduced in subsequent proceedings.

   (c) Disciplinary Probation - a conditional retention of student status for a specified period of time. During the probationary period, a student is excluded from participation in any extra-curricular activities of the College and may not hold any appointed or elected position within the College community. A record of this Disciplinary Probation shall be maintained in the student's folder in the Office of the Associate Dean for Academic Support Services for the length of time the student attends the College. This record may be introduced in subsequent disciplinary proceedings.

   (d) Disciplinary Suspension - a termination of registration as a student for a specified period of time. During the period of suspension, a student is excluded from classes and all other college privileges and activities. A record of this Disciplinary Suspension shall be maintained in the student's folder in the Office of the Associate Dean for Academic Support Services and made a permanent part of this folder. This record may be introduced in subsequent disciplinary proceedings.

   (e) Disciplinary Dismissal - a termination of registration of a student. If the student applies for re-admission, she/he will not be allowed to return to the College. A record of this Disciplinary Dismissal shall be maintained in the student's folder as a permanent record in the Office of the Associate Dean for Academic Support Services.

   (f) Substituted Sanction - a constructive and voluntary undertaking by a student which, by agreement with the Judicial Committee, shall be substituted for any of the above sanctions. A record of this substituted sanction shall be maintained in the student's folder in the Office of the Associate Dean for Academic Support Services for the length of time the student attends the College. If the substituted sanction is not satisfactorily completed, the Judicial Committee shall reinstate the original sanction.

   (g) Partial credit for the exercise involved.

   (h) Score of Zero on the particular exercise involved.

   (i) Failure of the course.

Appeal

1. Students have the right to petition the President of the College for an appeal from a disciplinary sanction of the Judicial Committee resulting in dismissal from the College. The President will review the evidence as presented to her/him by the
Judicial Committee and will make her/his decision after review of the case in question.

2. Students have the right to petition the Vice President for Academic Affairs for an appeal from a disciplinary sanction of the Judicial Committee resulting in suspension from the college. The Vice President for Academic Affairs will review the evidence as presented to her/him by the Judicial Committee and will make her/his decision after review of the case in question.

**Disciplinary Dismissal/Disciplinary Suspension**

Even in the absence of a student appeal, any sanction of Disciplinary Dismissal handed down by the Judicial Committee always requires administrative review and approval by the President of the College and may be altered, deferred or suspended by the President. Even in the absence of a student appeal, any sanction of Disciplinary Suspension handed down by the Judicial Committee, always requires administrative review and approval by the Vice President for Academic Affairs and may be altered, deferred, or suspended by the Vice President for Academic Affairs.
# A. FACULTY TEACHING EVALUATION FORM

<table>
<thead>
<tr>
<th>NAME OF FACULTY MEMBER EVALUATED</th>
<th>DEPARTMENT</th>
<th>DATE</th>
</tr>
</thead>
</table>

**TYPE OF EVALUATION:** Self _____ VPAA _____ Chair _____

<table>
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<tr>
<th>Colleague ________________</th>
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<table>
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<tr>
<th>NAME: ____________________</th>
<th>DEPT ____________________</th>
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**TIME OF DAY:** ____________________

<table>
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<tr>
<th>Course</th>
<th>Type of Class</th>
<th>Size</th>
</tr>
</thead>
</table>

## I. EVALUATION OF TEACHING ABILITY - CLASSROOM SETTING

**SCALE:** (5) Outstanding; (4) Very Good; (3) Good; (2) Satisfactory; (1) Satisfactory with reservations; (0) Unsatisfactory; (N/A) Unable to appraise

Instructions: Each of the items below deals with a particular aspect of teaching performance. Please indicate your rating of each characteristic using the scale below. The exact point at which you rate is less important than your general impression. Write in after the question any additional comments you wish to make (lengthy comments should be made on the reverse side of the sheet). Give examples wherever possible and indicate the source of information on which your selection is based. Please answer only those questions for which you are certain you have adequate information to make a judgment.

### I. KNOWLEDGE OF SUBJECT MATTER

**The Instructor:**

1. Demonstrated breadth and depth of information
2. Demonstrated awareness of current trends
3. Was able to establish cognitive relationships
4. Utilized adequate examples for clarity

In summary: I would rate the instructor's overall knowledge of the subject matter

**SUPPORTING COMMENTS:**

### II. PRESENTATION OF MATERIAL

**The Instructor:**

1. Presents an overview of material to be covered in the session
2. Consistently develops/presents material consistent with the objectives stated
3. Presents material in an organized manner
4. Is well prepared for the session
5. Provides clear explanations

Revised Spring, 2000

6. Makes subject matter more meaningful through the use of examples and applications
7. Utilized teaching aids
8. Used a variety of teaching methods

In summary, I would rate the instructor's overall presentation of the material

SUPPORTING COMMENTS:

III. THE LEARNING SITUATION

1. Climate
2. Participation
3. Class interaction

The Instructor:
1. Is receptive to participant's questions and comments
2. Seemed to know when students didn't grasp material
3. Is receptive to divergent viewpoints
4. Maintains a sufficiently relaxed environment
5. Stimulates class discussion
6. Answered questions effectively
7. Is flexible (can meet situation with suitable approach)
8. Shows fair and equal concern for all students in class
9. Is attentive to classroom conditions (e.g., light, heat, ventilation)

In summary, I would rate the learning situation

SUPPORTING COMMENTS:

IV. PERSONAL MANNER OR STYLE

The Instructor
1. Spoke distinctly and with sufficient volume
2. Seemed interested in the subject presented
3. Utilized notes and text effectively
4. Behavior, poise and control enhanced the overall presentation

In summary: I would rate the personal style of the instructor

SUPPORTING COMMENTS:

Revised Spring, 2000

V. EVALUATION OF TEACHING ABILITY - LABORATORY SETTING
The Instructor:
1. discusses instructions for laboratory session before each experiment
2. provides sufficient opportunity for students to ask for and obtain individual assistance
3. provides sufficient opportunity for student questions
4. demonstrates or discusses lab techniques students will use in the laboratory exercise
5. gives students a chance to show their technique/knowledge about the laboratory exercise

In summary: I would rate the instructor's teaching style in the laboratory setting

SUPPORTING COMMENTS:

VI. EVALUATION OF TEACHING ABILITY IN THE CLINICAL SETTING
The Instructor:
1. Participates in orientation to the area
2. Assumes responsibility for teaching on clinical unit
3. Supervises student activities
4. Is knowledgeable about principles applicable to the subject matter
5. Seeks documentation from staff of students’ clinical performance
6. Has good teacher-student relationship
7. Stimulates students to function at optimum level and toward independent functioning
8. Conducts clinical conferences to enhance transfer of learning
9. Shares theoretical knowledge with staff
10. Is available to students and offers advice wisely
11. Responds constructively to students' ideas and experience
Revised Spring, 20
12. Communicates goals for students with clinical staff

13. Promotes attitude of mutual respect between staff and teacher, student-teacher, staff-student

14. Has good rapport with staff

In summary: I would rate the instructor's teaching ability in the clinical setting

SUPPORTING COMMENTS:

_____________________________/________________________Signature of Evaluator/Date

_____________________________/________________________Signature of Faculty Member/Date

Spring, 2000
APPENDIX V B

B. EVALUATION OF FACULTY MEMBER’S DEPARTMENTAL RESPONSIBILITIES

NAME OF FACULTY EVALUATED: ____________________ DEPARTMENT: ____________

EVALUATOR: __________________________________________ DATE: ________________

SCALE: (5) Outstanding; (4) Very Good; (3) Good; (2) Satisfactory; (1) Satisfactory with reservations; (0) Unsatisfactory; (U) Unable to observe

I. Teaching Effectiveness
   (Consensus of Teacher Evaluation) ________

   SUPPORTING COMMENTS:

II. Attendance
    Quality of Participation
    Classes ________
    Department Meetings ________
    Faculty Meetings ________
    Department Committee Meetings ________

   SUPPORTING COMMENTS (must be included):

III. Department
    Cooperation with projects ________
    Rapport with faculty and students ________
    Submission of outlines ________
    Availability for Advisement ________
    - contacts advisees ________
    - available for programming ________

   SUPPORTING COMMENTS (must be included):

IV. Optional
    Student Activities Participation ________
    Committee Participation ________
    - College ________
    - Department ________

   SUPPORTING COMMENTS (must be included):

OTHER PERTINENT COMMENTS:

________________________________________/______________________________ Signature of Evaluator/Date

________________________________________/______________________________ Signature of Faculty Member/Date
C. EVALUATION OF CHAIRPERSON/DIVISION DEAN BY FACULTY

NAME OF CHAIRPERSON/ASSOCIATE DEAN: _________ DEPARTMENT ____________

SCALE: (1) Excellent (2) Very Good (3) Good (4) Fair (5) Poor

How would you rate your Chairperson/associate dean in terms of:

I. Administration of Department
   1. Calls and presides over monthly departmental meetings _______
   2. Encourages faculty input _______
   3. Gives reports from Chairperson/Division Deans' meetings _______
   4. Obtains and approves of course outlines _______
   5. Plans course offerings and faculty assignments with department members _______
   6. Arranges for student advisement _______

SUPPORTING COMMENTS:

II. Maintaining and furthering standards in the department
   1. Recruits new faculty as need arises _______
   2. Orient new faculty _______
   3. Evaluates members of the department in matters of professional conduct, academic standing, and teaching performance _______
   4. Plans with faculty and students curriculum changes _______
   5. Plans new course and revision of new courses _______

SUPPORTING COMMENTS:

III. Providing opportunity for excellence in the department
   1. Rapport with department members and students _______
   2. Encourages membership in professional organizations, attendance at meetings, research and publication _______
   3. Makes available resource materials _______
   4. Promotes faculty initiative and creativity _______

SUPPORTING COMMENTS:

Considering all facets, how would you evaluate the effectiveness of this person? _______

SUPPORTING COMMENTS:
APPENDIX V D (Form #1)

Teaching Effectiveness Evaluation Form (Undergraduate)
(By Student)

Course Name: ___________________________  Course Number: ___________________________

Instructor: _______________________________  Semester: _______________________________

Please fill out the following form honestly and carefully will use this evaluation for self-appraisal,
promotion and tenure. Students have access to the evaluation for selection of course in future
semesters. Choose the one best answer for each question. Circle your choice.

BACKGROUND INFORMATION

1. What is your present academic standing?
   1) Freshman  2) Sophomore  3) Junior  4) Senior  5) Graduate  6) Non-matric  7) Unsure

2. Transfer student?
   1) Yes  2) No  3) Unsure

3. How many credits are you taking this semester?
   1) 1 – 6.5 cr.  2) 7 – 11.5 cr.  3) 12 – 15.5 cr.  4) 16 – 18.5 cr.  5) More than 19 cr.  6) Unsure

4. What is your cumulative grade point average?
   1) 3.5 – 4.0  2) 3.0 – 3.49  3) 2.5 – 2.99  4) 2.0 – 2.49  5) Under 2.0  6) Unsure

5. What is your primary reason for taking this course?
   1) Major/Minor Requirement  2) Related Requirement  3) Core Requirement  4) Interest  5) Fits my Schedule  6) Other

6. I have attended this class
   1) Always  2) Most of the time  3) Sometimes  4) Rarely  5) Never

7. How many hours outside of class did you put into preparing for this course per week?
   1) Less than 2  2) 3-4  3) 5-6  4) 7-8  5) More than 8

8. What is the letter grade you believe you deserve in this class?
9. What is the letter grade that you expect to receive for this class?

   1) A to A-  2) B+ to B-  3) C+ to C-  4) D+ to D-  5) F

COURSE EVALUATION

10. The course met the educational objectives that were stated in the course outline evaluation.

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

11. The grading system for this course was clear

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

12. The course offered a sufficient number of grading opportunities (exams, papers, etc.) provided adequate basis for

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

13. Assignments helped me to learn course content.

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

14. The exams are based either on the materials covered in class or on closely related materials.

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

15. As a result of this course, my knowledge of the subject matter has increased

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

16. Overall, as a result of this course my knowledge of the subject matter has increased

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

17. I would recommend this course to another student.

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

INSTRUCTOR EVALUATION

18. The instructor came well prepared for class

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

19. Instructor demonstrated knowledge of the subject matter.

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

20. The instructor encouraged student involvement in the class.

   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure
21. The instructor encouraged critical, independent thinking and analysis.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

22. The instructor’s presentation of the subject matter was clear.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

23. The instructor created an atmosphere in which different viewpoints could emerge.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

24. The instructor treated students with respect.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

25. The instructor returned tests/assignments in a timely manner.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

26. The instructor provided appropriate feedback on tests/assignments.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

27. The instructor followed a fair grading policy.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

28. The instructor provided students with ways to contact him/her outside of class.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

29. Considering the level of difficulty of this course, the class sessions were appropriately paced.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

30. I would recommend this instructor to another student.
   1) Strongly Agree  2) Agree  3) Neutral  4) Disagree  5) Strongly Disagree  6) Unsure

Fall, 2007
D. TEACHING EFFECTIVENESS EVALUATION FORM
(BY STUDENT)

For Clinical/Laboratory Use Where Applicable

TEACHER NAME: ___________________________
COURSE: ___________________________
TERM: ___________________________
ACADEMIC YEAR: ___________________________

Thoughtful student reaction can help improve teaching effectiveness. This questionnaire is designed for that purpose. Your assistance is appreciated. Please do not sign your name.

Directions: Make rating on each item, giving the highest scores for unusually effective performance. Place in the blank space after each statement, the number that most nearly expresses your view. Room for additional comments is provided.

<table>
<thead>
<tr>
<th>High</th>
<th>Average</th>
<th>Low</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
</tr>
</tbody>
</table>

1. Demonstrates competency in laboratory setting
2. Demonstrates knowledge of theories applicable to subject matter
3. Stimulates students to function at optimum level
4. Conducts clinical conferences/discussions/seminars to enhance transfer of learning
5. Responds constructively to student’s ideas and experiences
6. The instructor grades in a fair manner
7. COMPOSITE RATING (Total ratings on all items used and divide by number of items used)

Additional comments:

Approved by Promotion/Tenure Committee and Faculty Council Spring 1988
The faculty of the Nursing Department believes that thoughtful, constructive student involvement in evaluation can be utilized in influencing the effectiveness of the teacher. Therefore, on the basis of our acceptance of the above statement, we ask you to complete this faculty evaluation form.

On the line at the right of each statement below, fill in the number which best represents your impression of the instructor.

SCALE: (5) Excellent  (4) Good  (3) Satisfactory  (2) Fair  (1) Poor

In the classroom, the Instructor:
1. Demonstrated command of the subject
2. Presented material in an organized manner
3. Clarified material when asked
4. Encouraged me to think independently and problem solve
5. Helped me to see the connection between related fields of knowledge and nursing practice
6. Made references to current research and trends
7. Encouraged my participation in class
8. Stimulated me to continue to seek knowledge about the subject matter
9. Included additional references for more interesting and involved points
10. Made course expectations clear to me

*** ***
Please substantiate the above ratings with specific comments.
APPENDIX V-D

(Number 3) continued

SCALE: (5) Excellent  (4) Good  (3) Satisfactory  (2) Fair  (1) Poor

In the clinical area, the Instructor:

1. Made assignments which enhanced my learning
___

2. Was available to work with me as the situation arose
___

3. Provided appropriate supervision to allow me to implement my skills
___

4. Made me aware of professional accountability
___

5. Utilized available learning experiences
___

6. Demonstrated skills, attitudes, and values consistent with the professional role
___

7. Had realistic expectations for my performance
___

8. Was objective and fair in her/his evaluation of me
___

9. Identified my strengths and weaknesses by verbal and written feedback
___

10. Was knowledgeable about principles applicable to the situation
___

11. Recognized her/his own limitations
___

* * * *
Please substantiate the above ratings with specific comments.
APPENDIX V E

E. EVALUATION OF ACADEMIC ADVISEMENT

ADVISOR’S NAME: ____________________________

SEMESTER: ____________________________

Directions: This appraisal sheet pertains to academic advising. Each statement describes a basic component of advising and/or counseling. Rate your advisor on each item, giving the highest scores for unusually effective performance. Place in the blank space before each statement the number that most nearly expresses your view.

<table>
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<tr>
<th>Highest (3)</th>
<th>Average (2)</th>
<th>Lowest (1)</th>
<th>Don’t Know (x)</th>
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<tbody>
<tr>
<td>1. Advises in terms of alternatives available</td>
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<tr>
<td>2. Encourages you to assume responsibility for decisions</td>
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<tr>
<td>3. Reviews the core requirements with you</td>
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<td>4. Reviews major requirements with you</td>
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<td>5. Reviews electives with you</td>
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<td>6. Has personal interest in assisting you through advising</td>
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<tr>
<td>7. Follows up on recommendations or suggestions made</td>
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<tr>
<td>8. Notifies you regarding appointment times for advisement</td>
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<td>9. Keeps appointments when made in advance</td>
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<td>10. Spends a sufficient amount of time with you to satisfy your advisement needs</td>
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<td>11. Keeps up-to-date with regulations and course offerings</td>
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<td>12. Maintains accurate files on your progress</td>
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<tr>
<td>13. Seeks to plan programs consistent with your stated objectives</td>
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Additional comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Fall, 2000
APPENDIX V F
F. OPEN ENDED QUESTIONS FOR STUDENT EVALUATION OF FACULTY

The responses to the open ended questions will be returned to the individual faculty member.

The information obtained from the responses to the open-ended questions is intended to be used by the individual faculty member for course development, course revision and faculty development. Therefore, the faculty member may elect to share the obtained information with their colleagues (e.g. mentor, chair, etc.).

The information obtained from the responses to the open-ended questions is not intended for use when applying for promotion and/or tenure.

Course Number ____________________
Department ______________________       Professor _____________________
Semester ____________________               Year _________________________

1- What was most valuable about this course?

2- What was least valuable about this course?

3- What changes would you recommend in this course?

4- In what ways has this course encouraged your intellectual growth and academic progress?

5- Please evaluate your own work in this course:

Other comments:
APPENDIX VI

ANTI-HAZING RULE

In 1969, pursuant to Section 6450 of the Education Law, the Board of Trustees adopted and promulgated rules and regulations governing public order on campus and other college property of Molloy College. The New York State legislature in 1980 adopted an amendment to Section 6450 to prohibit dangerous activity conducted for the purpose of initiation into or affiliation with any campus, club or organization. In recognition of that amendment the Board of Trustees adopts the following rule and regulation (to be called the Anti-Hazing Rule).

1. No student, faculty or staff member, visitor, licensee, invitee or group or organization of such persons on the campus of Molloy College at Rockville Centre, New York, and on any other college property used for educational purposes (collectively called campus), shall engage in any action or situation which, among other things, recklessly or intentionally endangers mental or physical health or involves the enforced consumption of liquor or drugs for the purposes of initiation or entering into an affiliation of any group or organization (to be referred to as the Anti-Hazing Rule).

2. It shall be a condition of any college approval, or the continuation of approval for the operation of any group or organization on the campus that the Anti-Hazing Rule shall be deemed included in the Charter and By-Laws of all groups or organizations now, or hereafter, operating on the campus.

3. In addition to any penalty prescribed by the New York Penal Law, the penalty for violation of this Anti-Hazing Rule shall be as follows:

   (a) for individual students, faculty or staff members, violation may result in suspension, expulsion or other disciplinary action

   (b) for visitors, licensees, or initiates, violations will result in ejection from the campus

   (c) for any group or organization, the violation will result in the rescission of any previously issued permission to operate on the campus or the refusal of permission to operate on the campus, as the case may be

   (d) the disciplinary procedures leading to the penalty for violation of this Anti-Hazing Rule shall be those contained in the campus rule and regulations governing public order on the campus adopted by the college on 7/20/69.
APPENDIX VII

INTERDISCIPLINARY COURSE

A. DESCRIPTION

An interdisciplinary course is collaborative in nature, jointly devised, planned, and presented by two or more faculty members who attend all class meetings and pre-planning sessions. However, such a course may also be intra-disciplinary in which two (2) instructors within the same department merge specialties of such depth and difference that neither one could reasonably be expected to have expertise in both specialties and yet both are essential to a proper consideration of the problems suggested by the course.

Although rich in content, the interdisciplinary course is not primarily a content course, the demands of which might be satisfied by turn-teaching. Its content should be made clear to the students through assigned readings. It is centered on the unraveling of problems that necessitate analyses by the methodology and expertise of two or more specialties. Its distinguishing feature is its approach. To assure collaboration, class presentation shall usually follow the panel or open forum modes of discussion. Spirited and general exchanges of opinion and frequent controversy are expected and even encouraged in the pursuit of multi-faceted truth.

To both faculty and students the interdisciplinary course should provide greater variety of insights, increased breadth of knowledge and understanding, and examples of intellectual controversy without heat or rancor.

B. IMPLEMENTATION OF THE INTERDISCIPLINARY COURSE

1. Faculty members interested in developing an interdisciplinary course meet and prepare a course outline. The course must meet the description given above.
2. After the course description is completed, the instructors will meet with the appropriate department(s) and their Chairperson/Division Dean(s) to discuss the need for such an interdisciplinary course within the present departmental offerings.
3. The Chairperson/Division Dean(s) will present a tentative course description at the Chairperson/Division Deans’ Meeting.
4. Instructors and appropriate Chairperson/Division Dean(s) will meet with the Vice President for Academic Affairs. Course description will be discussed and, if approved, prepared for inclusion in the college catalog.
5. A) Chairperson/Division Dean(s) will plan to offer the Interdisciplinary Course on a rotating basis over a 2-3 year period.
   B) Departments that have collaborative courses will meet periodically to evaluate and revise them.
6. Each instructor receives full credit for the interdisciplinary course.

C. COST ANALYSIS FOR INTERDISCIPLINARY COURSE

At time of registration, the Vice President for Academic Affairs will determine the minimum number of students required for registration of that course to insure cost effectiveness.
APPENDIX VIII

PROFESSIONAL DATA SHEET

FULL TIME _______ PART

NAME: ___________________________ DEPARTMENT: _________________
(last) (first) (middle)

ADDRESS: _______________________________________________________

DATE OF APPOINTMENT: _________ RANK AT APPOINTMENT: __________

Dates of Promotion: _______ Rank: _________________________________

Rank: _______________________________

Rank: _______________________________

BIRTH DATE: __________

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>INSTITUTION</th>
<th>DATE</th>
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TITLE OF MASTER'S THESIS: ________________________________

TITLE OF DOCTORAL DISSERTATION: __________________________

OTHER STUDIES BEYOND LAST DEGREE: ______________________

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<tr>
<th>CERTIFICATE</th>
<th>INSTITUTION</th>
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APPENDIX VIII (continued)
CANDIDATE FOR: ___________________________ AT ____________________________

EXPECTED TO BE RECEIVED: __________________________

ACADEMIC HONORS:

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PAST PROFESSIONAL EXPERIENCES:

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<tr>
<th>INSTITUTION</th>
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PROFESSIONAL MEMBERSHIPS AND OFFICES HELD:

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APPENDIX VIII (continued)

MEMBERSHIPS IN HONOR SOCIETIES AND OFFICES HELD:

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PUBLICATIONS:

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TEACHING RESPONSIBILITIES OFF CAMPUS:

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NON-TEACHING RESPONSIBILITIES ON CAMPUS:

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APPENDIX VIII (continued)

CURRENT PROFESSIONAL AND CIVIC ACTIVITIES:

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(CONFERENCES AND WORKSHOPS ATTENDED):

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OTHER: __________________________________________________________________________________________

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A WORKLOAD DATA SHEET

NAME:  
DEPARTMENT:  
ADDRESS:  
PHONE:  

Previous college teaching/administrative experience:

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<th>YEAR</th>
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<th>INTERSSESSION</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>IND. STUDY/TUTORIAL STUDENTS</th>
<th>COMMITTEE OR COLLEGE SERVICE</th>
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APPENDIX IX

THE COLLEGIAL COMMITTEE

The Fiscal Affairs Committee of the Board of Trustees shall establish, on an experimental basis, an advisory committee to be named the Collegial Committee. The President of the College shall appoint the members of this committee and convene the first meeting of the Committee annually.

Membership
The membership of the Collegial Committee shall consist of:
The Vice President for Academic Affairs
The Chief Financial Officer and Treasurer
The Director of Human Resources
The Members of the Faculty Contract Committee
The Faculty President

Role and Responsibilities
The Collegial Committee shall provide an orderly and effective process for formulating recommendations concerning contract matters for faculty members' contracts including salaries and fringe benefits, taking into consideration the overall college budget. The Collegial Committee shall endeavor to reach a consensus on all matters before the committee. The committee's advisory recommendations will be presented to the President and the Fiscal Affairs Committee of the Board of Trustees before the college budget is approved.

Meetings
There shall be as many regular meetings as the committee deems necessary to become informed of the pertinent data relating to the college budget and the input of the faculty members as gleaned by the Faculty Contract Committee according to its role as found in the Faculty Council By-Laws.

Results of Board Action
The President of the College shall report personally and in writing to the Collegial Committee and to the faculty members the results of the Board actions. Individual faculty members' contracts will then be processed.

Evaluation
The Collegial Committee through the President and the Fiscal Affairs Committee shall report to the full Board with an assessment of the success and/or problems that the Collegial Committee may encounter during the experimental period from February 1993 - April 1995.

Approved by Faculty and Board of Trustees
Spring 1993
APPENDIX X
AUXILIARY AIDS AND ACADEMIC ADJUSTMENTS

In compliance with Section 504 if the Rehabilitation Act of 1973 and with ADA requirements, Molloy College offers the following auxiliary aids and academic adjustments free of charge to all admitted students submitting a current psychological evaluation/diagnostic testing by a certified expert in the field, indicating such need.

Auxiliary Aids:
- extended time for course completion
- note takers
- use of tape recorders for class
- extended time for tests
- alternate testing sites
- readers for tests
- scribes for tests
- tutorial services for math and science
- personal counseling services
- career counseling services

Academic Adjustments:
- course substitution
- course waiver
- pass/fail

Identification of Campus Coordinators

<table>
<thead>
<tr>
<th>ADA/Section 504 Coordinator</th>
<th>Barbara B. Merola</th>
<th>Casey 01 - 678-5000 ex. 6381</th>
</tr>
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<tbody>
<tr>
<td>AIDS Coordinator</td>
<td>Anita Deleo</td>
<td>Kellenberg 208 - 678-5000 ex. 6247</td>
</tr>
<tr>
<td>Nondiscrimination Coordinator</td>
<td>Lisa Miller</td>
<td>Kellenberg 112 - 678-5000 ex. 6331</td>
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</tbody>
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APPENDIX XI

Molloy College

INSTITUTIONAL REVIEW BOARD

POLICY FOR RESEARCH INVOLVING HUMAN SUBJECTS

I. Institutional Commitment

Guided by its Catholic and Dominican tradition, Molloy College is committed to safeguard and respect all human subjects invited to participate in research by faculty members, students or other users of college facilities, regardless of where the research is conducted. Subjects must be treated as intrinsically valuable agents (both competent or with diminished capacity) who are due protection from risk of injury or from violations of their privacy or right to confidentiality. The college’s commitment accords with the principles guiding the Belmont Report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (April 18, 1979):

1. “Respect for Persons. The principle of respect for persons...divides into two separate moral requirements; the requirements to acknowledge autonomy and to protect those with diminished autonomy.

2. Beneficence. Two general rules have been formulated as complementary expressions of beneficent actions: (1) do no harm and (2) maximize possible benefits and minimize possible harms.

3. Justice. Who ought to receive the benefits of research and bear its burdens? This is a question of justice in the sense of ‘fairness in distribution’ or ‘what is deserved.’ An injustice occurs when some benefit to which a person is entitled is denied without good reason or when some burden is imposed unduly.”

In accord with the principle of Respect for Persons, informed consent must be obtained from the research subject, unless the research falls within an exempt category as defined below. Care must be taken to fully apprise the subjects about what their participation in the research entails, the nature of the research and its purpose, any risks or discomforts they might experience and how their privacy and the confidentiality of personal information will be protected. Subjects must be entirely free to refuse to participate in the research or to withdraw from the research for any reason at any time. Coercive pressure (including excessive material enticements) must be entirely absent from any attempt to recruit research subjects, their compliance with the terms of the study or their commitment to remain in the study. Research involving subjects with diminished autonomy cannot proceed without the proxy consent of the subject’s legal guardians, subject to the approval of the Molloy Institutional Review Board (IRB).

In accord with the principle of beneficence, risks to the subjects are to be minimized. Researchers are obligated to assess the potential risks and benefits to the subjects of their study. Subjects must be fully informed of these risks and benefits and no study should proceed that involves risk of harm disproportionate to the benefits received by the subject or to society. However, social utility, even of great magnitude, never justifies the suspension of the rights of individual subjects or of the obligation of researchers to protect them from the risks of significant harm.

Justice means giving to persons what they are owed or due as persons. Justice demands a fair and equal opportunity of subjects to participate in research studies and to benefit equally from the consequences of that research.
II. The Role and Function of the Molloy Institutional Review Board.

Molloy College’s Institutional Review Board has been constituted to ensure the safety, rights and welfare of all human subjects enrolled in research authorized by the college. IRB approval must be obtained for the following:

1. All research conducted by or under the direction of a Molloy College employee, whether the research is funded or non-funded, or any research conducted by, or
2. under the direction of a Molloy College employee utilizing Molloy property, personnel, students or facilities, or
3. any research that utilizes the institution’s non-public information to identify or contact human research subjects or prospective subjects.

It is the responsibility of the IRB to:

- Ensure that the risks of research to a subject are minimized and are outweighed by the potential benefits to participants and or to society by the importance of the knowledge to be gained,
- Require that adequate and appropriate informed consent is obtained from subjects,
- Monitor compliance by researchers of agreed upon protection of human subjects through periodic review,
- Guarantee that all research under its purview conforms to the Department of Health and Human Services (DHHS) Regulations for the protection of human research subjects, to all federal, state and local laws, and to the principles and guidelines of the Belmont Report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (April 18, 1979),
- Review annually or at its discretion all ongoing human subject research conducted under the purview of Molloy College.

The IRB consists of nine members, six of whom volunteer from the following departments: The Office of Academic Affairs, a Social Science Department (Psychology, Sociology, Social Work, Criminal Justice, Education, Business or Economics), Ethics (Philosophy or Theology), Physical Sciences (Biology, Earth Science, Chemistry, Nursing), with at least one member from each of the groups. This will ensure that members with appropriate expertise in the areas of biology, sociology, psychology, law, ethics, and theology should be represented on the IRB. The IRB also includes three members from institutions that are not affiliated with Molloy College, who will submit their Curricula Vitae to the Vice President for Academic Affairs (VPAA). Membership should reflect the multi-cultural, gender, racial and ethnic diversity of the Molloy College community. The members will be appointed by the VPAA from the volunteers for a term of four years, renewable once. A new IRB will commence on the date that the new IRB policy takes effect. Four members will serve for a period of two years from that date and four members will serve for a period of four years. Thereafter all members will serve for a period of four years. Terms for both members from the Molloy community and members from other institutions will be staggered. The Chair of the IRB is a member of the Molloy faculty, elected by the members.

The IRB will meet with the Vice President for Academic Affairs at least once each academic year. All records of the IRB will be kept in the Office of Academic Affairs. This will be the responsibility of the member from Academic Affairs.

Voting: Decisions concerning the category of proposals (Exempt, Expedited, or Full Review) will be determined by consensus of the Chair and two other committee members (rotated among the membership). For Expedited status, the Molloy members of the committee will make the determination whether to approve by a majority of the
membership. For Full Review status, the decisions of the IRB will require a majority agreement of the entire IRB membership.

The IRB may invite individuals with competence in special areas to assist in the review of complex issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.

Other than research exempted from Molloy IRB regulation as listed below in Section III, all Molloy sponsored research, funded or non-funded, involving human subjects must adhere to the policies and procedures promulgated by Molloy through its IRB.

Researchers must submit an application for approval to the IRB and must not include human subjects in the research until approval has been given. Thereafter, review applications must be submitted annually or when requested, until research is completed. Any changes in the research scope or mode of inquiries to subjects must be reported and receive additional approval by the IRB before implementation. A copy of the research results must be supplied to the IRB Chair for record purposes.

Violations are considered a serious breach of professional standards and of the mission, objectives, and values of Molloy as a college in the Catholic and Dominican tradition. Violations of Molloy’s Human Subject policy may result in IRB referral to the Vice President for Academic Affairs for consideration of sanctions against researchers to be imposed by Molloy College. Substantiated complaints may result in IRB refusal to consider any subsequent research by such faculty. Outside investigators engaging in scientific or human rights misconduct will be reported to their supervisors at their host institutions and their relationship with Molloy College will be severed. Student violators will be referred to the Associate Dean for Academic Support Services.

Molloy reserves the right not to defend investigators should litigation result from violations in connection with their research activities in circumstances where the investigator has failed to submit a research protocol for the required IRB approval, or, having submitted such a protocol, the investigator departs substantially from the approved research protocol or fails to implement the required emendations and/or alternative procedures.

Molloy’s IRB reserves the rights to suspend, take possession of, or destroy research that does not, in its judgment, conform to IRB requirements, guidelines or regulations.

Ordinarily, the Institutional Review Board is scheduled to meet twice a semester, during the first two weeks of the month:
- during the Fall semester, in September and November
- during the Spring semester, in February and May.
The exact dates of the meetings will be sent out at the beginning of each semester.

Proposals for IRB approval of research by faculty or administrators should be submitted at least two weeks in advance of a meeting. Submission by faculty members of Graduate Education student research should be submitted by November 15 and April 15 (as previously agreed) for approval of research to be conducted during the following semester.

Please also provide the Vice President for Academic Affairs and Dean of Faculty with a copy of the proposal/grant application at the time of submission of the proposal to the IRB.

_N.B._ Any proposals submitted after the first week of May will not be reviewed until September._
III. Categories of Review

Research involving human subjects has been divided into three separate categories, each of which will be reviewed by a different process.

1. Exempt
2. Expedited
3. Full Review

The final decision about which category a particular project is in rests with the Institutional Review Board.

The agencies that fund research may require the submission of an Institutional Assurance. Researchers should ensure that the information submitted to the IRB is sufficiently detailed to allow a determination of the category of exemption to be made. The grant agency and number (if known) should be provided.

IRB reserves the right to review any project, even if it falls within the exempt categories, and to overrule any departmental approval involved, if necessary. Departments should refer all projects to the IRB.

Exempt Categories
Research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from IRB review.

a. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), if information taken from these sources is recorded in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.

b. Research involving survey or interview procedures, except where any of the following conditions exist:
   (1) Responses are recorded in such a manner that the human subjects can be identified, directly or through identifiers linked to the subjects.
   (2) The subject’s responses, if they became known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject’s financial standing or employability, and
   (3) The research deals with sensitive aspects of the subject’s own behavior, such as, illegal conduct, drug use, sexual behavior, or use of alcohol.

c. Research involving the observation (including observation by participants) of public behavior, except where any of the following conditions exits:
   (1) Observations are recorded in such a manner that the human subjects can be identified, directly or through identifiers linked to the subjects.
   (2) The observations recorded about the individual, if they became known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject’s financial standing or employability, and
   (3) The research deals with sensitive aspects of the subject’s own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

d. Research involving the collection or study of existing data, documents, records, pathological specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that the subject cannot be identified, directly or through identifiers linked to the subjects.

Expedited
Research, which involves no more than minimal risk and falls within the categories listed below, will be reviewed by expedited review. ‘Minimal risk’ means that the risks of harm
anticipated in the proposed research are not greater, considering probability and magnitude, than in those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Researchers should submit their applications to the IRB. The researcher should ensure that the project is scientifically sound and that the procedures and likely risks are adequately described. When IRB acceptance of the Expedited category has been obtained, the original plus three copies of the application should be submitted to the IRB.

Expedited review will be carried out by at least three members of IRB including:
(1) a member from a related discipline;
(2) a scientific member;
(3) a non-scientific member.
Researchers will be notified if the IRB approves; such approval is valid for a period of 12 months, unless otherwise specified.

**Expedited Categories**

a. Collection of: hair and nail clippings, in a non-disfiguring manner; deciduous teeth; and permanent teeth if patient care indicates a need for extraction.
b. Collection of excreta and external secretions including sweat, uncannulated saliva, placenta removed at delivery, and amniotic fluid at the time of rupture of the membrane prior to or during labor.
c. Recording of data from subjects 18 years of age or older using non-invasive procedures routinely employed in clinical practice. This includes the use of physical sensors that are applied either to the surface of the body or at a distance and do not involve input of matter or significant amounts of energy into the subject or an invasion of the subject’s privacy. It also includes such procedures as weighing, testing, sensory acuity, electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, diagnostic echography, and electoretinography.
d. Collection of both supra and subgingival dental plaque and calculus, provided the procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic and aseptic techniques and using “universal precautions”.
e. Voice recordings made for research purposes such as investigations of speech defects.
f. Moderate exercise by health volunteers.
g. The study of existing data, documents, records, pathological specimens, or diagnostic specimens.
h. Research on individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development, where the investigator does not manipulate subjects’ behavior and the research will not involve stress to subjects.
i. Research on drugs or devices for which an investigational new drug exemption or an investigational device exemption is not required.

**Full Review**

All other research, i.e., non-exempt, non-expedited, will be reviewed by the Committee at one of its monthly meetings. Dates of meetings can be obtained from the IRB Chairperson of Molloy College.
The application should be submitted to the IRB Chair at least ten days prior to a Committee meeting. Applications submitted after this time will be reviewed at the following meeting.

If the research is externally funded, or external funding is being sought, three copies of the full grant application should also be submitted. If possible, IRB applications should be submitted early enough so that the Institutional Assurance can be submitted with the grant application.

Researchers will be sent a copy of the IRB approval and any Institutional Assurance submitted. IRB approval is valid for one year, unless otherwise specified.

IV. Special Concerns of the IRB

The Molloy IRB will pay special attention to three aspects to be made explicit in the application for IRB approval:
- Informed Consent
- Confidentiality
- Risk/Benefit assessment

Informed Consent
Informed consent is vital to the ethical conduct of research involving humans. Even research involving minimal risks to subjects violates their intrinsic dignity as autonomous persons in the absence of informed consent. No coercive persuasion or exorbitant incentives can be utilized and no “tacit” or “passive” consent is to be assumed by researchers.

When subjects are children (under 18) or not competent to consent the parent or legal guardian must sign the consent form.

So central is the concept of informed consent that the DHHS guidelines are herein included:

In seeking informed consent the following information shall be provided to each subject:

a. A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject’s participation, a description of the procedures to be followed, and identification of any procedures which are experimental;

b. A description of any reasonably foreseeable risks or discomforts to the subject;

c. A description of any benefits to the subject or to others which may reasonably be expected from the research;

d. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject;

e. A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained;

f. For research involving more than minimal risk, an explanation as to whether any compensation and an explanation as to whether any medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained;

g. An explanation of whom to contact for answers to pertinent questions about the research and research subjects; rights, and whom or contact in the event of a research-related injury to the subject; and

h. A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.
Additional conditions for approval:

- The informed consent document should be written in language understandable to the subjects. If the subjects are non-English-speaking, the document should be translated.
- Where the potential need to report illegal activity to the authorities exists (e.g., child abuse, drug and alcohol abuse by minors), the subjects should be so informed before agreeing to participate.
- Where there is reason for special concern (e.g., regarding pressure on potential subjects), the IRB may require monitoring (such as a third party observer).
- Subjects should be given a copy of the consent form as a reminder of the information conveyed.
- Consent forms must be retained for at least three years following the conclusion of a research project.
- If vulnerable populations are involved, additional safeguards are generally required. In the case of children, in addition to the required parental/guardian consent, an “assent” document should be prepared, written in language the child will understand.

Confidentiality and Privacy

As rational autonomous agents our dignity consists, in part, in having substantial control over the sharing of personal information about our physical, psychological, behavioral, intellectual or emotional lives. Researchers who reveal to others unauthorized non-public information about research subjects harm the dignity and violate the privacy rights of those subjects. Consequently, researchers are required to assure the maintenance and the security of the information that the subjects authorize them to gather in the course of a research project. Further, potential subjects must be allowed to refuse participation in a non-exempt study before their identity or means of contacting them is revealed to a researcher. The promise of confidentiality should be conveyed in writing to the research subject or to the proxy and to the IRB. Researchers should take advantage of well-designed security measures to ensure their confidentiality vow to subjects. These include the use of codes, storage of data under lock and key, and certificates of confidentiality (cf. Public Health Service Act, Section 303 (a), (42 USC 242 a (a). Where appropriate, researchers must abide by HIPAA (Health Insurance Portability and Accountability Act of 1966) standards.

Risks/Benefit Assessments

Applications to the IRB must include an assessment of potential risks to benefits and a statement of possible benefits, if any, to the subjects or the importance of the knowledge that may reasonably be expected to result.

The IRB should fully inform itself of any physical, psychological, social or economic risks that research participants may face. It is the responsibility of researchers to minimize risks to subjects. The design of the research must include precautions, safeguards and alternatives to protect subject from unnecessary dangers.

Further the IRB will examine whether the risks are reasonable in relation to the foreseeable benefits. Special consideration will be taken when proxy consent is sought for subjects who are children or persons of diminished capacity. Subject populations who are particularly vulnerable to risks such as pregnant women, terminally ill subjects or the frail elderly deserve heightened oversight. Care must be taken not to allow social utility of even great magnitude to justify subjecting subjects to grave risks or to violate their rights to privacy, confidentiality or informed consent.
In non-therapeutic experiments where no benefits to the subject are anticipated, the IRB must evaluate whether the risks presented are ethically acceptable.

V. Monitoring Ongoing Research

Ongoing research involving human subjects will require a submission of the application for Renewed IRB Approval every twelve months after the commencement of the research. The application must include any changes in the experiment or study and any change in the type or probability of risks to the subjects. The IRB reserves the right to review the study more frequently depending on the degree of risk involved in the study. Researchers should reapply one month in advance of the expiration of the approved date. Failure to renew will automatically result in termination of IRB approval of the research.

VI. Reporting adverse consequences

The Researcher is obligated to immediately and fully report any adverse effects to subjects that occur during the course of the study to the Office of Academic Affairs who will communicate them to the Chair of the IRB.

VII. Applications

Applications to the IRB must contain:

a. Completed Research Application form, eight copies
b. A one or two page description of the proposed research project (five copies for expedited review, eight copies for full review)
c. Any consent forms that will be used, eight copies
d. Grant application when appropriate (three copies).

Applications should be submitted to the Chair of the IRB.

VIII. Student Research Guidelines

Students in certain courses are taught professional research methods which may involve human subjects. As a part of this instruction, students need to learn the principles and policies governing research involving human subjects. Therefore, prior to the beginning of the research project these should be reviewed to ensure that the rights and welfare of human subjects are protected.

Course instructors have the primary responsibility for ensuring that the rights and welfare of human subjects are not violated. This responsibility includes:

- Communicating to students the ethical principles for the protection of human subjects
- Reviewing student research protocols
- Monitoring research activities and reports of findings.

If student research involves passive observation of public behavior, poses no more than minimal risk, and subjects will remain anonymous or their identity will be kept confidential, instructor’s approval of the research is sufficient; informed consent of subjects is not required.

If student research includes involvement of the human subjects (e.g. use of tests or surveys) but poses no more than minimal risk, and subjects will remain anonymous or their identity
will be kept confidential, informed consent is required, in addition to the instructor’s review and approval of the research and approval of the IRB. If the student research is generic (i.e., all students will use the same instruments, methods, and consent procedures), the instructor may submit one IRB application form which will apply to all student researchers in that course until the protocol or conditions of research are changed, or unless there is a complaint from or adverse reaction by a subject.

IX. The IRB reserves the right to review and change this document as it sees fit.

April 14, 2004
Revised Nov. 19, 2004

INFORMED CONSENT

In seeking informed consent of the subjects of a study, the following information (if applicable) must be provided to each subject:

Title of the study
Researcher(s)
Sponsor

Purpose of the study
Expected duration of the study
Description of the procedures/methodology
If the procedure is experimental, a statement to that effect
Possible benefits to the subject or to others
Reasonably foreseeable risks or discomforts

Any alternate procedures or treatment the subject may choose, if the experiment is therapeutically related.

Any conditions for participation
Cost/compensation
Compensation for research-related injury

How, and the extent to which, confidentiality will be maintained

Contacts for questions about the research

A statement that participation is voluntary, and that refusal to participate or discontinuation of participation at any time is without penalty

N.B. See Molloy College’s IRB policy for explanation of informed consent.
Also note that there can be no exculpatory language anywhere in this statement or form.
Molloy College

CONSENT FORM

An explanation of the procedures to be employed in this study, in which I have voluntarily agreed to participate, has been offered to me. All my inquiries concerning the study have been answered to my satisfaction. I understand that the information collected will be held in confidence, and that my name will not in any way be identified. I understand that additional information about the study results will be provided, at its conclusion, upon my request. I know that I am free to withdraw from this study without penalty at any time.

The above information has been provided to me (check one)

  ____ In writing    ____ Orally

______________________________________  ___________________
Signature of subject      Date

_______________________________________  ___________________
Signature of researcher      Date

Complete the following if you wish to receive a copy of the results of this study:

NAME:  _____________________________________________________
       (Typed or printed)

ADDRESS:   __________________________________________________
          (Street)

         _______________________________________________________
          (City)          (State)          (Zip)

  e-mail (optional)  ___________________________________________
Molloy College

HUMAN SUBJECT RESEARCH PROPOSAL
FOR STUDENT RESEARCH

Faculty Sponsor ___________________________________________

Department _______________________________ Phone _________________

Student Name (please print) ______________________________________________

Address _______________ ________________________________________________

Type of Research (i.e., thesis, class project, etc.) _____________________________________

Acknowledgement/Approval of Student Research  (If student is under 18, Part B is required.

A.  Student Acknowledgement: I understand the risks and possible dangers to me of the proposed research project. I understand the risks and possible dangers to me of the attached Research Proposal. I will adhere to all safety guidelines and laboratory protocols when conducting this research.

______________________________________________ _______________________

Student Signature        Date

B.  Parent/Guardian Approval: I have read and understand the risks and possible dangers involved in the attached Research Proposal and I consent to my child participating in this research.

_____________________________________________ ________________________

Parent/Guardian Signature     Date

Parent/Guardian’s Printed Name  _________________________________________

C.  Faculty Sponsor Approval: I have read the attached Research Proposal prior to experimentation and reviewed the laboratory protocol with the student. I agree to sponsor the student named above and assume reasonable responsibility for the safe execution of the Research Proposal.

____________________________________________  ________________________

Faculty Sponsor Signature     Date
Molloy College

HUMAN SUBJECT RESEARCH PROPOSAL
Faculty Proposal for Undergraduate Student Research in Course

Faculty name: ___________________________  Department: _______________________

Course number and name: ______________________________________________________

Type of research (e.g., Survey, Interview, etc.): _______________________________

Purpose of research:

Data Collection:
A. Where will it take place?
B. When will it take place?
C. How much time will be needed?
D. What population will be used (including number of subjects)?
E. Describe methodology to be used:

Identify any possible physical or psychological risks or discomfort to participants:

Describe briefly how and to what extent participants will be informed about the research before they give their consent. Also describe how consent will be given:

Indicate how subjects can, if they wish, withdraw from the study:

Explain how subjects’ anonymity will be achieved and/or how confidentiality will be maintained:

Will subjects be given research results if they so request?  Yes ___  No ___

Please submit six copies of:
Proposal form
Class assignment

Signature: _______________________________  Date: ____________________________
Molloy College

HUMAN SUBJECT RESEARCH PROPOSAL FOR GRADUATE STUDENTS

I. IDENTIFYING DATA

Principal Investigator

Name: ______________________________
Department: _________________________

I have carefully read the Molloy College IRB Policy and I accept responsibility for conducting the proposed research in accordance with the protections of human subjects as specified by the Molloy College Institutional Review Board, including the supervision of all co-investigators.

Signature: __________________________

Title of Research: __________________________________________________________
Date submitted: _________________________

Reason for Study:
___ Course Requirement Course: ___________________
___ Other (Specify): _______________________________________________________________________

Purpose of study:

Have you submitted this to any other IRB’s? ____ Yes ____ No
If yes, to which IRB? ___________________________________________
What was the outcome of that review?

In the judgment of the Principal Investigator, this research qualifies for which of the following (see Molloy College Institutional Review Board Policy for criteria):

_____ Exempt  ____ Expedited  ____ Full Board Review

Faculty Supervisor

______ I have carefully read the Molloy College IRB Guidelines and I approve this proposal as satisfying the stipulations of the IRB. I accept responsibility for overseeing the proposed research in accordance with the protections of human subjects as specified by the IRB, including the supervision of all co-investigators.

______ I cannot approve this proposal as written; it will be returned to the researcher.

Signature: __________________________

In the judgment of the Faculty Supervisor, this research qualifies for which of the following:

_____ Exempt  ____ Expedited  ____ Full Board Review
Molloy College
INSTITUTIONAL REVIEW BOARD
HUMAN SUBJECT RESEARCH EVALUATION FORM

DIRECTIONS: This form is for use by the Institutional Review Board to review the extent to which the rights of human subjects are protected in research projects. Please review and evaluate the attached proposal from the researcher indicated below and indicate your recommendation(s):

NAME OF PRINCIPAL RESEARCHER: _____________________________

I. Proposal includes:
   ___ Completed application
   ___ Risk/Benefit assessment
   ___ Informed consent forms:
       ___ Adequate assurance of confidentiality and privacy
       ___ Assurance of safeguards for subjects with diminished autonomy
       ___ Justice: assurance of equal treatment with regard to participation and benefits

II. Proposal falls in category of  ___ Exempt  ___ Expedited  ___ Full Review

III. Do human subjects’ rights seem to be adequately protected in regard to:

   YES  NO  N/A
   
   A. Justice: assurance of equal treatment with regard to participation & benefits
   B. Confidentiality
   C. Informed Consent
   D. Withdrawal from the Study
   E. Deception
   F. Coercion
   G. Psychological Risk or Discomfort
   H. Physical Risk or Discomfort
   I. Degree of Commitment Required
   J. Post-Project Report

IV. RECOMMENDATIONS:
   A. ___ Approval
   B. ___ Pending
   C. ___ Non-approval
       Reasons:

   Evaluator signature: _______________________________ Date: _____________

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Molloy College

APPLICATION FOR RENEWED APPROVAL
OF RESEARCH INVOLVING HUMAN SUBJECTS

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Other Investigator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: __________________</td>
<td>Name: __________________</td>
</tr>
<tr>
<td>Department: ____________</td>
<td>Department: ____________</td>
</tr>
</tbody>
</table>

I accept responsibility for conducting the proposed research in accordance with the protections of human subjects as specified by the Molloy College Institutional Review Board, including the supervision of faculty and student co-investigators.

Signature: __________________________
Date: __________________

Title of Research: _______________________________________________________

Date originally submitted: _________________________

How many subjects have been enrolled to date? __________

If more subjects will be recruited, how many? __________

Contact with subjects was completed and on-going research only involves data analysis:

_____ Yes  _____ No

Do you propose any changes to your study as originally approved? ____ Yes  ____ No
If yes, explain:

Have there been any previously unreported adverse events or other negative consequences suffered by the subjects because of their participation in this study?

_____ Yes  _____ No
If yes, explain:

Have there been any previously unreported complaints by the subjects or their representatives related to their participation in this study?  _____ Yes  _____ No
If yes, explain:

Please attach a brief summary of the study progress to date.
Molloy College

HUMAN SUBJECT RESEARCH PROPOSAL

I. IDENTIFYING DATA

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Other Investigator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Department:</td>
<td>Department:</td>
</tr>
</tbody>
</table>

I accept responsibility for conducting the proposed research in accordance with the policy regarding protections of human subjects as specified by the Molloy College Institutional Review Board, including the supervision of faculty and student co-investigators.

Signature: Department: 

Title of Research: 

Date submitted: 

Reason for Study:

___ Degree Requirement. School affiliation: 

Committee Chairperson: 

___ Independent Study

___ Other (Specify): 

Purpose of study:

Have you submitted this to any other IRB’s?  ____ Yes  ____ No

If yes, to which IRB: 

What was the outcome of that review?

*In the judgment of the Principal Investigator, this research qualifies for which of the following* (see Molloy College Institutional Review Board Policy for criteria):

_____ Exempt  _____ Expedited  _____ Full Board Review
Research Category

Check all categories that apply:

____ Education Research
____ Gene Transfer Research
____ Survey/Interview
____ Medical Records
____ Audio/Video Recording
____ Stem Cell Research
____ Oral History
____ Medical Imaging
____ Internet-based
____ Human/Animal Tissue
____ Analysis of Existing Data
____ Animal Research
____ International Research
____ Pathogens
____ Other (specify) ______________
____ Hazardous Substances
____________________________
____ Controlled Substances
____________________________

II. DESCRIPTION OF HUMAN SUBJECT SAFEGUARDS AND RIGHTS

A. Risks/Benefits to Participants

1. Identify possible psychological or physical risks or discomfort to participants. (These may be of a physical, psychological, social or legal nature. If subjects are vulnerable populations, or if risks are more than minimal, please describe what additional safeguards will be taken.)

2. Identify the benefits:

3. Do benefits outweigh risks in your opinion? _____ Yes _____ No

4. Are there potential legal risks to the Principal Investigator or to the College? _____ Yes _____ No

B. Collection of Data

1. Where will it take place? (Institution(s) and places within institution(s))

2. When will it take place? (Date(s))

   Period of time needed (days/weeks/months)

   Length of time needed (minutes/hours)

3. Name of Instrument to be used (if standardized):

   Where available:

   If not standardized instrument, attach Instrument.

4. Describe methodology to be used:
5. Population, including number of subjects:

________________________________________

The study population may include (check all categories which may be included, by
design or incidentally):

____ Minors    ____ Students
____ Pregnant Women   ____ Low Income Persons
____ Women of Childbearing Age  ____ Minorities
____ Institutionalized Persons  ____ Incompetent Persons
(Includes prisoners)    (or those with diminished
capacity)

____ Other (specify)

________________________________________

How are subjects recruited and selected?

What incentives will be offered, if any?

Are you associated with the subjects (e.g., your students, employees, patients)?

____ Yes    ____ No

If yes, please explain the nature of the association and what measures you are taking to
protect subjects’ rights, including safeguards against any coercion.

Will subjects be minors (under 18) or otherwise not fully competent to consent?

____ Yes    ____ No If yes, explain:

Will this research be conducted with subjects who reside in another country, or who
reside in the U.S. but in a cultural/ethnic context different from traditional U.S. society/culture
(including non-English language speakers)?   ____ Yes    ____ No

If yes, explain.

If yes, will there be any corresponding complications in your ability to minimize risks to
subjects, maintain their confidentiality and/or assure their right to voluntary informed consent?

____ Yes    ____ No

If yes, what are these complications and how will you resolve them?

B. Informed Consent

1. Describe briefly how and to what extent participants will be informed about
the research before they give their consent. Please attach a copy of the
informed consent letter you will use. (It should be at the 8th grade reading
level, or lower as dictated by the needs of the subjects.)

2. Does your investigation involve incomplete disclosure of the research purpose
or deception of subjects?   ____ Yes    ____ No
If yes, be sure to include copies of your debriefing procedures for subjects.
3. Indicate how subjects can, if they wish, withdraw from the study.

D. Privacy/Confidentiality

1. Does the project involve protected health information as defined by HIPAA?
   ____ Yes  ____ No

2. Describe whether the research will involve observation or intrusion in situations where subjects have a reasonable expectation of privacy. If records are to be examined, has appropriate permission been sought?

3. Specify how subjects’ anonymity will be achieved and/or how confidentiality will be maintained.

E. Use of data

1. Describe how data will be used:

2. Will subjects be given research results if they so request? Yes ____  No ____

III. Please submit eight copies of:

   A. Proposal form
   B. Proposal abstract
   C. Research tool
   D. Consent form and letter

Signature(s) of investigator(s):                                      Date
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
APPENDIX XII

STUDENT AFFAIRS ADVISORS

The Office of Student Affairs/Campus Life believes that the advisor to a student organization is an integral part of the development and success of that organization. The commitment of a faculty or administrative member to advise a student organization implies that the advisor will bring a vision and excitement to the student organization. The advisor recognizes and supports participation in student organizations for their contribution to the educational and personal development of the students. The advisor should take an active part in the formulation of the policy of the organization through interaction with members of the organization. Since members and officers in any organization are ordinarily active only as long as they are students, the advisor can serve as a continuity factor for the organization and can implement long-term development goals. The voluntary relationship between an advisor and a student organization should continue as long as both parties believe the relationship is productive and mutually satisfying.

College personnel, including faculty, may be invited to associate themselves with student organizations (e.g., athletic teams) in liaison roles other than the advisory role here described. In such cases, the role description, agreement and performance evaluation method and implementation is the responsibility of the Vice President of Student Affairs, thru the appropriate offices of student development.

Commitment of Advisors

1. The advisor should meet with the Executive Board of the organization regularly to establish a meaningful working relationship and to exercise effective advisorship.

2. The advisor should assist the group in setting realistic goals and objectives each academic year. The advisor should not direct nor dictate the organization’s programs or activities. Advisors should be frank, however, in offering suggestions, considerations or ideas for the group’s discussion.

3. The advisor should assist the organization in implementing the policies and procedures of the Office of Student Affairs.

4. The advisor should discourage domination of the organization by any individuals or action.

5. The advisor should be well-informed about all of the student organization’s plans and all events sponsored by the student organization. The advisor should provide direct assistance, if needed, in the planning and evaluation of these programs.

6. The advisor should be aware of the organizations’ financial status and demand the maintenance of efficient financial records. The advisor should supervise financial procedures. Ordinarily, for M.S.G.-funded organizations, the advisor must sign all check requisitions.

7. The advisor must direct all students to register all on and off campus events with the Office of Student Affairs. He/she should assist the student organization in filing the necessary forms to renew the group’s recognition for the academic year. The advisor thus insures the group’s compliance with the College’s policies and procedures.
8. The advisor assists in orientating new officers and in developing the leadership skills of members.

9. The advisor should be prepared to deal with major problems or emergencies within the organization in consultation with the Office of Student Affairs.

Advisors to student organizations should use the Office of Student Affairs/Campus Life staff as a resource for advisor issues, student development issues, programming ideas and materials.

**Responsibilities of the Organization to the Advisor**

1. Notify the advisor of all meetings and events.

2. Consult him/her in the planning of events.

3. Consult him/her before any changes in the structure of the group, or in the policies of the organization are made, and before major projects are undertaken.

4. Understand that although the advisor has no vote, he/she has speaking privileges.

5. Remember that the success/failure of the organization rests ultimately with the group, not the advisor.

6. Discuss any problems or concerns with the advisor.

7. Be clear and open about your expectations of your advisor.

8. Periodically, evaluate your advisor and give appropriate feedback.

**Advisor Agreement**

Advisors are required to sign an agreement in acknowledgment of their decision to advise an in understanding of the associate responsibilities.
Molloy College

ADVISOR AGREEMENT

In order to make your position as Advisor an enjoyable and worthwhile experience, we encourage you to sign the Advisor Agreement. This agreement basically states the expectations the student organization has of you as their Advisor. The organization wishes to establish a positive relationship between its members and its Advisor. This can be accomplished with greater ease when the Advisor knows what is expected of him/her in the beginning. We in the Office of Student Affairs/Campus Life wish you a successful year and one that is filled with fun and many rewards.

I ______________________________________  , as Advisor to _______________________

of Molloy College agree to:

1. Meet regularly with the student organization’s executive board to discuss goals, needs and events.

2. Act as fiscal advisor if the organization receives Molloy Student Government funds. The advisor must ensure that the organization spends its funds within the guidelines of the Student Government, monitoring whether expenditures are authorized in the Student Government budget allocation.

3. Ensure that the organization files recognition/registration paperwork annually and updated changes in executive board members when necessary.

4. Attend meetings and activities, in accordance with the By-Laws of the organization.

5. Act as a resource, directing members to the college’s departments for assistance.

6. Ensure that the organization’s actions conform to the College’s established policies and procedures.

___________________________________________  ______________________
Signature of Advisor                             Date
APPENDIX XIII
Policy on Distance Education

I. Preamble
Molloy College believes that its interest “is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the College and its learning communities reasonable access to, and use of, the intellectual property for whose creation the College has provided assistance” (AAUP, 2001).

The College “supports the development, production, and dissemination of intellectual property by its faculty members” (AAUP, 2001).

Molloy College further believes that distance education is simply another pedagogy that can be used in the teaching-learning process. All policies or accepted practices used in traditional courses will be the same in distance education courses.

II. Terminology and Definitions

Asynchronous Learning = teacher and student are separated [by time and/or distance] … so that face-to-face, real-time communication is absent. Communication is accomplished by one or more technological media, most often electronic.

Catalogue Description = the statement containing the Catalogue name, number, and overview of the course that must be covered by the instructor.

Copyright = those rights guaranteed by the United States Federal Government that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device (AAUP, 2001).

Course Outline = specific scope and sequence of content-specific course material as presented by the individual faculty member. It includes class objectives, grading policy, rubrics, assignments and bibliography for that particular course.

Distance Education = “planned learning that normally occurs in a different place from teaching and as a result it requires special techniques of course design, special instructional techniques, special methods of communication by electronic and other technology, as well as special techniques of course design, and other technology, as well as special organizational and administrative arrangements” (Moore & Kearsley, 1996, http://www.distance-educator.com/knb/definitions.html). All distance education courses are subject to the same policies and parameters as traditional courses.

Distributed Learning = Any learning based on the use of technology that takes place outside of the classroom, whether it is on- or off-campus. A wide variety of technologies may be utilized and is often supplemental to a course taught in the classroom.

Hybrid Courses = Courses that combine synchronous and asynchronous techniques.

Patent = “those rights guaranteed by the United States Federal Government that protect inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof; new and ornamental designs for any useful article” (AAUP, 2001).

Program of study = full progression of courses required by a specific discipline.

Real-time = refers to any event simulated by a computer that occurs at the exact same instant it is occurring in real life.
Syllabus = Any program and course objectives and policies that remain the same for all sections of the course as determined by the consensus of the respective academic department (includes catalog description, pre-requisites, co-requisites, credit allotment, measurable objectives, College &/or department policies).

Synchronous Learning = at the college level, the synchronous course is typically real-time either on-campus or on-line meeting at regularly scheduled times.

Tangible media = include, but are not limited to, books, periodicals, manuscripts, phonorecords, films, tapes, and disks (AAUP, 2001).

Works of Authorship = include, but are not limited to literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; and architectural works (AAUP, 2001).

Responsibilities of Faculty Teaching Distance Education Courses
Academic staff and other authors governed by this Policy shall have the obligation to:
- Adhere to the Computer Use Policy for Employees
- Make themselves aware of and adhere to restrictions on or rights in copyrightable material deriving from agreements between the College and contracting or granting agencies of other interested third-parties.
- Obtain permission from the Vice President for Academic Affairs to publish, in journals or other media, materials to which the College owns the copyright pursuant to this Policy, such permission not to be unreasonably withheld.
- Notification of intent to offer a distance education section of a course must be made in writing to the dean/chairperson/director of the department by November 1st of the year prior to course’s inclusion in the Course Offerings book.
- Meet at least two times on-campus with each distance education class. These times should include:
  - the beginning of the semester for orientation purposes;
  - the conclusion of the semester for follow-up and evaluation purposes.
- In November of the year prior to course’s inclusion in the Course Offerings book, notification MUST be made to the Registrar for classroom space. (It is suggested that an orientation session be conducted before the onset of the usual fall or spring semester, i.e. late August or mid January.)
- Ensure that any course taught both as a distance education course and as a synchronous course has the same educational outcomes.
- Specify the distance education component(s) of the course in the syllabus and course outline.
- Ensure that the course outline specifies:
  - how assignments will be submitted;
  - the number of times the students will be engaged on-line and in what activities they will be engaged;
  - assignments, readings, specific discussions, virtual office hours, etc.;
  - definition of terms (e.g., hybrid, supplement, tech-enhanced, etc.)
  - when and how examinations will be administered (e.g., on-line or in-person)
- Inform the office of the Vice President of Academic Affairs of materials that should be copyrighted in the name of the College pursuant to the provisions of this Policy and to cooperate with the College in obtaining such copyright protection.
- Use Web applications provided by the College for distance education courses.
- Ensure that students working collaboratively or under faculty direction abide by the Intellectual Property Policy.
- Encourage students to take a readiness for online learning survey
- Mandate that students adhere to the Computer Use Policy for Students

This Policy is subject to change. Revised Spring 2008
I. Ownership and Disposition of Intellectual Property
The U.S. Constitution defines the objective of copyright to “promote the progress of science and useful arts.” To achieve that end, authors are given exclusive rights under the Copyright Act to reproduce their works, to use them as the basis for derivative works, to disseminate them to the public, and to perform and display them publicly (Academe, 1999). Molloy College will interpret and apply the laws of copyright so as to encourage the discovery of new knowledge and its dissemination to students, to professions, and to the public. Copyright ownership and ownership of intellectual property of all work by academic employees, non-academic employees and students, therefore, shall rest in the author except under any of the following circumstances:

The College expressly directs an employee to create a specified work, or the work is created as a specific requirement of employment or as an assigned institutional duty that may, for example, be included in a written job description or an employment agreement (i.e. Work Made for Hire).

The employee-author has voluntarily transferred the copyright, in whole or in part to the College. Such transfer shall be in the form of a written document signed by the employee author.

The College has contributed to a “joint work” under the Copyright Act. The College can exercise joint ownership under this clause when it has contributed specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this agreement (AAUP, 2000).

II. Definitions
The following definitions shall apply to this policy:

a. Catalogue Description = the statement containing the Catalogue name, number, and overview of the course that must be covered by the instructor.

b. Course Outline = specific scope and sequence of content-specific course material as presented by the individual faculty member. It includes class objectives, grading policy, rubrics, assignments and bibliography for that particular course.

c. Creator shall be defined to mean a discoverer, inventor, author, artist or developer of intellectual property.

d. Distance Education or Distance Learning ...refers to instruction where the teacher and the student are separated geographically so that face-to-face communication is absent; communication is accomplished instead by one or more technological media. This communication consists of live or recorded visual presentations and material using direct signal or cable, transmission by telephone line, fiber-optic line, digital and/or analog videotape, audiotape, CDRÔM, computer or internet technology, e-mail or other electronic means, now known or hereafter developed, utilized to teach any course originating from or sponsored by the institution. "Course" refers to any class offered for credit or otherwise required for a degree. (AAUP, http://www.aaup.org/AAUP/issuesed/DE/sampleDE.htm)

e. Employees shall be defined to mean full and part-time faculty, administrators, staff, and students paid by the College for specific work. Students who are paid as student assistants or who are given grants to perform specific research will be treated as employees; however, students who receive general scholarship or stipend funds will not be so considered.
f. **Intellectual Property** shall be defined to include, but is not limited to, the following categories:

1) Copyrights (as defined in 17 US Code) which include, but are not limited to: anything that is copyrightable (i.e. an original work of authorship or art which is fixed in a tangible medium of expression) such as:
   a) scholarly works (e.g. textbooks, class notes, research articles and materials, publications, and instructional materials);
   b) creative and artistic works (e.g. art, music, dance, architecture, poetry, fiction and film);
   c) copyrightable software (commercial and academic research);
   d) multimedia works;
   e) electronic communications including media used for distance education

2) Data compiled as part of research which shall include, but not be limited to, lab notes, results of analyses, research notes and notebooks, and research data reports.

3) Patents (as defined in 35 US Code) which include, but are not limited to: inventions and discoveries; a potentially patentable device, article of manufacture, composition of matter, process of improvement in any of these; an issued patent; or, a legal right that inheres in a patent.

4) Trademarks (as recognized by state and federal laws).
   a. **Syllabus** = Any program and course objectives and policies that remain the same for all sections of the course as determined by the consensus of the respective academic department (includes catalog description, pre-requisites, co-requisites, credit allotment, measurable objectives, College &/or department policies).
   b. **Works Made for Hire** shall be defined as that invention or work created by an employee who is employed, directed or assigned to:
      1) invent, improve, develop or perfect any art, machine, design, manufacture, or composition of any matter or technology;
      2) conduct or perform research or developmental work;
      3) supervise, direct, coordinate or review College financed or conducted research or development work;
      4) act as a liaison with agencies or individuals engaged in research and development.

III. **Intellectual Property as it Relates to Courses**
All courses (traditional as well as distance education courses) are subject to the same policies and parameters:

Specifically, regarding courses taught by faculty, the College owns:
- The Catalogue Description
- Syllabus
- On-campus computer hardware or portable computer hardware on loan to the individual, and software used for on-line courses
- Course materials developed with substantial use of Molloy College resources.
The faculty member owns:
Course outline devised by a faculty member and accompanying course materials including tests (except those that are in a test bank maintained by the individual academic department).

IV. Use of Intellectual Property

Material created for ordinary teaching use in the classroom and in department programs, such as ... assignments, and tests, shall remain the property of the faculty author, but institutions shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored ... and course descriptions.

In an agreement transferring copyright for such works to a publisher, faculty authors are urged to seek to provide rights for the institution to use such works for internal instructional, educational and administrative purposes.


Spring 2008