THE MOLLOY COLLEGE SEAL

The principal partition of the shield displays the blue and silver fusilly in the bend of the coat of arms of Bavaria, Germany, where in the town of Ratisbon the parent congregation of the Brooklyn Dominicans was founded in 1233, shortly after the death of Saint Dominic. Moreover, the blue and silver diamond-like panes of the field in our Lady’s colors reflect the maternal love of the Blessed Mother for the Dominican Order, which she protects and defends in an especial manner.

This Marian field is charged with a black lion rampant between three trefoils-three to honor the Holy Trinity, from the coat of arms of Archbishop Molloy, the titular of the college-to acknowledge the sponsorship and patronage of His Excellency.

The upper compartment displays the Dominican cross flory, quarterly (alternatively) tinctured in black and white on a like tinctured field, also divided quarterly, to indicate that the college is under the tutelage of the Dominican Order.

The crest is composed of a book, one of the symbols of learning, charged with the alpha and omega, the first and last letters of the Greek alphabet, which betoken Christ as the origin and final end of all knowledge for those who are gifted with the grace of true wisdom. The book is adorned with a golden crown significant of the Queenship of Mary proclaimed a special feast by Pope Pius XII in 1955, the year of the founding of the college.

The motto *Mater Confidentia Nostra* articulates the devotional confidence in Mary that St. Dominic, White Knight of our Lady and Champion of Truth, bequeathed to his children.
MISSION STATEMENT

Molloy College, an independent, Catholic college rooted in the Dominican tradition of study, spirituality, service, and community, is committed to academic excellence with respect for each person. Through transformative education, Molloy promotes a lifelong search for truth and the development of ethical leadership.
# TABLE OF CONTENTS

**INTRODUCTION**  

1

**PART I: ORGANIZATION AND ADMINISTRATION OF THE COLLEGE**  

2

**HISTORY**  

3

**GOVERNMENT**  

4

**ORGANIZATION OF FACULTY**  

4

**ADMINISTRATIVE OFFICERS**  

5

**PART II: FACULTY CONTRACTS AND CONTRACTUAL OBLIGATIONS**  

8

**CONTRACTS**  

8

- **Professional and Ethical Relationships** ................................................................. 8
- **Appointment of New Faculty** ................................................................................ 8
- **Reappointment/Non-renewal** ............................................................................... 9
- **Salary Schedules, Payment, and Payroll Deductions** ........................................ 9
- **Benefits** ................................................................................................................. 10
  - **Long Term Disability** ......................................................................................... 10
  - **Workers’ Compensation** ...................................................................................... 11
  - **Tuition Remission Program** ................................................................................ 11
  - **Tuition Exchange Program** ................................................................................. 15
  - **Credit Union** ........................................................................................................ 16
  - **New York 529 College Savings Plan** ................................................................. 16
  - **Social Security** ...................................................................................................... 16
  - **Life Insurance** ....................................................................................................... 16
  - **Medical and Prescription Drug Insurance** ....................................................... 17
  - **Pension Plan** ......................................................................................................... 17
  - **Retirement Annuity** ............................................................................................ 17
  - **Supplemental Retirement Annuity** .................................................................... 18
  - **Dental Insurance** ................................................................................................. 18
  - **Voluntary Benefits** ............................................................................................. 19
  - **Benefits Upon Retirement** .................................................................................. 20
  - **Effect of Termination on Employee Benefits** ................................................... 21
  - **HIPAA Privacy Rule** ............................................................................................ 23
  - **Life Insurance for Retirees** ................................................................................. 23
  - **Long Term Disability Benefits** ......................................................................... 24
  - **Unemployment Insurance** .................................................................................. 24
  - **Death and/or Total Disability** .............................................................................. 24
Termination for Other Reasons ................................................................. 24
Hiring for Mission ................................................................................. 25
Payroll Deductions and Payroll Practices ......................................... 25
Miscellaneous Benefits ........................................................................ 25

**FACULTY RESPONSIBILITIES** ........................................................................................................ 26

**Classroom Responsibilities** ............................................................ 26
Academic Integrity .................................................................................. 26
Contact Hours .......................................................................................... 26
Course Outlines ....................................................................................... 26
Testing ........................................................................................................ 27
Grading ...................................................................................................... 27
Incompletes ............................................................................................... 27
Course Enrollment ................................................................................... 28
Cancellation of Classes .......................................................................... 28
Faculty Absence ....................................................................................... 28
Student Attendance ................................................................................ 29
Evaluation of Non-Tenured/Tenured Faculty ....................................... 29
Student Evaluation ................................................................................ 30
Colleague Evaluation ............................................................................. 30
Textbooks .................................................................................................. 30

**Educational Responsibilities** ............................................................................. 31
Sessions other than the Regular Semesters ........................................... 31
Course Load ............................................................................................... 31
Independent Study .................................................................................... 31
Tutorials ..................................................................................................... 31
Life Experience .......................................................................................... 31
Hours of Consultation ............................................................................ 32
References .................................................................................................. 32
College Functions ...................................................................................... 32

**Extracurricular Responsibilities** ........................................................................ 32
Professional Growth Convention Costs ............................................... 33
Student Groups, Clubs and Activities .................................................. 33

**CHAIRPERSON RESPONSIBILITIES** ................................................................. 33
Faculty ....................................................................................................... 33
Administration .......................................................................................... 35

**DEPARTMENT DIVISION DEAN RESPONSIBILITIES** .................................................... 36

**PART III: FACULTY POLICIES** .................................................................................. 39

**CONSTITUTION AND BY-LAWS OF FACULTY COUNCIL** ........................................... 39
**BY-LAWS OF MOLLOY COLLEGE GOVERNANCE STRUCTURE** ................................ 53
# PROMOTION AND TENURE POLICIES

- Policy Guidelines for Promotion and Tenure Candidates ........................................... 83
- Promotion and Tenure Committee ........................................................................ 84
- Procedure for Decisions on Promotion and/or Tenure .......................................... 87
- Criteria for Promotion for Full-Time Faculty ......................................................... 91
- Promotion to Assistant Professor .......................................................................... 91
- Promotion to Associate Professor .......................................................................... 95
- Promotion to Associate Professor with Granting of Tenure ................................. 99
- Promotion to Professor ....................................................................................... 104
- Criteria for Rank of Professor Emeritus .............................................................. 109
- Criteria for Promotion for Adjunct Faculty ......................................................... 110
- Promotion to Adjunct Assistant Professor .......................................................... 110
- Promotion to Adjunct Associate Professor ......................................................... 114
- Promotion to Adjunct Professor ....................................................................... 118
- Addenda to Promotion Policies ............................................................................. 122
- Addendum for Faculty Hired prior to Fall Semester 2000 ................................. 122
- Criteria for Promotion for Full-Time Librarians .................................................... 125
  - Promotion to Assistant Professor .................................................................... 125
  - Promotion to Associate Professor ..................................................................... 127
  - Promotion to Professor .................................................................................... 129
  - Addenda to Promotion Policies for Full-Time Librarians .................................. 131
- Tenure Policy ...................................................................................................... 136

# SABBATICAL POLICY

- .......................................................................................................................... 141

# FACULTY RESEARCH/SCHOLARSHIP POLICY

- .......................................................................................................................... 148

# LEAVES OF ABSENCE

- Sick Leave, Maternity/Paternity Leave ............................................................... 158
- Military Leave .................................................................................................... 159
  - Military Leave for Periods of Intermittent Service ........................................... 159
  - Military Leave for Periods of Active Service .................................................. 159
  - Benefit Coverage while on Active Duty Military Leave .................................. 159
- Jury Duty or Witness Subpoena .......................................................................... 160
- Family and Medical Leave Act .......................................................................... 160
- Leave of Absence without Pay ............................................................................. 162
- Necessary Occasional Absences .......................................................................... 162
  - Blood Donation .............................................................................................. 163
  - Time Away from Work for Lactation .............................................................. 163
- Termination of Service ....................................................................................... 163
- Retirement ......................................................................................................... 163
  - Faculty Transition Position ................................................................................ 163
- Resignation ......................................................................................................... 165
- Dismissal ............................................................................................................. 165
  - Steps for Dismissal ......................................................................................... 165
CATORIES

LOCAL AND FOUND

NOTARY PUBLIC

OFFICE FACILITIES

OFFICE SUPPLIES

TELEPHONE SERVICE

TECHNOLOGY AND INSTITUTIONAL EFFECTIVENESS

FITNESS CENTER

HEALTH NEEDS

EMPLOYEE ASSISTANCE PROGRAM

THE ARCHIVES AND RECORDS CENTER

PART V: MOLLOY COLLEGE POLICIES

EMPLOYMENT POLICY STATEMENTS

Affirmative Action Policy Statement

American’s with Disabilities Act

Non-Solicitation Policy

Solicitation by Employees

Solicitation by Non-Employees and Organizations

Bulletin Board Posting

Disruptive Conduct

Children at the Workplace

Drug and Alcohol Policies

Non-Smoking Policy

Responsible Use of Information Technology

Email Policy

Acceptable Use of Email

Prohibited Use of Email

Account Creation

Account Retention and Deletion

Email Forwarding

Mass Email Distribution

Spam

Storage

Access, Privacy and Disclosure

Penalties and Consequences

Social Media Policy

Purpose of Policy

Definitions

General Statement

File Sharing and Multimedia Access Policy
Appendix VI  Anti-Hazing Rule ................................................................. 235
Appendix VII  Interdisciplinary Course ........................................... 237
Appendix VIII  A) Professional Data Sheet ...................................... 238
   B) Workload Data Sheet .......................................................... 244
   C) Full-Time Faculty Annual Review Process ......................... 246
       -Section 1: Professional Data Sheets ................................ 246
       -Section 2: Workload Data Sheet ....................................... 252
       -Section 3: Teaching Effectiveness .................................... 254
       -Section 4: Academic Responsibilities .............................. 256
       -Section 5: Professional Development Plan (Tenured) .......... 258
Appendix IX  The Collegial Committee ............................................ 260
Appendix X  Auxiliary Aids and Academic Adjustments .................. 261
Appendix XI  Institutional Review Board for Research .................... 262
Appendix XII  A) Student Advisor Position ................................. 298
   B) Advisor Agreement ......................................................... 300
Appendix XIII  A) Policy on Distance Education ......................... 301
   B) Blended/Learning Delivery Policy & Process ................... 304
Appendix XIV  Policy on Intellectual Property .............................. 309
Appendix XV  Auxiliary Part-Time Faculty Position Description ........ 312
Appendix XVI  Faculty Transition Position .................................... 313
Appendix XVII  Professor of Practice In Residence ....................... 315
Appendix XVIII  Policy on Life Experience Credit ....................... 317
Appendix XIX  Room Reservation Requests .................................... 319
Appendix XX  Student Attendance .................................................. 331
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.

The following documents of institutional government may be inspected in this handbook or on the Molloy College intranet and/or internet:

- The College Charter
- The By-Laws of the Board of Trustees
- The Constitution and By-Laws of the Molloy Faculty Council
- The By-Laws of the College-Wide Governance Structure
- The Employee Handbook
- The Student Handbook
- The Division Handbook
PART I:
ORGANIZATION AND ADMINISTRATION OF THE COLLEGE

HISTORY ................................................................................................................................. 3
GOVERNMENT ....................................................................................................................... 4
ORGANIZATION OF FACULTY ............................................................................................. 4
ADMINISTRATIVE OFFICERS ............................................................................................... 5
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 A.A. degree (approved 1976), the M.S. in Nursing (approved 1988), M.S. in Education (approved 1999), the Bachelor of Fine Arts (approved 2003), Bachelor of Social Work (approved 2005), the M.B.A. (approved 2003), M.A. in Criminal Justice (approved 2007), the M.A. in Music Therapy (approved 2008), the M.S. in Speech-Language Pathology (approved 2009), the Ph.D. in Nursing (approved 2010), the DNP, in Nursing Practice (approved 2014), and the Ed.D, in Educational Leadership for Diverse Learning Communities (approved 2015). Please consult the Molloy College website for complete listings of undergraduate and graduate programs offered.

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. In 1974 a College Senate, tripartite government, was endorsed by the Board of Trustees.

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 (Graduate and Undergraduate), National Council of Teachers of Mathematics (Adolescence Education and Adolescence Special Education – Graduate and Undergraduate), and Council for Exceptional Children (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). The standing committees of the MCGS are the Priorities and Planning Committee, the Financial Resources Committee, the Graduate Academic Policies and Programs Committee and
Undergraduate Academic Policies and Programs Committee, and the Community and Campus Life Committee. Their composition and duties are described in the By-Laws of the MCGS. See Appendix I of the By-Laws of the MCGS for a 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 Government represents students, administrators are represented by an Administrators’ Council, the Faculty Council represents the faculty, and the Staff Council 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 and Elections, the Faculty Professional Center, Faculty Scholarship and Academic Advancement, Promotion and 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 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. 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/School

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

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 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 college website.
PART II:
FACULTY CONTRACTS AND CONTRACTUAL OBLIGATIONS

CONTRACTS ........................................................................................................................................ 8
Professional and Ethical Relationships .......................................................................................... 8
Appointment of New Faculty ........................................................................................................ 8
Reappointment/Non-renewal ......................................................................................................... 9
Salary Schedules, Payment, and Payroll Deductions ................................................................ 9
Benefits ........................................................................................................................................ 10
  Long Term Disability .................................................................................................................. 10
  Workers’ Compensation ............................................................................................................ 11
  Tuition Remission Program ...................................................................................................... 11
  Tuition Exchange Program ...................................................................................................... 15
  Credit Union ............................................................................................................................ 16
New York 529 College Savings Plan .......................................................................................... 16
Social Security ............................................................................................................................. 16
Life Insurance .............................................................................................................................. 16
Medical and Prescription Drug Insurance .................................................................................... 17
Pension Plan ................................................................................................................................ 17
Retirement Annuity .................................................................................................................... 17
Supplemental Retirement Annuity ............................................................................................... 18
Dental Insurance .......................................................................................................................... 18
Voluntary Benefits ..................................................................................................................... 19
Benefits Upon Retirement .......................................................................................................... 20
Effect of Termination on Employee Benefits ............................................................................. 21
HIPAA Privacy Rule .................................................................................................................... 23
Life Insurance for Retirees ........................................................................................................... 23
Long Term Disability Benefits .................................................................................................... 24
Unemployment Insurance ............................................................................................................ 24
Death and/or Total Disability ...................................................................................................... 24
Termination for Other Reasons .................................................................................................. 24
Hiring for Mission ........................................................................................................................ 25
Payroll Deductions and Payroll Practices .................................................................................... 25
Miscellaneous Benefits ............................................................................................................... 25

FACULTY RESPONSIBILITIES ........................................................................................................ 26

Classroom Responsibilities .......................................................................................................... 26
  Academic Integrity ..................................................................................................................... 26
  Contact Hours ........................................................................................................................... 26
  Course Outlines ......................................................................................................................... 26
  Testing ....................................................................................................................................... 27
  Grading ....................................................................................................................................... 27
  Incompletes ............................................................................................................................... 27
  Course Enrollment ..................................................................................................................... 28
Cancellation of Classes ................................................................. 28
Faculty Absence ........................................................................... 28
Student Attendance ..................................................................... 29
Evaluation of Non-Tenured/Tenured Faculty ......................... 29
Student Evaluation ..................................................................... 30
Colleague Evaluation .................................................................. 30
Textbooks ..................................................................................... 30
Educational Responsibilities ....................................................... 31
Sessions other than the Regular Semesters ......................... 31
Course Load .................................................................................. 31
Independent Study .................................................................... 31
Tutorials ....................................................................................... 31
Life Experience ........................................................................... 31
Hours of Consultation ............................................................... 32
References ................................................................................... 32
College Functions ....................................................................... 32
Extracurricular Responsibilities ................................................ 32
Professional Growth Convention Costs .................................... 33
Student Groups, Clubs and Activities ...................................... 33
Chairperson Responsibilities ...................................................... 33
Faculty ......................................................................................... 33
Administration ........................................................................... 35
Department Division Dean Responsibilities ............................ 36
PART II: FACULTY 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). The AAUP Statement on Academic Freedom (Appendix I) 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 IIA., current Full-time and Appendix IIB. Current Part-time 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, tenure, and granting of sabbatical. Cooperation in surveys and self-studies mandated by re-accreditation and long-range planning is also a faculty responsibility (Appendix VIII A. Professional Data Sheet and B. Workload Data Sheet).

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/School Deans are responsible for following the Hiring Procedure for Full-Time Faculty as outlined in the Division Handbook.
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 thirty (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 (3rd) 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.

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. (Appendix IIC., current Full-time Salary Scale and Appendix IID., current Part-time Salary Scale).

Advanced Degrees

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

faculty at Molloy four (4) years or more:
   for obtaining M.A. or M.S. $ 800
   for obtaining a Doctorate $1600

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. Checks are available in the Human Resources Office. Direct Deposit can be arranged through the Payroll Office. Contact Robert Carlson, Payroll Coordinator, with questions. Email: RCarlson@molloy.edu Phone: 516-323-3066

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 (1st) of the month following ninety (90) days of employment. Coverage ends on the first (1st) 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 (6) 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 by a Public Safety Officer.

**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.

**Undergraduate Tuition Remission**

<table>
<thead>
<tr>
<th>Full Time Faculty, Staff and Administrators</th>
<th>50% tuition reduction for the employee and up to three (3) eligible relatives after three (3) months of employment. 100% tuition remission for the employee and up to three (3) eligible relatives after one year of employment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time (Adjunct) Faculty</td>
<td>100% tuition remission for the employee after teaching four (4) full semesters, 50% tuition reduction for their eligible dependents after teaching four (4) full semesters. Maximum of three (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>
</tbody>
</table>


Athletic Coaches (Full and Assistant) | One (1) course per semester (up to four (4) courses per year) for the coach or their eligible dependent. After two (2) full years service, 100% tuition remission for the employee, 50% tuition reduction for their eligible dependents (ages 17-24). Maximum of three (3) dependents.

**Graduate Tuition Remission**

| Full Time Faculty, Staff and Administrators | 50% tuition reduction for the employee after three (3) months of employment. (25% for their eligible dependents). 100% tuition remission for the employee after one (1) year of employment. (50% tuition remission for their eligible dependents) |
| Part Time (Adjunct) Faculty | 100% tuition remission for the employee after teaching four (4) full semesters. 25% tuition reduction for their eligible dependents after teaching four (4) full semesters. Maximum of three (3) dependents. |
| Part Time Staff and Administrators | Receive a prorated share of the Full time benefit calculated as a function of hours worked per week. |
| Athletic Coaches (Full and Assistant) | One (1) course per semester (up to four (4) courses per year) for the coach or their eligible dependent. After two (2) full years service, 100% tuition remission for the employee, 25% tuition reduction for their eligible dependents (ages 17-24). Maximum of three (3) dependents. |

**Doctoral Program Tuition Remission**

| Full Time Faculty, Staff and Administrators | 100% tuition reduction for one full time faculty, staff or administrator (with at least one (1) year of full time service) per program cohort. |
| Part Time (Adjunct and Auxiliary) Faculty | 50% tuition remission for the employee after teaching four (4) full semesters. |

**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 eight (8) per fall and spring semester and up to four (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.

*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 twelve (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 (8) 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.

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 twelve (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

**Taxability of Tuition Remission**

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

**Undergraduate Tuition Remission**

a. Employee, Spouses and Dependent Children: Tuition Remission is not taxable

b. 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:**

a. 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.

b. 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:

- **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 the Office of Human Resources 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.

**Procedure:**

- The student must first contact the TEP liaison officer at the home/exporting institution.
- The liaison officer at the home/exporting institution determines employment eligibility. Summer off employees are not eligible for the tuition exchange benefit.
- The home/exporting liaison completes the [TEP Participation Form](#) and directs the form to the liaison at the institution to which the student is applying.
- The student applies for admission directly to the institution(s) of his or her choice and submits all required financial aid information.
- For new applicants, the admissions office of the host/importing institution informs the student of her/his acceptance to attend the institution.
- For renewal applicants, the host/importing institution determines whether the enrolled student is maintaining good academic standing and satisfactory academic progress.
- The liaison officer of the host/importing institution informs the student of her/his acceptance into CIC–TEP.
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 Resource 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:

- a. Lump sum at death
- b. Survivor payments
- c. Disability income
- d. Retirement income
- e. 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.

Up to $50,000 of group life insurance is not included in your taxable income. Any employer-paid coverage in excess of this amount will be taxed to you based on an IRS table that specifies the amount includable in your income.

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. Summer-off employees are required to continue their payments while away for the summer.

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.

Molloy College expects to continue its medical benefit plan(s) indefinitely. However, the College reserves the right to change, modify or terminate this benefit in the future without advance notice, subject to any outstanding contractual assessments or requirements of law. Any change or termination of this benefit would not adversely affect any benefit that accrued prior to the effective date of the change, modification, or termination.

**Pension Plan**

As plans maintained by a Catholic college, the retirement plans maintained by the College are “church plans” as defined by the federal law known as the “Employee Retirement Income Security Act”, or “ERISA”. As such, the Plan is not subject to ERISA. Nevertheless, the Board of the College requires that the Plan be designed and administered in such a way as to ensure that participant rights are maintained at a level at least as high as ERISA would require. This Board requirement cannot be altered except by vote of at least 75% of the total number of Board members.

**Retirement Annuity (RA)**

All employees who meet the following criteria: (1) one (1) 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 ten (10) years of service and 10% at twenty (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 (1) year’s continuous employment criterion will be waived if a new employee has at least one (1) 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.

Neither this description nor the Pension Plan document constitutes a contract of employment. The College hopes and fully expects to continue these Plans indefinitely. However, the College reserves the right to change, modify or terminate the Pension Plan in the future without advance notice, subject to any outstanding contractual assessments or requirements of law. Any change or termination of the Pension Plan would not adversely affect any benefit that accrued prior to the effective date of the change, modification, or termination.

**Dental Insurance**

Molloy College offers a comprehensive dental insurance package for full time faculty. An employee is eligible for coverage on the first (1st) day of the month following one (1) month of employment. If he or she is working a regular schedule of thirty (30) or more hours per week. Employees hired before July 1, 2013 are grandfathered under the old policy of twenty (20) or more hours per week. 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 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.
Molloy College expects to continue its dental benefit plan(s) indefinitely. However, the College reserves the right to change, modify or terminate this benefit in the future without advance notice, subject to any outstanding contractual assessments or requirements of law. Any change or termination of this benefit would not adversely affect any benefit that accrued prior to the effective date of the change, modification, or termination.

**Voluntary Benefits**

**Vision**

Molloy College offers a voluntary vision package for eligible employees. An employee is eligible for coverage on the first (1st) day of the month following one (1) month of employment. Employees have the option of electing plan for themselves or for themselves and their eligible dependents. Employees are required to pay the monthly premium for their coverage as well as that of their dependents. This contribution schedule will be provided in the enrollment materials.

The terms and conditions of the vision 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.

Molloy College expects to continue its vision benefit plan(s) indefinitely. However, the College reserves the right to change, modify or terminate this benefit in the future without advance notice, subject to any outstanding contractual assessments or requirements of law. Any change or termination of this benefit would not adversely affect any benefit that accrued prior to the effective date of the change, modification, or termination.

**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 (1st)of the month following thirty (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 (1st) of the month following thirty (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 Human Resources Office.

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 (1st) of the month following thirty (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 Human Resources Office.

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.

Benefits upon Retirement

Medical Insurance Costs

Full-time employees, who retire with at least fifteen (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 continuance benefits shall be provided from the date of the qualifying event to the earliest of the following:

In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage generally may be continued only for up to a total of eighteen (18) months. In the case of losses of coverage due to an employee’s death, divorce or legal separation, the employee’s becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the plan, coverage may be continued for up to a total of thirty-six (36) months. When the qualifying event is the end of employment or reduction of the employee’s hours of employment, and the employee became entitled to Medicare benefits less than eighteen (18) months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until thirty-six (36) months after the date of Medicare entitlement.

Continuation coverage will be terminated before the end of the maximum period if:

- any required premium is not paid in full on time,
- a qualified beneficiary becomes covered, after electing continuation coverage, under another group health plan that does not impose any pre-existing condition exclusion for a pre-existing condition of the qualified beneficiary.
c. a qualified beneficiary becomes entitled to Medicare benefits (under Part A, Part B, or both) after electing continuation coverage, or

d. the employer ceases to provide any group health plan for its employees.

Continuation coverage may also be terminated for any reason the Plan would terminate coverage of a participant or beneficiary not receiving continuation coverage (such as fraud).

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 sixty (60) days of receiving the Notice of Federal Continuance Rights from the College. Failure to make an election within this sixty (60) day period will result in the loss of the continuance option.

For continuation purposes, employees should notify Molloy College no later than sixty (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 company 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:

a. The period of creditable coverage under this plan

b. The period of creditable coverage under COBRA or any other continuation provision

c. The duration of any waiting period imposed for medical expense benefits under this plan

This certification will be provided:

a. 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
b. 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

c. Upon request made by the employee or his or her dependent that is made no later than twenty-four (24) months after the date coverage ceases

Confidentiality

Many employees work with sensitive, privileged information involving confidential employee or student records and/or privileged data regarding the college’s finances or business planning. Upholding the confidentiality of this information is critical to retaining the trust of students and co-workers and the success of the college, and represents the respect Molloy has for the students it services.

Employees must maintain the confidentiality of the information they come in contact with. Violation of this policy will lead to disciplinary action being taken, up to and including termination of employment.

All office and workspaces, including desks, file cabinets and lockers or other storage facilities, are the property of Molloy College; and the College reserves the right to have access to these areas and to such property at any time, without advance notice to any employee. Therefore, employees should not expect that such property would be treated as private and personal to the employee. Likewise, electronic mail and voicemail are also company property and are to be used only for business purposes. Internet accounts are also to be used only for company business. Molloy reserves the right to inspect, monitor and have access to company computers, electronic mail, voicemail messages and other Internet communications.

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 (1st) 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 Resources 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 Benefits**

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 (1st) 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.

**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 ten (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.
Hiring for Mission

We believe that it is important that all employees experience a “fit” between their work at Molloy and the College’s mission. The Hiring for Mission policy is an important initiative of the College designed to embrace our identity as a College in the Catholic and Dominican tradition. The major purpose of the policy is to inform potential employees about the College’s mission and heritage as part of the interview process and to ensure that those hired understand, appreciate and are committed to learning about and living the values of the mission in their work at Molloy.

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 Office 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 are available at a discount 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. *(Appendix IVA, Academic Integrity Code)*

   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:

   One (1) semester hour: fifteen (15) hours [of fifty (50) minutes each] = 750 minutes

   For laboratory work, the formula is:

   One (1) semester hour: thirty (30) hours (of at least fifty (50) minutes each) = 1500 minutes

   At Molloy, the Fall and Spring semesters are normally fourteen (14) weeks in length. To comply with state regulations, each “hour” is set at fifty-five (55) minutes in length. A typical three (3) credit lecture course is normally held two (2) times per week. A three (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, a portable document file (PDF) of a Course Outline for each course taught, a 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/School 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/School 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, Course Outline Format. 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.

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 "Grading Policy." At mid-term, faculty members are expected to submit mid-semester reports, to 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 forty-eight (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 forty-eight (48) hours after the last meeting. If the final examination is missed, it is the student's responsibility to contact the instructor within forty-eight (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 (7) 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/School 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 (See Appendix XX).

Evaluation of Non-tenured and Tenured Faculty

All non-tenured faculty members shall be evaluated every year by the Chairperson/Division/School Dean or his/her delegate or by the VPAA. All tenured faculty shall be evaluated by the Chairperson/Division/School 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/School 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/School 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 VA, Faculty Teaching Evaluation Form; Appendix VB, Evaluation of Fulfillment of Faculty Member’s Department Responsibilities; Appendix VC, Evaluation of Chairperson/Division/School Dean by Faculty).

Annual Review Process

Initial completion and updating of the Professional Data Sheet (Appendix VIII A.) and Workload Data Sheet (Appendix VIIIB.) are a component of a faculty member’s academic responsibilities. Appendix VIIIC., the Full-Time Faculty Annual Review Process, Section 1 (if applicable), Section 2 of the Professional Data Sheet and the updated Workload Data Sheet should be submitted to the Chairperson/Division/School Dean no later than April 15th. Annual Review meetings for all faculty are scheduled in a timely fashion in order to complete the Annual Review Process by the end of the Spring Semester for each faculty member but no later than June 1st. This process involves the faculty member and Chairperson and Dean in the Humanities, Natural Sciences and Social Sciences Division and by Deans and Associate Deans in the Business, Education Divisions and the School of Nursing. The format of this meeting is collegial. The Evaluation of Faculty Member’s Responsibilities form will be signed after the meeting with the faculty member. The faculty member may request that additional information be included on the form. The form should be signed by all at the conclusion of the meeting. Faculty members will receive a copy of the completed form. The Division Dean will send a copy to the Associate Dean for Academic Affairs.

The collaborative meeting is scheduled annually to review the forms identified above (Section 1, if applicable, Section 2 Professional Data Sheet; Section 3 and 4 Evaluation of Faculty
Member’s Responsibilities; and the Workload Data Sheet).

*On the Annual Review Form:*

Appendix VB. Evaluation of Faculty Member’s Departmental Responsibilities and Section 3 of the Annual Review Process form (Appendix VIIIC.) is completed annually during the Spring Semester after the appropriate Chairperson, Dean etc. have the opportunity to review the updated Professional Data Sheet and the Workload Data Sheet. Evaluation of Faculty Member’s Department Responsibilities, Appendix VB and, or Section 3 of Appendix VIIIC., is to be completed by the Chairperson and Dean in the Humanities, Natural Sciences and Social Sciences Divisions and by Deans and the appropriate Associate Deans in Business, Education Divisions and the School of Nursing.

**Student Evaluation**

To assess teaching performance 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 VD, No.1, 2 and 3. Policies 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 Faculty Professional Center, 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/School Dean or VPAA is *required* in addition to one or more other evaluations, following the format specified in Appendix VA. 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 VB, or VC) 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/School 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 Spring, 2008

Course Load

The normal teaching load is twelve (12) credit hours a semester or their equivalent. The School of 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/School 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.

Life Experience

Life Experience credit (LE) (Formally, Experiential Learning (EL) credit) will be granted by Molloy College provided the student can demonstrate college level competency. See Appendix XVIII, Policy on Life Experience Credit and, or the Office of the Vice President for Academic Affairs for information on LE credit and the procedure to be followed in requesting LE credit. 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/school meetings and, in divisions with departments, meetings called by their Chairpersons. 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
Revised 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:

1. Faculty

   a. 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.

   b. 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.

   c. 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.
d. 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.

e. 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).

f. 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.

g. To make available for department faculty:
   
   i. Faculty Handbook
   ii. School stationery
   iii. Stamps
   iv. Office supplies
   v. Forms

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

Revised Spring, 2004
Revised Spring, 2008

i. 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.

j. 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.

k. 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.

l. 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.

m. 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.

n. To prepare work to be done by work study student.

Revised Spring, 2008

2. Administration

a. 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.

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

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

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

e. 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.

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

g. To attend monthly Division and Division Council Meetings.

h. To attend Student Learning Outcomes Assessment Group meetings.

Revised Spring, 2008
Revised Spring, 2009

3. Department

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

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

c. 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.

d. 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.

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

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

D. DIVISION DEAN RESPONSIBILITIES

The responsibilities of a Division/School Dean can be found in the Division Handbook.

Revised Spring, 2008
Revised Spring, 2009
# PART III: FACULTY POLICIES

### CONSTITUTION AND BY-LAWS OF FACULTY COUNCIL

- Constitution and By-laws of Faculty Council .......................................................... 39

### BY-LAWS OF MOLLOY COLLEGE GOVERNANCE STRUCTURE

- By-laws of Molloy College Governance Structure .................................................. 53

### PROMOTION AND TENURE POLICIES

- Policy Guidelines for Promotion and Tenure Candidates ........................................... 83
- Promotion and Tenure Committee .............................................................................. 84
- Procedure for Decisions on Promotion and/or Tenure ............................................. 87
- Criteria for Promotion for Full-Time Faculty ......................................................... 91
- Promotion to Assistant Professor ............................................................................. 91
- Promotion to Associate Professor ........................................................................... 95
- Promotion to Associate Professor with Granting of Tenure .................................... 99
- Promotion to Professor ......................................................................................... 104
- Criteria for Rank of Professor Emeritus ................................................................. 109
- Criteria for Promotion for Adjunct Faculty ............................................................. 110
- Promotion to Adjunct Assistant Professor .............................................................. 110
- Promotion to Adjunct Associate Professor ............................................................ 114
- Promotion to Adjunct Professor ............................................................................. 118
- Addenda to Promotion Policies ............................................................................... 122
- Addendum for Faculty Hired prior to Fall Semester 2000 ........................................ 122
- Criteria for Promotion for Full-Time Librarians .................................................... 125
  - Promotion to Assistant Professor ........................................................................ 125
  - Promotion to Associate Professor ...................................................................... 127
  - Promotion to Professor ................................................................................... 129
  - Addenda to Promotion Policies for Full-Time Librarians ..................................... 131
- Tenure Policy ............................................................................................................ 136

### SABBATICAL POLICY

- Sabbatical Policy ....................................................................................................... 141

### FACULTY RESEARCH/SCHOLARSHIP POLICY

- Faculty Research/Scholarship Policy ....................................................................... 148

### LEAVES OF ABSENCE

- Leaves of Absence ..................................................................................................... 158
  - Sick Leave, Maternity/Paternity Leave ................................................................. 158
  - Military Leave ....................................................................................................... 159
    - Military Leave for Periods of Intermittent Service ........................................... 159
    - Military Leave for Periods of Active Service ................................................. 159
    - Benefit Coverage while on Active Duty Military Leave ............................... 159
  - Jury Duty or Witness Subpoena ........................................................................... 160
  - Family and Medical Leave Act ............................................................................ 160
  - Leave of Absence without Pay ............................................................................ 162
  - Necessary Occassional Absences ....................................................................... 162
    - Blood Donation ............................................................................................... 163
    - Time Away from Work for Lactation ............................................................... 163
- Termination of Service .............................................................................................. 163
  - Retirement ........................................................................................................... 163
Faculty Transition Position ................................................................. 163
Resignation ......................................................................................... 165
Dismissal .............................................................................................. 165
Steps for Dismissal ........................................................................... 165
Hearing Committee ........................................................................... 166
The Hearing ....................................................................................... 166
Consideration by Hearing Committee .............................................. 167
Consideration by the Board of Trustees .......................................... 167
GRIEVANCE ........................................................................................ 168
Declaration of Purpose ....................................................................... 168
Coverage .............................................................................................. 168
Procedure for Filing Grievance ......................................................... 168
Composition of the Committee ......................................................... 168
Process ................................................................................................. 169
Appeals ................................................................................................. 169
Further revisions on Time Limits ....................................................... 170
APPEAL FROM ADVERSE PROMOTION AND TENURE DECISIONS .... 171
POLICY FOR SELECTION OF CHAIRPERSON ................................ 172
Term .................................................................................................... 172
Process for Selection of Chairperson ................................................. 173
PROCESS FOR SELECTION OF DIVISION DEAN ....................... 174
POLICY ON PART-TIME VOTING AND SERVING ON COMMITTEES .... 174
PART III: FACULTY 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/Dean 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 fifteen (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.

BY-LAWS OF THE FACULTY COUNCIL

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 fifteen (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
   i. 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 the Faculty Council webpage 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
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 and Tenure Committee
f. 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 three-fourths (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.
   i. the procedure described in (c) above shall be followed.
   ii. notice shall be tendered to the Dean of the Faculty and the matter shall become part of the resigné’s record.
   iii. 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.
   iv. 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 and Tenure Committee shall be composed of nine (9) members: five (5) Division representatives elected by each of their Divisions; one (1) representative from the Barbara H. Hagan School of Nursing; one (1) faculty representative elected at large from across all divisions and the Barbara H. Hagan School of Nursing; a Chairperson of the Promotion and Tenure Committee elected by a vote of eligible faculty; and the Faculty President. The seven (7) faculty representatives will be tenured, doctorally prepared faculty members with the rank of Associate Professor or Professor elected by the faculty for membership on the committee for a 2-year term. The Chairperson of the committee will be a tenured, doctorally-prepared, full-time faculty member with the rank of Associate Professor or Professor with prior service for one (1) term on either the Promotion or Tenure Committee, or the Promotion and Tenure Committee elected by vote of all full-time faculty for a 3-year term.
Paragraph 4  Sabbathical 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 5  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 five (5) divisions and the School of Nursing. One (1) year 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 6  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 or Promotion and 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 (1) hearing. No member of the Contract or Promotion and 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. insure 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. insure that members be elected to committees on a staggered basis.

Section 6 PROMOTION and TENURE 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. ascertain whether requirements for consideration of tenure have been fulfilled
e. solicit information on campus to corroborate evidence submitted. All corroboration must be in writing
f. prepare and present a written report as a recommendation to the President in accordance with General Provisions and Procedures for Decisions on Promotion and, or Tenure
g. initiate any changes in the Promotion and, or Tenure policies to be presented for approval to the Faculty Council.

Revised Spring, 1998
Section 7 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
i. recruit members for the Center Committees
j. initiate evaluation process of Director of the Center and make recommendation to Faculty Council and VPAA
k. 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, promotion 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 8 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 two-thirds (⅔) 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  
Revised 2010-2012

PROLOGUE
The Molloy College Governance Structure exists to facilitate effective decision making for the College 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 defining roles and responsibilities, fostering effective communication, and facilitating campus-wide participation in the life of the College.

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 Government, 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\(^1\) voting member of all Board and College Governance committees. The President is not bound by the attendance policy.

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.

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.

\(^1\) Words in **bold** type in the text can be found in the glossary.
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.

ARTICLE I     PURPOSE

The Molloy College Governance Committees ensure the fullest possible participation and incorporate the use of college expertise in the formation of policies to enable the effective and efficient functioning of the college.

ARTICLE II     GOVERNANCE PROPOSAL FLOW PROCESS

The consideration and adoption of proposals generated by the Molloy College community is shown in the process flow diagram below. The diagram shows that proposals originate from the community move through a well defined approval process that includes appropriate feedback loops and information flows.

The process allows for both academic and non-academic proposals to be generated by groups at the College and forwarded to the appropriate standing committees for discussion and evaluation. Following a positive recommendation from the standing committee, Priorities and Planning (P&P) committee considers the recommendation. As part of the deliberation process P&P places items that involved multiple constituencies on an agenda for Colloquium where the items are discussed prior to a decision by P&P. Endorsement of the proposal by P&P is passed on to the President, who makes a decision and in some cases refers the item to the Board of Trustees for final approval.

At each step along, the way approval or non-approval may occur. With approval, the proposal moves to the next step. With the final approval, notification is sent back to the originating group and the College for implementation.

With non-approval the proposal is returned to the previous group with an explanation for reconsideration. If the proposal’s originating group decides to address the concerns and resubmit the proposal, the proposal needs to go back through the established process to ensure community participation and evaluation.

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.
Governance Process Flow
Generalized

Proposing Groups
- Academic Department
- Student Government
- Admit. Mgmt. Council
- Staff Council
- Other

Standing Committees
- Financial Resources
- Ugrad Acad Polic & Prog
- Grad Acad Polic & Prog
- Student Life
- Community/Campus Life

Priorities & Planning
- Step 1: Sends proposal to Colloquium for discussion
- Step 2: Analyzes College discussion
- Step 3: Forwards recommendation to President
  Or
  Returns proposal to Standing Committee

Colloquium
To College community for discussion
From College community after discussion

President
Recommended
Recommended
Recommended
Non-approval Return with explanation
Non-approval Return with explanation
Non-approval Return with explanation

Board of Trustees
Recommended when necessary
Non-approval Return with explanation

KEY: Line designation
- Process Flow
- Two Way dialog
- Reconsideration
- Communication and Information flow
ARTICLE III TYPES OF COMMITTEES

There shall be six (6) 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. The President may appoint sufficient ad hoc committees to address specific, or one time, issues not in the purview of the standing committees.

ARTICLE IV STANDING COMMITTEES

The six (6) standing committees shall be:
1. Priorities and Planning Committee,
2. Financial Resources Committee,
3. Undergraduate Academic Policies and Programs Committee,
4. Graduate Academic Policies and Programs Committee,
5. Student Life Committee

ARTICLE IVa PRIORITIES AND PLANNING COMMITTEE

Section 1 Duties

The Priorities and Planning Committee shall:

a. Carry out periodic evaluations of the Mission Statement, strategic plan and the college governance structure and be responsible for the review of sponsored proposals.

b. In collaboration with the Leadership Team, evaluate the Mission Statement, ensuring campus-wide participation in the process.

c. In collaboration with the Leadership Team, evaluate and revise the strategic plan, ensuring campus-wide participation in the process.

d. Undertake the responsibility for evaluation and revision of the college governance by-laws. Said evaluation shall take place at least every five (5) years.

e. Receive approved proposals (those approved in committee and presented at Colloquium) from other standing committees. Send written recommendations, based on long-range goals, priorities and comments made at the Colloquium within one (1) month of the Colloquium, to the President and standing committees regarding the proposal. The President shall also receive the original proposal and recommendations.

f. Meet annually with the Financial Resources committee to determine that the 5 year financial plan contains the resources necessary to ensure the success of priorities of the Strategic Plan.

g. Meet, as needed, with other standing committees or the leadership team to suggest additional proposals.

h. Receive notice of petition to reconsider a decision made by the President concerning a proposal.

i. Call for additional Colloquia when necessary.
j. Meet with the Institutional Assessment Committee at least once a semester to receive a report on assessment activities.

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 Information Technology, Planning and Research
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

Students: President, Molloy Student Government
One (1) student elected from undergraduate program
One (1) student selected 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
All information relating to the proposed budget referred to Priorities and Planning by Financial Resources shall be held in confidence.

Section 6 Communications
Communication of the decisions of the Priorities and Planning Committee shall be distributed to the President, the proposal making body and other entities upon whom the decision may impact at the earliest time after an issue has been discussed. The committee chair is responsible for

---

2 If no qualified non-tenured faculty run for election, tenured faculty may be considered to fill membership.
disseminating minutes as hard copy and electronically. The chair will also keep an electronic archive of minutes.

ARTICLE IVb    FINANCIAL RESOURCES COMMITTEE

Section 1    Duties
The Financial Resources Committee shall:

a. Annually, review, refine and recommend for approval the College’s Five Year Financial Plan to the Fiscal Affairs Committee of the Board of Trustees.

b. Meet annually with the Priorities and Planning Committee to determine that the 5 year financial plan contains the resources necessary to ensure the success of priorities of the Strategic Plan.

c. Critically examine and recommend for approval the annual operating and capital budgets to the Fiscal Affairs Committee of the Board of Trustees.

d. Review the submitted budgets for new programs and proposals – providing feedback to the sponsoring department/division and Priorities & Planning Committee

Section 2    Membership
The Financial Resources Committee shall consist of eleven (11) 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 Student Financial Services

Faculty: One faculty member elected at large
One (1) faculty member from the Faculty Council
One (1) faculty member from the Contract Committee

Students: Treasurer, Molloy Student Government
One (1) graduate student elected at large or, if a graduate student cannot serve, the Vice President of the Molloy Student Government.

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
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. 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 IVc  UNDERGRADUATE ACADEMIC POLICIES AND PROGRAMS COMMITTEE

Section 1  Duties
The Undergraduate Academic Policies and Programs Committee shall:

a. Evaluate and approve proposals from Divisions relating to undergraduate policies and standards regarding:
   1. The introduction, continuation, evaluation, and elimination of programs and/or major
   2. Academic disciplinary policies
   3. Academic standards
   4. Criteria for admission
b. Evaluate and/or revise general education curriculum
c. Elected members are to report and lead discussion with own academic division about impact of issues brought to UAPP
d. Send approved proposals to the Priorities and Planning Committee and to a Colloquium
e. Request to meet, as needed, with the Academic Affairs Committee of the Board of Trustees.
f. Meet at least once every semester specifically to systematically review, over a period of approximately four years, undergraduate programs and majors, to oversee their ongoing effectiveness, offering appraisals to the Student Outcomes Assessment Group, and, as needed, appropriate recommendations.

Section 2  Process flow
This section describes the processes for approval, addition or substantial revision of majors, minors, and college-wide academic policies. The typical process involves preparation of a proposal by a sponsoring division or group, submission of this proposal to UAPP followed by submissions to P & P who places the item on the agenda of Colloquium for discussion. Following discussion, P & P takes action, referring recommendations to the President and then, if required, to the Board of Trustees for approval. New undergraduate programs usually require a final step of approval by the State of New York or an external accrediting body. During UAPP review of a proposal, each division representative on the committee is required to inform their own division of the proposal and provide feedback from that division to UAPP during the semester the proposal is being presented. The proposing division or group is also required to seek guidance from the Financial Resources Committee on the budgetary implications of the proposal during the semester the proposal is being presented. These consultations are designed to insure sufficient input to the process and should not be used to slow down the proposal moving through the process.
Section 3  Membership
The Undergraduate Academic Policies and Programs Committee shall consist of twelve (12) members as follows:

Administrators:  Vice President for Academic Affairs/Dean of Faculty  
Director of Admissions

Faculty:  One (1) faculty member from Faculty Council  
One (1) faculty member from Priorities and Planning Committee  
One (1) faculty elected from each academic division.

Students:  Two (2) elected students from undergraduate program.
Any member of the Molloy community may be solicited for relevant input and serve as a resource for program development for the UAPP
Section 4  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.

Section 5  Communication
Communication of the recommendations of the Undergraduate Academic Policies and Programs Committee shall be distributed to the Priorities and Planning Committee, the proposal making body and other entities upon whom the recommendation may impact at the earliest time after an issue has been discussed.

ARTICLE IVd  GRADUATE ACADEMIC POLICIES AND PROGRAMS COMMITTEE

Section 1  Duties
The Graduate Academic Policies and Programs Committee shall:
   a. Evaluate and approve proposals from Divisions relating to graduate policies and standards regarding:
      1. The introduction, continuation, evaluation, and elimination of programs
      2. Academic disciplinary policies
      3. Academic standards
      4. Criteria for admissions
   b. Send approved proposals to a Colloquium and then to the Priorities and Planning Committee
   c. Elected members are to report and lead discussion with own academic division about impact of issues brought to GAPP
   d. Request to meet, as needed, with the Academic Affairs Committee of the Board of Trustees.
   e. Meet at least once every semester specifically to systematically review, over a period of approximately four years, graduate programs, to oversee their ongoing effectiveness, offering appraisals to the Student Outcomes Assessment Group, and, as needed, appropriate recommendations

Section 2  Process Flow
This section includes the processes for approval, addition or substantial revision of graduate programs. The typical process involves preparation of a proposal by a sponsoring division or group, submission of this proposal to GAPP followed by submissions to P & P who places the item on the agenda of Colloquium for discussion. Following discussion, P & P takes action, referring recommendations to the President and then, if required, to the Board of Trustees for approval. New graduate programs usually require a final step of approval by the State of New York or an external accrediting body. During GAPP review of a proposal, each division representative on the committee is required to inform their own division of the proposal and provide feedback from that division to GAPP during the semester the proposal is being presented. The proposing division or group is also required to seek guidance from the Financial Resources Committee on the budgetary implications of the proposal during the semester the
proposal is being presented. These consultations are designed to insure sufficient input to the process and should not be used to slow down the proposal moving through the process.
Section 3  Membership
The Graduate Academic Policies and Programs Committee shall consist of twelve (12) members as follows:

Administrators:  Director of Admissions
Vice President for Academic Affairs/Dean of Faculty
Faculty:  One (1) faculty member from Faculty Council
One (1) faculty member from Priorities and Planning Committee
One (1) graduate faculty member from each Graduate program
Students:  Two (2) students selected from graduate programs.
Any member of the Molloy community may be solicited for relevant input and serve as a resource for program development for the GAPP

Section 4  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.

Section 5  Communication
Communication of the recommendations of the Graduate Academic Policies and Programs Committee shall be distributed to the Priorities and Planning Committee, the proposal making body and other entities upon whom the recommendation may impact at the earliest time after an issue has been discussed.

ARTICLE IV  STUDENT LIFE COMMITTEE

Rationale for new Standing Committee:
The Student Life Committee will be focusing on student-centered policies and programs which are rarely created solely by students. Student clubs and organizations are all advised/moderated by faculty, administrative or staff members. Athletic teams are managed by coaches and administered by the Athletic Department which is run by administrators and has a faculty representative who serves as a liaison between the faculty and Athletic Department. Athletic and student events are also attended by all constituencies. The Student and Residence Life Handbooks call for committees of faculty, administrators and staff in cases of formal judicial hearings and many of the policies come from specific departments (Information Technology, [as it applies to email and the internet], Academic Affairs, etc).

Section 1  Duties
The Student Life Committee shall:

a. Carry out periodic evaluations of the Student Handbook, Residence Life Handbook and student-related policies, and be responsible for the review of sponsored proposals.
b. Receive, review and take appropriate action regarding proposals on matters of student life and policy.
c. Send approved proposals to Colloquium and to the Priorities and Planning Committee.
d. To review, over a period of four (4) years, student life programs and services, to ensure their ongoing effectiveness, offering appraisals to the Student Outcomes Assessment Committee and, as needed, appropriate recommendations.
Section 2  Process Flow

Student Life and Programs (Non-academic) Process Flow
- Addition of resource intensive non-academic programs
  (Beyond allocation from student fees)
- Revision of student policies

Diagram details:
- Process Flow
- Two Way dialog
- Reconsideration
- Communication and Information flow
Section 3  
**Membership**
The Student Life Committee shall consist of twelve (12) members as follows:

**Students**
- Student Activities Coordinator
- Two (2) students at large elected from the undergraduate student body
- One (1) Resident Assistant
- 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 Campus Life
- Coordinator Residence Life
- 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 department/areas is being discussed, said departments shall be represented at Student Life Committee discussions.

Section 4  
**Communication**
Communication of the recommendations of the Student Life Committee shall be distributed to the Priorities and Planning Committee, the proposal making body, Molloy Student Government and other entities upon which the recommendation may impact at the earliest time after an issue has been discussed.

ARTICLE IVf  
**COMMUNITY AND CAMPUS LIFE COMMITTEE**

Section 1  
**Duties**
In order to assess and evaluate campus-wide services and working with the Institutional Assessment Committee and advisory committees (i.e., food service, public safety, bookstore and information technology, etc) the committee shall:

- Foster the development of positive student-faculty-administrator-staff interrelationships.
- Receive, review and take appropriate action regarding proposals on matters of campus life and **policy**.
- Send approved proposals to a Colloquium and to the Priorities and Planning Committee.

Section 2  
**Policy development information flow**
Section 3  Membership
The Community and Campus Life Committee shall consist of eleven (11) members as follows:

Students:
- Vice President, Molloy Student Government
- One (1) student elected from Molloy Student Government
- Two (2) students at large elected from the undergraduate student body
- One (1) student appointed by the Student Election Review committee and Office of Student Affairs

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

Any member of the Molloy community may be solicited for relevant input and serve as a resource for program development for the Community and Campus Life Committee

Section 4  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.
Section 5  Communication
Communication of the recommendations of the Undergraduate Academic Policies and Programs Committee shall be distributed to the Priorities and Planning Committee, the proposal making body and other entities upon whom the recommendation may impact at the earliest time after an issue has been discussed.

ARTICLE V  OPERATIONS 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:

<table>
<thead>
<tr>
<th>Vice President for Student Affairs</th>
<th>Community and Campus Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Student Affairs</td>
<td>Student Life Committee</td>
</tr>
<tr>
<td>Vice President for Finance and Treasurer</td>
<td>Financial Resources</td>
</tr>
<tr>
<td>Vice President for Academic Affairs/Dean of the Faculty</td>
<td>Undergraduate Academic Policies and Programs</td>
</tr>
<tr>
<td>Vice President for Academic Affairs</td>
<td>Graduate Academic Policies and Programs</td>
</tr>
<tr>
<td>Vice President for Information Technology Planning, and Research</td>
<td>Priorities and Planning</td>
</tr>
</tbody>
</table>

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 secure electronic means and paper copies. (Additional paper copies shall be available at the Colloquium)
c. Committee minutes shall be disseminated by e-mail.
d. 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.
e. The President shall send recommended proposals to the Board of Trustees for final dispensation.

ARTICLE VI  AD HOC COMMITTEES

Ad hoc committees may be formed at the discretion of the membership of each standing committee or by the President for the purpose of addressing unique and specific issues at the College that are deemed beyond the prevue of an existing standing committee.
ARTICLE VII  RECONSIDERATION OF DECISIONS

Section 1  Decisions
There are various decision making points in the governance process. This section describes how varying groups may move for reconsideration of decisions brought through the governance process as described in ARTICLE II.

There are potentially four (4) points in the process where a proposal might not be approved:
1. The Standing Committee receiving it does not approve the proposal
2. The Priorities and Planning Committee does not approve the proposal
3. The President does not approve the proposal
4. The Board of Trustees does not approve the proposal

At each point in the process, a non-approved proposal will be returned to the submitting committee with a detailed explanation of the issues/questions the committee, or individual, had with the proposal. Within an agreed upon period of time, the proposing committee and evaluating group will meet to evaluate outstanding issues. If an understanding between the groups can be achieved, the proposal will move to the next step. If an understanding between the groups is not achieved, the proposing committee may revamp the proposal by addressing the identified issues and re-initiate the approval process at the beginning. This step is essential to insure that all constituencies have input regarding the reworked proposal.

Section 2  Continued support for proposal
If after discussion with the non-approving committee, the proposing group wishes to modify its proposal and resubmit it for further consideration the modified proposal will start at the beginning of the process and each group will consider the proposal as a new proposal.

ARTICLE VIII  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 be 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  Colloquium Agenda
The Chair of Priorities and Planning Committee shall prepare the agenda for the Molloy College Colloquium.

Section 4  Agenda and Minutes
Colloquium agenda shall be distributed at least one (1) week before the Colloquium meets. Agenda and minutes for standing committees’ meetings and Colloquium meetings shall be distributed via email.

ARTICLE IX  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  Criterion for Membership
Criteria for standing committee-at-large elected membership shall be as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Administrators</td>
<td>Shall have completed two (2) years at Molloy</td>
</tr>
<tr>
<td>Faculty</td>
<td>must have completed at least two (2) years of full-time teaching at Molloy.³</td>
</tr>
<tr>
<td>Part-time faculty</td>
<td>See Faculty Handbook</td>
</tr>
<tr>
<td>Undergraduate students</td>
<td>Must be full-time and have completed at least one (1) year at Molloy</td>
</tr>
<tr>
<td>Graduate students</td>
<td>Must be matriculated in a graduate program and have completed three (3) credits of course work at Molloy</td>
</tr>
<tr>
<td>Staff</td>
<td>Must have completed at least two (2) years of full-time employment at Molloy</td>
</tr>
</tbody>
</table>

Section 2  Terms of Office
a. Administrators At large members for two (2) years
Faculty Two (2) years staggered for all members*

³ For specific requirements for faculty membership for each committee, see the sections on membership in Articles V through VIII
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  
**Times of Elections**

Elections to all standing committees shall be conducted by ballot independently by each constituency by the last week in April.

Section 4  
**Communication of Elections**

The Chair of Planning and Priorities will be notified by each constituency of the election of member. Notification of committee membership will be included in the meeting minutes.

ARTICLE X  
**MOLLOY COLLEGE POLICY DECISIONS 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. Decisions of the Board of Trustees on issues brought to them will be communicated to the College by the President’s office.

ARTICLE XI  
**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 governance committees for the purpose of soliciting input and determining a consensus on topics presented and to discuss. These meetings will also be called for the purpose of receiving and discussing proposals from the Molloy College Community on other items.

Meetings of the Colloquium will be called by the Chair of Priorities and Planning Committee and presided over by the President of the College. The Priorities and Planning Committee may call for additional Colloquia when the committee deems necessary.
Section 2 Communication
Minutes from the Colloquium will be distributed to Priorities and Planning Committee to aid in decisions and posted for College input.

ARTICLE XII 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

The President and Board of Trustees must subsequently approve amendment proposed by P&P. Results of the decisions will be communicated to P&P and the campus by the President.

ARTICLE XIII 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 XIV 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: FUNCTIONAL AND OPERATIONAL TEAMS AND COMMITTEES

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

COLLEGIATE COMMITTEE
The Collegiate Committee is a joint committee of the faculty and administration whose charge is to make recommendations to the President on Faculty compensation.

HEALTH AND WELFARE COMMITTEE
The focus of the Committee is to explore benefits not now offered as to desirability and feasibility, to examine benefits presently offered as to whether they are meeting today’s needs, to foster a better understanding, within the Molloy community of the present benefits plan.

PRESIDENT’S ADVISORY COMMITTEE ON CAMPUS SECURITY
The Committee shall review current campus security policies and procedures and make recommendations for their improvement.

ADMINISTRATIVE MANAGEMENT COUNCIL
The charge of the Administrative Management Council is to address and review non-academic issues related to the effective administration of the College. Specifically, the Council will focus on non-academic policy development review and implementation, assessment and improvement of operational processes and practices, and addressing other issues related to administrative effectiveness.

OTHER PARTICIPANTS IN MOLLOY COLLEGE GOVERNANCE

UNDERGRADUATE STUDENTS
Every undergraduate student who pays activities fees is a member of the Molloy Student Government and is eligible to participate in College Governance. The Molloy Student Government is the governing body of the Molloy Student Government. 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 Government are in the Student Handbook.
GRADUATE STUDENTS
Every graduate student who pays activities fees is a member of the Molloy Graduate 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. The duties and responsibilities of the College administrators are specified in the Employee Handbook.

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 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. The Constitution and By-Laws of Faculty Council are in the Faculty Handbook.

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. Staff policies are contained in the Employee Handbook.

ADVISORY GROUPS - The College will create and support significant area advisory groups to monitor operations and alert the College of issues pertaining to student support services.

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 and the Director of Institutional Research. The chair of this committee is designated as the Vice President for Information Technology, Planning, and Research.

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

a. Data are collected in an organized fashion.
b. Data are summarized and made available to the appropriate persons in non-academic and academic departments.
c. Data are used to improve the identified process.
d. The Assessment Plan is modified when necessary.
e. Make recommendations to the Priorities and Planning Committee regarding the Strategic Plan in light of assessment data.
f. 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, Deans, Associate Deans, Vice President for Enrollment Management, Vice President for Student Affairs, Vice President for Information Technology, Planning and Research, Director of Academic Support Services/TRIO, Director of Continuing Education, Director of Institutional Research, one graduate student and one undergraduate student. It is chaired by the Vice President for Academic Affairs.

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 Information Technology, Planning and Research.

The Student Learning Outcomes Assessment Group:
  a. Determines all procedures and processes in reference to student outcomes assessment.
  b. Determines the schedule and desired outcomes for assessment.
  c. Reviews the actual outcomes of assessment procedures and determines how assessment results are used.
  d. Maintains contact with all academic and administrative departments involved in the Student Outcomes Assessment Plan.
  e. Meets on a regular basis, at least once a semester, with the Undergraduate Academic Policies and Programs Committee to report on assessment activities.
  f. 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.
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 Prioritize: To form a plan from a proposal and then to devise a schema for accomplishing the goals of this plan and rank in order of their importance or need.
**Interrupted Committee Service:** A period of time such as sick leave, sabbatical, or study leave, when a 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.

**Program:** Undergraduate = Major, minor, or undergraduate academic grouping of courses, Graduate = Graduate Academic field of study.

**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 Spring, 2009
**Promotion and Tenure Policies**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Guidelines for Promotion and Tenure Candidates</td>
<td>83</td>
</tr>
<tr>
<td>Promotion and Tenure Committee</td>
<td>84</td>
</tr>
<tr>
<td>Procedure for Decisions on Promotion and/or Tenure</td>
<td>87</td>
</tr>
<tr>
<td>Criteria for Promotion for Full-Time Faculty</td>
<td>91</td>
</tr>
<tr>
<td>Promotion to Assistant Professor</td>
<td>91</td>
</tr>
<tr>
<td>Promotion to Associate Professor</td>
<td>95</td>
</tr>
<tr>
<td>Promotion to Associate Professor with Granting of Tenure</td>
<td>99</td>
</tr>
<tr>
<td>Promotion to Professor</td>
<td>104</td>
</tr>
<tr>
<td>Criteria for Rank of Professor Emeritus</td>
<td>109</td>
</tr>
<tr>
<td>Criteria for Promotion for Adjunct Faculty</td>
<td>110</td>
</tr>
<tr>
<td>Promotion to Adjunct Assistant Professor</td>
<td>110</td>
</tr>
<tr>
<td>Promotion to Adjunct Associate Professor</td>
<td>114</td>
</tr>
<tr>
<td>Promotion to Adjunct Professor</td>
<td>118</td>
</tr>
<tr>
<td>Addenda to Promotion Policies</td>
<td>122</td>
</tr>
<tr>
<td>Addendum for Faculty Hired prior to Fall Semester 2000</td>
<td>122</td>
</tr>
<tr>
<td>Criteria for Promotion for Full-Time Librarians</td>
<td>125</td>
</tr>
<tr>
<td>Promotion to Assistant Professor</td>
<td>125</td>
</tr>
<tr>
<td>Promotion to Associate Professor</td>
<td>127</td>
</tr>
<tr>
<td>Promotion to Professor</td>
<td>129</td>
</tr>
<tr>
<td>Addenda to Promotion Policies for Full-Time Librarians</td>
<td>131</td>
</tr>
<tr>
<td>Tenure Policy</td>
<td>136</td>
</tr>
</tbody>
</table>
C. PROMOTION AND TENURE POLICIES

1. Policy guidelines for Promotion and Tenure Candidates

Candidates for promotion and tenure follow different policy guidelines dependent on earned doctorate status at time of hire. The MFA is accepted as a terminal degree in the case of performance or studio arts candidates seeking promotion. Please note that candidates hired at the start of a Spring semester serve an additional semester prior to any application for promotion and/or tenure.

Candidates Hired without an Earned Doctorate or Terminal Degree

a. Candidates hired without a doctorate or terminal degree apply for the rank of Assistant Professor in the Fall of their 4th year of full-time teaching at the College. (See Promotion to Assistant Professor)

b. Candidates hired without a doctorate or terminal degree apply for tenure in the Fall of their 6th year of full-time teaching at the College. (See Tenure Policy)

c. Effective Fall 2014 Candidates hired as Instructors without a doctorate or terminal degree who apply for the rank of Assistant Professor in the Fall of their 4th year of full-time teaching and are promoted to Assistant Professor in their 5th year and concurrently or subsequently earn their doctorate or terminal degree and apply for and receive tenure must serve six (6) years in the rank of Assistant Professor (i.e., years five - ten (5-10) at the College) and may apply for Associate Professor in the Fall of their tenth (10th) year. (See Promotion to Associate Professor) Four (4) years full-time service as Associate Professor at Molloy is required for application to Professor.

Candidates hired as an Assistant Professor with an Earned Doctorate

Effective Fall 2011 (and subsequent years) Candidates hired as an Assistant Professor with a doctorate or terminal degree are required to apply for promotion to the rank of Associate Professor and Tenure concurrently. At time of hire, these Candidates apply to the VPAA and, if appropriate, receive one (1) to three (3) years of credit for prior years of service toward application for Tenure/Associate Professor. These prior years of service are credited as years in the rank of Assistant Professor. (See Promotion to Associate Professor with granting of Tenure pages 75-78.)

Candidates hired as an Associate Professor without Tenure

a. Candidates apply for tenure in the Fall of their 6th year of full-time teaching at the College. (See Tenure Policy)
b. Candidates hired as an Associate Professor must have 4 years of full-time service as Associate Professor at Molloy with a minimum of 10 years full-time college academic experience (See Promotion to Professor).

Candidates hired with earned tenure and the rank of Professor at a prior appropriately accredited institution will be granted tenure and the rank of Professor at Molloy at time of hire (VPAA discretion at time of hire, effective Fall 2014).

2. Promotion and Tenure Committee

   Membership

a. The Promotion and Tenure Committee will be composed of nine (9) members: five (5) Division representatives elected by each of their Divisions; one (1) representative from the Barbara H. Hagan School of Nursing; one (1) faculty representative elected at large from across all divisions and the Barbara H. Hagan School of Nursing; a Chairperson of the Promotion and Tenure Committee elected by a vote of all eligible faculty; and the Faculty President.

b. The seven (7) faculty representatives will be tenured, doctorally prepared faculty members with the rank of Associate Professor or Professor elected by the faculty for membership on the committee for a two (2)-year term as follows:

   1 faculty member from the Business Division
   1 faculty member from the Education Division
   1 faculty member from the Humanities Division
   1 faculty member from the Natural Sciences Division
   1 faculty member from the Barbara H. Hagan School of Nursing Division
   1 faculty member from the Social Sciences Division
   1 faculty member at large

c. The Chairperson of the committee will be a tenured, doctorally-prepared, full-time faculty member with the rank of Associate Professor or Professor with prior service for 1 term on either the Promotion or Tenure Committee, or the Promotion and Tenure Committee elected by vote of all full-time faculty for a three (3)-year term beginning in Spring 2015. In the event that the Chair must step down, the committee will elect an acting Chair from amongst the committee members.

d. Faculty chosen for membership understand the difficulty of serving on a Promotion and Tenure Committee, especially the need for objectivity for candidate portfolio evaluation.

e. Faculty chosen for membership understand the expectation that they will recuse themselves from specific deliberations when they perceive a conflict of interest.
f. Members of the Promotion and Tenure Committee are not eligible to serve on a 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.

Duties of the Promotion and Tenure Committee

Committee work commences on October 15th. Effective fall 2011 (and subsequent years) Candidates hired with a doctorate are required to apply for Associate Professor/Tenure at the same time. The first cohort of faculty will apply in 2016.

The Promotion and Tenure Committee shall:

a. have the right to 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; and

b. have the right to solicit information on campus to corroborate evidence submitted by candidates themselves or by other persons. All corroboration must be in writing.

The Promotion and Tenure Committee shall:

a. send a letter to all faculty members, during the first week of the fall semester referring them to the Faculty Handbook for promotion and tenure procedures and deadlines. This work shall be undertaken through the Faculty Council if the Promotion and Tenure Committee Chairperson has not been named prior to the first meeting of the committee;

b. receive all submitted materials from faculty members applying for promotion and, or, tenure on or before but not after October 15th of the year of application unless October 15th falls on a weekend in which case the portfolios are due on the Monday following October 15th;

c. notify the Vice President for Academic Affairs, by October 24, of the names of the candidates requesting promotion and, or, tenure: 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 9th;

d. review the portfolios of the candidates and check to see that all required documents are submitted. Grace Period: If any are missing the candidate must be informed and be allowed to submit the missing documents within ten (10) week days of being informed;

e. evaluate whether the candidate has met the criteria for promotion;

f. ascertain whether compliance with the requirements for tenure have been fulfilled;
g. return the portfolio to the candidate immediately without any evaluation in those instances where a candidate applied without appropriate degree/credits/length of service;

h. 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 forth in the Faculty Handbook;

i. make favorable or non-favorable recommendations with a ranking of each candidate to the Vice President of Academic Affairs and President in accord with the promotion policy set forth in the Faculty Handbook;

j. prepare a written report on the candidate, including a favorable or unfavorable recommendation to the Vice President of Academic Affairs and President as to tenure;

k. make favorable or non-favorable recommendations with a ranking of each candidate to the Vice President of Academic Affairs and President in accord with the Tenure policy set forth in the Faculty Handbook;

l. 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 tenure and or promotion to the candidates by the Administration. 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;

m. 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;

n. keep its deliberations confidential. It is not to vote until all reasonable doubts have been resolved; its vote, once taken, is final. In those cases where a candidate requests results of the deliberations, said candidates will be referred to the Office of Academic Affairs.

The Promotion and Tenure Committee is also the body to review candidates’ nominations for the rank of Professor Emeritus. 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 and Tenure. The responsibilities of the faculty committee on Promotion and Tenure with respect to candidates for the status of Professor Emeritus are as follows:

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 and Tenure Committee. In order to obtain this recommendation it must be established that meritorious service has been rendered. The Promotion and Tenure Committee will seek information regarding the candidate’s service at Molloy. (See Faculty Handbook section on Criteria for Rank of Professor Emeritus.)

The Promotion and Tenure Committee will forward its recommendation to the President within three (3) months of the initiation of its inquiry.

3. Procedure for Decisions on Promotion and, or Tenure

Procedure for Decisions on Promotion (A): Application and Submission of Documents

_Vice President for Academic Affairs (VPAA)_

It shall be the VPAA’s responsibility to confirm in writing to the Faculty Committee on Promotion and Tenure and to the candidate’s Division/School Dean the eligibility of the candidate applying with respect to length of service, and observance of contractual obligation.

_Candidate for Promotion_

Pre-note: No candidate for promotion may serve on the Promotion and Tenure 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 and Tenure Committee (or the Faculty Council) on or before October 15th:

a. an updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty Document including the Workload Data Sheet (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; and
d. Dean’s and Associate Dean’s/Chairperson’s recommendation according to stated guidelines, appropriate required Teaching evaluations, course outlines, etc. (consult the sections describing the particular requirements for each rank).

Division/School Dean

The Dean of his/her Division/School 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 by November 15th, 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 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 the Humanities, Social Sciences and Natural Sciences Divisions, the Dean will consult with the candidate’s Chairperson/Associate Dean prior to submission of the evaluation letter to the Promotion and Tenure Committee.

Department Chairperson/Associate Dean

The Chair/Associate Dean 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/Associate Dean will have access, monitored by the committee, to the proper candidates’ portfolios. The letter will be prepared by the Chair/Associate Dean during the same time that the committee is reviewing the candidate’s application and must be submitted by November 15th prior to the Committee’s final vote on the candidate. This letter reports the Chair’s/Associate Dean’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/Associate Dean as part of her/his office.

The Chairperson/Associate Dean will consult with the Division Dean to discuss the candidates in her/his Department who are applying for promotion.

Promotion and Tenure Committee

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

Procedure for Decision on Promotion (B): Evaluation of Candidates and Reports
The Promotion and Tenure Committee evaluates whether the candidate has met the criteria for promotion, 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 VPAA and 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 promotion.

**Procedure for Decision on Promotion (C): Appeal**

A faculty member denied promotion by the vote of the Board retains the right of appeal. See Part III, Section L, "Appeal from Adverse Promotion and Tenure Decisions."

**Procedure for Decision on Tenure (A): Application and Submission of Documents**

*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 Chairpersons/Associate Deans of their departments (if applicable);

c. the Dean of their Division/School; and

d. the Promotion and Tenure Committee.

*Candidate for Tenure*

It shall be the candidate's responsibility to submit to the chairperson of the Promotion and Tenure Committee on or before October 15th of the year of application:

a. an updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document including the Workload Data Sheet (Appendix VIII);

b. a letter of application including a self-evaluation, philosophy of teaching and rationale for tenure; and

c. evidence of fulfillment of the requirements for consideration of tenure as set in the policy description in the Faculty Handbook.
In cases where a department Chair is a candidate for tenure, it shall be his/her responsibility to request that the Division/School Dean consult with members of the department and submit to the Promotion and Tenure Committee an evaluation of the Chairperson's contribution as a faculty member together with the vote of the tenured faculty of that department (Appendix VC).

**Division/School Dean**

The Dean of the candidate’s Division/School 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 by November 15th 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/School Dean shall consult with members of that Chairperson's department and submit to the Promotion and 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.

**Departmental Chairperson/Associate Dean**

It shall be the Chairperson's/Associate Dean’s responsibility to:

- a. consult with the Division/School Dean to discuss the candidate;
- b. consult with members of the department regarding the candidate's suitability;
- c. send to the Promotion and Tenure Committee on or before October 15th the vote of the tenured members of the department; and
- d. the Chair/Associate Dean 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/Associate Dean will have access, monitored by the Committee, to the proper candidates’ portfolios. The letter will be prepared by the Chair/Associate Dean during the same time that the Committee is reviewing the candidate’s application and must be submitted by November 15th prior to the Committee’s final vote on the candidate. These letters report the Chair’s/Associate Dean’s experience of 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 Chair/Associate Dean as part of her/his office.

_Promotion and Tenure Committee_

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

**Procedure for Decision on Tenure (B): Evaluation of Candidates and Report**

The Promotion and 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 Vice President for Academic Affairs and 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): Appeal**

A faculty member denied tenure by the vote of the Board retains the right of appeal. See Part III, Section L, "Appeal from Adverse Promotion and Tenure Decisions."

**4. 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 and, or tenure are effective for faculty hired Fall 2000* and after.

**PROMOTION TO ASSISTANT PROFESSOR**

*Faculty hired before Fall 2000 should see Addendum.*

**I. PRE-REQUISITES**

**A. Professional and Workload Data Sheets**

An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document including the Workload Data Sheet (Appendix VIII).

**B. Time of Service**

Faculty without a terminal degree and four (4) years of full-time service to Molloy as
Instructor are eligible to apply for promotion to the rank of Assistant Professor. Faculty with a terminal degree may apply after two (2) years of full-time service to Molloy as an Instructor.

An instructor without a doctorate or terminal degree spends four (4) academic years of full-time teaching in that rank. In Fall of 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 in Fall of 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 of Application
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 (4) counts in this order.

1. Colleague Appraisal
Using the form in Appendix VA of the Faculty Handbook, the candidate's Chairperson/Associate Dean and Division/School Dean or the VPAA and at least one (1) 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 co-teaching with the candidate may not evaluate the teaching performance of the candidate.

2. Evidence of Departmental Collaboration in academic and related responsibilities
This evidence is provided by the Chairperson/Associate Dean and Division/School Dean using Appendix VB, (Section 2 of the Annual Review Process Document), or, in the unlikely event that a Chairperson is being appraised for Assistant Professorship, by all full-time members of the department using Appendix VC. 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 VE.

3. Student Appraisal
Teaching Effectiveness Evaluations of Fall and Spring courses taught by the candidate since initial contract, gathered through faculty-approved student surveys (Appendix VD, Form 1) conducted online by an external evaluating service 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 College faculty-approved survey format and procedure will be used. In the rare instance where student evaluation is unavailable, a letter from the Director of Institutional Effectiveness explaining the circumstances must be provided. However, absence of these evaluations is generally deemed a liability.

Please see Appendix VD Forms 2 and 3 for the Clinical Evaluation Forms. These forms must be submitted in the promotion portfolio for clinical courses in addition to teaching performance 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 (2) accomplishments.

Carefully chosen advancement in academic study and not fewer than 15 credits beyond the Master’s degree in the candidate’s own or an allied field substantiated by an official transcript from a nationally or internationally 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 15 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. 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 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 (2) 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 of 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 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.

*N.B.* that specifically academic contributions belong under B2 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**

The following is the policy for Promotion to Associate Professor for faculty hired prior to Fall 2011 and for all faculty hired with the rank of instructor after Fall 2011. Faculty hired before Fall 2000 should see Addendum.

**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 and Workload Data Sheets

An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document including the Workload Data Sheet ([Appendix VIII](#)).
B. Degree
An earned doctorate or terminal degree from a nationally- or internationally-accredited institution in the candidate's own or an allied field.

C. Time of Service
Four years of service to Molloy as Assistant Professor with eligibility to apply in Fall of the fourth year.

D. Letter of Application
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 the time of hire or 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.

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 (4) counts in this order

1. Colleague Appraisal
Using Appendix VA of the Faculty Handbook, the candidate's Chairperson/Associate Dean/Division/School 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. Faculty co-teaching with the candidate may not evaluate the teaching effectiveness of the candidate.

Evaluations should be solicited from as many tenured faculty as feasible.
Appendix VB, (Section 2 of the Annual Review Process Document), or, in the unlikely event that a Chairperson is being appraised for Assistant Professorship, by all full-time members of the department using Appendix VC.

2. Evidence of Departmental Collaboration in academic and related responsibilities
This evidence is provided by the Chairperson/Associate Dean and Division/School Dean using Faculty Handbook Appendix VB (Section 2 of the Annual Review Document) or, in the event that a Chairperson/Associate Dean/Division/School Dean is being appraised for Associate Professorship, by all full-time members of the department using Appendix VC. A Department Chairperson/Division/School Dean applying for promotion must request a letter of evaluation from the VPAA and Appendix VC 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 VE.

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 (Appendix VD, Form 1) conducted online by an external evaluating service, 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 six (6) semesters be reported and (2) that the Molloy College faculty-approved survey format and procedure will be used. In the rare instance where student evaluation is unavailable, a letter from the Director of Institutional Effectiveness 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 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.

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 (1) college-wide committee and evidence of service in Categories 1 and 2 and in either category 3 or 4 is expected. 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.

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 B2, 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 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 ASSOCIATE PROFESSOR WITH GRANTING OF TENURE**

The following policy for promotion to Associate Professor and Tenure applies to faculty hired with the rank of Assistant Professor in Fall 2011 and afterward.

**Pre-Note:** In recognizing a candidate’s suitability for ranks above that of Assistant Professor and for Tenure, 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 a tenured Associate or Full Professor in his/her profession. Qualitative evidence of genuine *advancement toward excellence* must be offered.

**Definition of Tenure:** 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 material for evaluation in the fall of the sixth year. However, up to three 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. Credit for such prior teaching service must be requested in writing by the faculty member at the time of original contract. Following verification, the faculty member shall be advised in writing of the number of years allowed as credit.

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.

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

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) Of itself, by accepted definition, tenure is not a promotion and does not entail salary: An increment; however, inasmuch as it is here connected to advancement in rank to Associate Professor, that advancement implicitly connects tenure to a “promotion” and an, increment for those who are hired in this policy.

(d) All tenured faculty members shall be evaluated by their Chairperson/Associate Dean/Division/School 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.

I. PRE-REQUISITES

A. Professional and Workload Data Sheets
An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document including the Workload Data Sheet (Appendix VIII).

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

C. Time of Service
Six (6) years of full-time teaching at Molloy at the rank of Assistant Professor with eligibility to apply in the Fall of the 6th year of full-time teaching.

D. Letter of Application
On or before 15 October in the year in which advancement is sought, a carefully worded letter requesting promotion and tenure and plainly stating the warrant therefor, must be sent by the candidate to the Faculty Committee on Promotion/Tenure.

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 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/tenure and should plainly refer the readers to the places in the candidate’s portfolio where thorough documentation of these achievements is provided.

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

A portfolio will be accepted only 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 VA of the Faculty Handbook, the candidates’ Chairperson/Associate Dean/Division/School Dean or the VPAA and at least one tenured colleague from the candidate’s department and at least one tenured colleague from another department/division 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 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
This evidence is provided by the Chairperson/Associate Dean and Division/School Dean using Faculty Handbook Appendix VB (Section 2 of the Annual Review Document) or, in the event that a Chairperson/Associate Dean/Division/School Dean is being appraised for Associate Professorship, by all full-time members of the department using Appendix VC. A Department Chairperson/Division/School Dean applying for promotion must request a letter of evaluation from the VPAA and Appendix VC from all full-time department members.

These evaluations should include a statement of support or non-support for the candidate’s promotion /tenure. Corroborative evidence is provided by students, who offer appraisals of the candidate as an academic advisor, using Appendix VE in the Faculty Handbook.

The candidate’s evaluation should show that s/he has become an integral part of his/her department/division and of the College by – for example – taking initiative in addressing challenges facing the department/division/College; devising strategies whereby the department/division/College can more effectively undertake its academic responsibility; participating on departmental/division/college committees; providing opportunities for the department/division and its majors/graduate students 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 (Appendix VD, Form 1) conducted online by an external evaluating service, 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 six (6) semesters be reported and (2) that the Molloy College faculty-approved survey format and procedure will be used. In the rare instance where student evaluation is unavailable, a letter from the Director of Institutional Effectiveness explaining the circumstances is required. However, absence of these forms is generally deemed a liability.

4. Evidence of Classroom Style and Academic Standards
This evidence is presented by the candidate’s course outline/requirements for all course offered in the year prior to applications 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 candidate’s effectiveness in meeting the goal described below and specified in what follows:

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; newsletters; 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 and Tenure 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 (1) college-wide committee and evidence of service in Categories 1 and 2 and in either category 3 or 4 is expected. 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.

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 B2, 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 the Associate Professorship and Tenure, 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.

This policy pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see **Addendum**.

**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 or internationally-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 or internationally-accredited agency.

**A. Professional and Workload Data Sheets**
An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty
document including the Workload Data Sheet (See Appendix VIII).

B. Time of Service
Four (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.

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 (4) counts in this order:

1. Colleague Appraisal
Using Appendix VA of the Faculty Handbook the following must appraise the candidate for full
professorship:

   a. the Vice President for Academic Affairs or a specified delegate

   b. the candidate's Chairperson/Associate Dean/Division/School Dean (who cannot be the
   VPAA's delegate) or else (where the Chairperson/Associate Dean/Division/School Dean
   of the department is the candidate) a tenured Associate Professor or Full Professor in the
department who is not the VPAA's delegate
c. no fewer than three (3) 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.)

d. 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/Associate Dean/Division/School 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 VE]. Nursing Department candidates must request evaluations from the Associate Dean and School Dean and at least 10% of the other full-time nursing faculty. Department Chairpersons/Associate Deans/Division/School Deans applying for promotion must submit a letter of evaluation from the VPAA and the Evaluation of Chairperson/Associate Dean/Division Dean [Appendix VC] 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 (Appendix VD, Form 1) conducted online by an external evaluating service 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 the last eight (8) Spring and Fall semesters will be reported and (2) that the Molloy College faculty-approved survey format and procedure will be used. In the rare instance where student evaluation is unavailable, a letter from the Director of Institutional Effectiveness explaining the circumstances must be provided. However, absence of these evaluations is generally deemed a liability.
Please see Appendix VD Forms 2 and 3 for the Clinical Evaluation Forms. These forms must be submitted in the promotion portfolio for clinical courses in addition to teaching performance forms.

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 (3) of the following since promotion to Associate Professorship.

1. Regular participation in associations germane to the candidate's field.
Documented indication of leadership roles undertaken thereon is required.

2. Appreciable representation in scholarly literature
The equivalent in fine arts or clinical practice (published or made available through other media) as follows.

   a. 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.

   b. 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 the field
Examples include: 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. Development of programs of study
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**

Recognition by peers at other colleges/universities.

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. 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**

*Examples include:* sustained and consistent record of college-wide committee service, exhibiting the qualities of leadership and vision, 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.

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 B2, 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. 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 and Tenure Committee
c. the Promotion and Tenure 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 and Tenure Committee will forward its recommendation to the President within three (3) months of its initiation.

II. RIGHTS AND PRIVILEGES

1. Emeriti shall be granted the following:

   a. Continued listing in the college catalog
   b. permanent identification card
   c. free parking permit, if requested
   d. faculty mailbox, if requested
   e. invitation to faculty functions
   f. permission to audit classes, if requested
   g. use of library
   h. use of research facilities, when available.
   i. 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.

PROMOTION TO ADJUNCT ASSISTANT PROFESSOR

I. PRE-REQUISITES
A. Professional and Workload Data Sheets
An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document including the Workload Data Sheet (See Appendix VIII).

B. Time of Service
An adjunct instructor without a terminal degree may apply for promotion after 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.

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 of Application
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 three (3) counts in this order.

1. Colleague Appraisal
Using the form in Appendix VA of the Faculty Handbook, the candidate's Chairperson/Associate Dean and Division/School Dean or the VPAA and at least one (1) 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 co-teaching with the candidate may not evaluate the teaching performance of the candidate.

2. Student Appraisal
Teaching Effectiveness Evaluations of Fall and Spring courses taught by the candidate since initial contract, gathered through faculty-approved student surveys (Appendix VD, Form 1)
conducted online by an external evaluating service 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 College faculty-approved survey format and procedure will be used. In the rare instance where student evaluation is unavailable, a letter from the Director of Institutional Effectiveness 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 (2) accomplishments.

Carefully chosen advancement in academic study and not fewer than 15 credits beyond the Master's degree in the candidate's own or an allied field substantiated by an official transcript from a nationally or internationally 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 15 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.

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 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 Adjunct 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 College:
At least two forms of service directly pertinent to the constituencies and aspirations of Molloy College must be evident.

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 or participation in campus events to which the local community is welcomed.  

N.B. that specifically academic contributions belong under B2 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.

Revised Spring, 2004
Revised Spring, 2007

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.

This policy pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum.

I. PRE-REQUISITES

A. Professional and Workload Data Sheets
An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document including the Workload Data Sheet (Appendix VIII).

B. Degree
An earned terminal degree from a nationally- or internationally 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 of Application
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.

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 VA of the Faculty Handbook, the candidate's Chairperson/Associate Dean/Division/School 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 and Tenure 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 (Appendix VD, Form 1) conducted online by an external evaluating service 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 College faculty-approved survey format and procedure will be used. In the rare instance where student evaluation is unavailable, a letter from the Director of Institutional Effectiveness explaining the circumstances must be provided. However, absence of these evaluations 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 what follows.

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.

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 (4) forms of service directly pertinent to the constituencies and aspirations of Molloy College must be evident.
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.

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.*

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.

*N.B.* that specifically academic contributions belong under B2 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.

This policy pertains to faculty hired Fall 2000 and after. Faculty hired prior to Fall 2000 should see Addendum.

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- or internationally-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- or internationally-accredited institution.

A. Professional and Workload Data Sheets

An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document including the Workload Data Sheet (See Appendix VIII).

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 of Application

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 and Tenure, 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.

Revised Spring, 2004
Revised Fall, 2004
Revised Spring, 2007

II. QUALIFICATIONS

A. Evidence of TEACHING EXCELLENCE since last promotion qualitatively measured by the Committee on the basis of all these FOUR (4) counts in this order:

1. Colleague Appraisal
   Using Appendix VA of the Faculty Handbook the following must appraise the candidate for full professorship:
   a. the Vice President for Academic Affairs or a specified delegate
   b. the candidate's Chairperson/Associate Dean/Division/School Dean (who cannot be the VPAA's delegate) or else (where the Chairperson/Associate Dean/Division/School Dean of the department is the candidate) a tenured Associate Professor or Full Professor in the department who is not the VPAA's delegate.
   c. 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.
   d. 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 (Appendix VD, Form 1) conducted online by an external evaluating service 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 College faculty-approved survey format and procedure will be used. In the rare instance where
student evaluation is unavailable, a letter from the Director of Institutional Effectiveness explaining the circumstances must be provided. However, absence of these evaluations 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 (3) of the following since promotion to Adjunct Associate Professorship

1. Regular participation in associations germane to the candidate's field.
   Documented indication of leadership roles undertaken thereon is required.

2. Appreciable representation in scholarly literature
   The equivalent in fine arts or clinical practice (published or made available through other media) as follows.

   a. 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.

   b. 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 the field
   Examples include: 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. Development of programs of study
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
Recognition 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.

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

At least six (6) forms of service directly pertinent to the constituencies and aspirations of Molloy College must be evident.

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.

N.B. that specifically academic contributions belong under B2 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

ADDENDA

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

Part-time Promotion Policy written and approved, May, 1982
Promotion Policy for Librarians written and approved, March, 1983
Full-time Promotion Policy revised, May, 1983
Full-time and Part-time 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 A1: must provide colleague appraisal from her/his Chairperson/Division Dean OR the VPAA OR a tenured colleague. Thus, ONE (1) appraisal is required not two.

Re: Qualifications B1: 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:

- a. Active participation on committees
- b. Participation in student activities (as described)
- c. Departmental/interdepartmental involvement:
  - i. development of new course and/or programs
  - ii. participation on departmental committees
  - iii. activities related to publicizing and/or expanding departmental activities (e.g., Open House)
  - iv. other comparable activities.

This is to be construed as a list of six (6), not three (3), 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 A1: must provide colleague appraisal from Chairperson/Associate dean/Division/School Dean, or VPAA, or tenured colleague. One (1) evaluation is required, though more than one (1) 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:

- a. involvement in committees
b. participation in student activities

c. publication of scholarly work or the equivalent in fine arts

d. evidence of community involvement or professional service through which Molloy is
represented or identified

e. departmental or interdepartmental involvement:
   i. development of new courses and/or programs;
   ii. participation on departmental committees;
   iii. activities related to publicizing and/or expanding departmental activities and
        programs (e.g., Open House);
   iv. 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 A1: must provide appraisals from Chair, VPAA, and at least two tenured
colleagues who hold the rank of Associate or Full Professor. Department Chairperson/Associate
Dean/Division/School Dean applying for promotion must have one form completed by a full-
time member of the department in lieu of the department Chairperson/Associate
Dean/Division/School Dean. Thus, four (4), not six (6), 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:

a. involvement in committees;

b. participation in scholarly activities;

c. 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);
d. evidence of community involvement or professional service through which Molloy is represented or identified;

e. departmental or interdepartmental involvement:
   i. development of new courses and/or programs
   ii. participation on departmental committees
   iii. activities relating to publicizing and/or expanding departmental activities and/or programs (e.g., Open House)
   iv. other

This is to be construed as a list of eight (8), not five (5), categories.

*Revised Fall, 2000
Revised Spring, 2002*

**CRITERIA 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)*

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)*.

3. Evaluations from patrons or Librarian's services; i.e., students and faculty.

Recommendation forms will be distributed to all faculty members at the time of promotion and will be returned to the Promotion Committee. 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)*. 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 lists 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. An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty Document (See 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.

_Revised Spring, 2000
Revised Fall, 2000_

**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 (Form #4).

b. Student/faculty evaluations of each year's service since time of initial contract (Form #2). These evaluations will be gathered through the Librarian Evaluation Week process (See Form #3).

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

C. Evidence of 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.

A. An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document (See 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 (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 (Form #4).
   b. student/faculty evaluations of each year's service since time of initial contract (Form #2). These evaluations will be gathered through the Librarian Evaluation Week process. (See Form #3).

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. An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document (*See 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.

Part-time Promotion Policy written and approved, May, 1982
Full-time Promotion Policy for Librarians written and approved, March, 1983
Full-time Promotion Policy revised, May, 1983
Full-time and Part-time 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 Scale Above
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
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
PROMOTION OF FULL-TIME LIBRARIANS
(FACULTY RECOMMENDATION FORM) (Number 4)

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
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.

1. Length of Service

   a. 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.

   b. 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.

   c. 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.

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

   e. 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.

2. 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.

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.

3. Requirements for Consideration of Tenure

The Promotion and 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 and Workload Data Sheets
An updated Full-time Annual Review Process for both Non-tenured and Tenured Faculty document including the Workload Data Sheet (See Appendix VIII).

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 Promotion and 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
The candidate for tenure will

1. have the terminal degree in his/her field or an allied field from a regionally- or internationally-accredited university at the time of hiring, or

2. have completed the terminal degree in his/her field or an allied field from a regionally- or internationally-accredited university since the time of hiring, or

3. 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.

II. Qualifications

A. Continued Effectiveness in Teaching to be appraised by Committee's review of

1. Colleague Appraisal
Using Appendix VA of the Faculty Handbook, the candidate's Chairperson/Associate Dean and the Division/School 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 Promotion and 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 (Appendix VD, Form 1) conducted online by an external evaluating service must be submitted. The candidate must take a proactive 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 College faculty-approved survey format and procedure will be used. In the rare instance where student evaluation is unavailable, a letter from the Director of Institutional Effectiveness explaining the circumstances must be provided. However, absence of these evaluations 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. Proficiency in the Field
Documented efforts at developing proficiency in one's field through regular attendance at appropriate conferences, workshops, conventions, etc.

2. Productivity
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 VB, or, in the case of a Chairperson/Associate Dean/Division/School Dean applying for tenure, Appendix VC, must be submitted.

   b. 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.

   c. Appendix VE, 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:

   a. interaction with colleagues to the advancement of the college's mission;

   b. efforts at assistance of students (other than advisement);

   c. recruitment-related efforts;

   d. other Molloy student-directed services;

   e. other Molloy faculty-directed services.

   f. 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
Revised December, 2014
F. SABBATICAL POLICY

I. 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.

II. 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.
III. 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.

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

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

4. 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.

IV. 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 VIIIA);
   b. updated Workload Data Sheet (Appendix VIIIB);
   c. a form of intent specifying:
      i. total salary for current academic year
      ii. choice of one-half (½) year or one (1) full year sabbatical
   d. a Sabbatical Coverage Form to departmental Chairperson/Associate Dean/Division/School Dean and request the Chairperson/Associate Dean/Division/School Dean to submit the completed form to the Sabbatical Committee by October 15;
   e. a written Sabbatical Proposal to the committee by October 15 of the year of application.

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/Division/School 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 Professional Center Committee for further sharing with faculty.

**B. Procedure for Departmental Chairperson/Division Dean**

1. It shall be the Chairperson/Division/School Dean’s responsibility to meet with the prospective sabbaticant to complete the form indicating in what manner courses will be covered during the sabbatical. 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/Division/ or School Dean be granted a sabbatical during the course of her/his term, the chair shall be occupied during the sabbatical by a Chairperson/Associate/Division/School Dean _pro tem_ with full authority. The policy in no way increases or decreases the Chairperson/Associate/Division/School 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:

   a. to send a notice to full-time teaching faculty reminding potential sabbaticants to submit all sabbatical materials:
      i. updated Professional Data Sheet;
      ii. updated Workload Data Sheet;
iii. Proposal;

iv. Form of Intent;

v. Notice to be sent every year in Spring semester.

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

c. 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;

d. 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;

e. to review current salaries of potential sabbaticants and to project the cost of sabbaticals;

f. 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;

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

h. 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;

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

V. 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.

Revised Spring, 1983
Revised Spring, 1988
Revised Fall, 1991
Revised Spring, 1998
Revised Spring, 2002
Revised Spring, 2003
Revised Spring, 2009
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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
G. 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.

1. 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:

h. 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.

i. to pay cost of replacement when necessary if faculty workload reduction is approved.

2. Eligibility

a. 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.

b. Former full-time faculty members who have taught three (3) years and now teach part time.

c. Faculty who are applying for sabbatical.

d. 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.
e. Faculty may not be funded more than once in an academic year, whether acting as principal or co-investigator.

f. The principal investigator must be an eligible Molloy faculty member.

Revised Spring, 1998

3. Responsibilities of the Committee for Faculty Scholarship and Academic Advancement in regard to Research/Scholarship

a. Determine candidate’s eligibility for award;

b. Accept and date all materials submitted by the candidate;

c. Evaluate and vote to accept/reject each proposal based on the following considerations:

   i. The clarity of the overall description of the project. Any proposal that does not follow the guidelines will not be accepted.

   ii. A critique of the strengths and weaknesses of the proposal. Decisions will be based on the quality of the proposal.

   iii. An assessment of the reasonableness of the budget.

d. Rank accepted proposals on the basis of the quality of the proposal;

e. 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;

f. Notify all candidates regarding the acceptance/rejection of their proposal and the amount of funding if awarded;

g. Send expense form (Form B) and status sheet (Form C) to previous year’s recipients;

h. Receive oral reports from researchers at the conclusion of the project (time to be specified by candidate and committee);

i. Review and monitor yearly budgeted monies received from the College;

j. Plan and implement an annual Faculty Research Day;

k. Serve as a liaison to faculty and Faculty Professional Center for instructional research needs:

   i. receive recommendations from administration and faculty regarding a specific college-wide research need;
ii. communicate to faculty.

1. Recommend any changes in Research/Scholarship Awards policy to the Faculty Council for approval.

m. 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.

n. Publicize the research/scholarship activities of the faculty.

o. Adopt appropriate rules for the proper conduct of the committee’s duties.

4. 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);

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) 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) to the Committee for Faculty Scholarship and Academic Advancement within one year of receipt of monies;

i. present research at future Faculty Research Day.

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 the Vice President for Academic Affairs;

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 Faculty Scholarship and Academic Advancement should retain copies of all funded proposals in Committee files. Send Expense Form (Form B) and Status Sheet (Form C) 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  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: ____________________________________________________________

1. Is this project a requirement of a doctoral program?  [ ] Yes  [ ] No

2. 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.

*Please refer to Faculty Handbook for Faculty Research/Scholarship Policy

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):

Grants you have received from this committee over the past five (5) years:

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grants you have received from outside sources over the past five (5) years:

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________</td>
<td>____________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>Item:</td>
<td>Amount:</td>
<td>Rationale:</td>
</tr>
<tr>
<td>____________________________</td>
<td>____________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>Item:</td>
<td>Amount:</td>
<td>Rationale:</td>
</tr>
<tr>
<td>____________________________</td>
<td>____________________________</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

II. Support Services:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________</td>
<td>____________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>Item:</td>
<td>Amount:</td>
<td>Rationale:</td>
</tr>
<tr>
<td>____________________________</td>
<td>____________________________</td>
<td>____________________________</td>
</tr>
<tr>
<td>Item:</td>
<td>Amount:</td>
<td>Rationale:</td>
</tr>
<tr>
<td>____________________________</td>
<td>____________________________</td>
<td>____________________________</td>
</tr>
</tbody>
</table>
III. Research Related Travel Expenses:

Item: ____________________________________________
Amount: ___________________________________________
Rationale: ___________________________________________

Item: ____________________________________________
Amount: ___________________________________________
Rationale: ___________________________________________

Item: ____________________________________________
Amount: ___________________________________________
Rationale: ___________________________________________

IV. Other Financial Needs:

Item: ____________________________________________
Amount: ___________________________________________
Rationale: ___________________________________________

Item: ____________________________________________
Amount: ___________________________________________
Rationale: ___________________________________________

Item: ____________________________________________
Amount: ___________________________________________
Rationale: ___________________________________________
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
NAME_______________________________DEPARTMENT/DIVISION________________

DATE OF GRANT______________PROJECT COMPLETION DATE________________

EXPENSES (1):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$</td>
</tr>
<tr>
<td>Library costs/books/periodicals</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Printing/Duplicating</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
</tr>
<tr>
<td>Telephone/Fax</td>
<td></td>
</tr>
<tr>
<td>Secretarial/clerical services</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$ (B)</strong></td>
</tr>
<tr>
<td><strong>Amount of Grant</strong></td>
<td><strong>- (A)</strong></td>
</tr>
<tr>
<td><strong>Unexpended Amount (if any)</strong></td>
<td><strong>$ (A-B)</strong></td>
</tr>
</tbody>
</table>

All expenses must be adequately documented by receipts or other appropriate documentation.

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. After five years, the College will no longer pay the salary difference to the active duty employee.

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 an employee is called for jury duty or in response to a subpoena, time off to complete the service will be provided. The College will pay the difference between the employee’s regular pay and the amount paid by the court. 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. This pay will be offset from the employee’s normal paycheck for the period served.

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:

a. The birth of or to care for a newborn child (within one year of birth);
b. Placement of a child for adoption or foster care or to care for the newly placed child (within one year of placement);

c. To care for a spouse, child, parent or parent-in-law with a serious health condition; or

d. For the employee’s own serious health condition.

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 re-certification 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 prior to being eligible for unpaid leave. Any paid leave for an FMLA qualifying reason will be charged against your entitlement for FMLA leave.

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
Revised 2014

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.
Blood Donation

In compliance with New York State law, and in recognition of the importance of this topic from a public health perspective, the College provides its regular employees, who work an average of 20 or more hours per week, with three hours of leave per calendar year for the purpose of donating blood. Requests for more than three hours are subject to supervisory approval. Employees with accrued time may choose to use accrued sick time, personal time or vacation time for all or part of the leave taken for blood donation purposes. Supervisors may require confirmation from the employee of his or her attendance at the blood donation site.

Time Away from Work for Lactation

In compliance with New York State law, and in support of the College’s mission, Molloy recognizes and respects the accommodation of working mothers who choose to express milk during work time, without discrimination. The College will provide reasonable time away from work for lactating mothers to express breast milk and will make reasonable efforts to provide a private room or other location in proximity to the work area for such activity. Unpaid or paid meal time, as well as personal time, family and medical leave, vacation or flexible scheduling can be used for this accommodation. To make reasonable time away from work arrangements, College employees must request time off, in advance from their supervisor, in accordance with the department or division’s procedure for requesting time off from work.

J. Termination of Service

1. Retirement

Faculty members are eligible to participate in a retirement plan. Please refer to the benefits section for details.

Faculty Transitional Position

Eligibility

Faculty members who reach the age of 63 with 20 years of service may be eligible for a Faculty Transition Position.

Ordinarily, no more than five percent of the full time faculty may hold the Faculty Transition Position at one time. For example, for the 2012-2013 academic year, there are 178 full time faculty members. Therefore, 9 faculty members may hold the Position. The final approval for Transition Position(s) rests with the VPAA. Ordinarily, faculty members with more seniority at the College will be given preference over faculty with less seniority.

Teaching load of 12 credits per year.
Graduate faculty may request a teaching load of 9 credits per year based on the research that they are doing that year. The decision to reduce the load from 12 credits to 9 credits will be made by the VPAA on a yearly basis.

Advisement load of a maximum of 20 students.

When the Faculty Member assumes the Transition Position:
   a. The Faculty Member will resign from their full-time position and lose tenure.
   b. The College will no longer contribute to TIAA/CREFF or AIG/BALIC.
   c. The Faculty Member may choose to receive pension money at this time.
   d. The Faculty Member may hold the Transition Position for a maximum of three years.

Position Benefits

Eligibility for full health coverage (appropriate forms must be completed and contribution normally paid by the faculty for health coverage must be made).

Compensation at one half base salary (stipends received by full-time faculty such as stipends for serving as Chairperson, Program Director or other activity would not be included in the base salary).

Continued membership in the College’s Life Insurance Program.

Continued membership in the College’s Long Term Disability Insurance Program.

Continued eligibility in the College’s Tuition Remission Program.

Continued membership in the College’s Dental Insurance Program.

For any classes taught after completion of the Transition Position, payment at 125% of the regular adjunct pay rate.

Application Process

The Faculty Member must request a Transition Position for the following academic year. Applications must be made in writing to the VPAA and the Faculty Member must submit a resignation letter, effective August 31st, at the time of approval of the Transition Position.

Ordinarily, Faculty Members will be notified regarding their approval for a Transition Position soon after submitting their application.

Replacement Process for Departments/Divisions who have Transition Faculty Positions:
The Faculty Members Position may be filled with a new full time position at any point during the three year Transition Position term or the Position may not be replaced with a full time faculty member until the conclusion of the three year term. This decision will be made dependent on
budgetary considerations at the discretion of the President and VPAA in consultation with the Department/Division Chairperson/Dean.

Faculty Members interested in this position should refer to the *Guide to Social Security and Medicare* available in the Human Resources Office. This document addresses salary and Social Security issues. Please note, dependent on your age at time of application, you may not be eligible to receive this salary and collect full Social Security benefits.

### 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

*Revised Spring, 1998*
*Revised Spring, 2008*

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.

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

c. 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.

d. 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

e. 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

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.

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**

1. **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.

2. **Coverage**

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.

A grievance may not be brought with respect to:

a. 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;

b. Dismissal proceedings as outlined in J.

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.

3. **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:

i. The grievant's name, including academic title and department;

ii. A brief description of the grieved act and the date on which it occurred;

iii. 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;

iv. A statement indicating the remedy sought by the grievant;

v. 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.

4. 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).

5. 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.

6. 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

7. 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.
8. Further Revisions 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
Revised Fall, 2000

L. Appeal From Adverse Promotion and Tenure Decisions

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 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.

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.

An appellant may disqualify two members of the Grievance Committee if he or she has reason to believe they are not wholly disinterested.

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.

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.

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.

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.

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.

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.

1. Term

   a. The term of office of Chairperson is three (3) years. At the end of each term, renewal or new appointment is mandatory.

   b. 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.
c. 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.

d. 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.

e. 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.

2. Process for Selection of Chairperson:

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.

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.

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

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

The names of candidate(s) will be posted in the department.

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,

a. notify the department of the results of the vote. The candidate receiving a plurality of votes will be recommended by the department

b. notify the Vice President for Academic Affairs of the results of the vote and the department's/division’s recommendation.

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

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.

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.

Revised Spring, 1998
Revised Fall, 2002
PART IV:
AIDS TO TEACHING/SERVICES TO FACULTY

FACULTY PROFESSIONAL CENTER ................................................................................................................................. 176
ORIENTATION ........................................................................................................................................................................ 176
LIBRARY SERVICES ................................................................................................................................................................... 177
  General .................................................................................................................................................................................. 177
  Facilities ................................................................................................................................................................................ 177
  Collections .......................................................................................................................................................................... 177
  Services for Faculty ............................................................................................................................................................. 178
PURCHASING AND ADMINISTRATIVE SERVICES ................................................................................................................... 178
DESIGN AND PRINT SERVICES .............................................................................................................................................. 179
MAIL CENTER .......................................................................................................................................................................... 179
  Incoming Mail ....................................................................................................................................................................... 179
  Mail Processing ................................................................................................................................................................. 180
  Incoming Packages ............................................................................................................................................................. 180
ACCOUNTING OFFICE .............................................................................................................................................................. 180
REGISTRARS OFFICE .............................................................................................................................................................. 181
  Room Allocation ............................................................................................................................................................... 181
DINING, FACULTY LOUNGES ................................................................................................................................................ 182
PARKING ................................................................................................................................................................................ 182
RELIGIOUS OPPORTUNITIES AND COUNSELING SERVICES ................................................................................................. 182
ROOM RESERVATIONS (NON-CLASSROOM SPACE) .................................................................................................................. 182
CALENDARS ............................................................................................................................................................................ 183
LOST AND FOUND .................................................................................................................................................................. 183
NOTARY PUBLIC ..................................................................................................................................................................... 183
OFFICE FACILITIES ................................................................................................................................................................ 183
OFFICE SUPPLIES .................................................................................................................................................................. 183
TELEPHONE SERVICE ............................................................................................................................................................ 183
TECHNOLOGY AND INSTITUTIONAL EFFECTIVENESS ......................................................................................................... 184
FITNESS CENTER .................................................................................................................................................................... 184
HEALTH NEEDS ..................................................................................................................................................................... 184
EMPLOYEE ASSISTANCE PROGRAM .................................................................................................................................... 184
THE ARCHIVES AND RECORDS CENTER ................................................................................................................................ 184
PART IV: 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. ORIENTATION

Orientation of the new faculty member is the responsibility of the Vice President of Academic Affairs and the Chairperson/Division/School Dean of her/his department. The Vice President for Academic Affairs conducts at least one group orientation session for the new faculty each semester. Chairpersons/Division/School Deans and colleagues are always available for assistance. Chairpersons/Division/School 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.

1. Faculty Administrative Assistant

The Faculty Administrative Assistant 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 “JET” LIBRARY

1. General

Located on the second floor of Kellenberg Hall, The JET Library is open 84 hours per week, with extended hours offered during finals. Reference librarians and virtual Chat services are available during these hours for research assistance to anyone on or off campus. Degreed librarians are always available to provide individualized assistance to students and faculty and support three shifts across multiple service points and locations. Molloy’s ID card serves as the library borrowing card and the same username and password used for email provides off campus access to an extensive collection of electronic resources.

2. Facilities

The first floor of the library has designated areas for quiet and group study. This space provides tables for groups to convene or to accommodate single users working with laptops; individualized study carrels are located in the adjoining room. Research computers are available in the Main Reference area, along with scanning systems and a self-service kiosk. There are three library instruction labs on premises. Two of the labs are available for student use when library classes are not in session. The library’s Patron Services area contains physical reserve and interlibrary loan materials, print journals and houses a wide range of educational videos and DVDs. The Rochelle Sager Media center is also located here and provides video, audio and microfilm equipment as well as computers for DVD viewing and VHS compatible players with reservable space for larger groups. Immediately adjacent to Patron Services is the Education Resource Center, which includes study tables and houses a diverse collection of varying formats designed to aid prospective teachers and faculty in lesson planning and curricular development.

Outside of the JET Library, reference services are available in the Information Commons, located on the second floor of the Public Square building. This facility houses multiple-use, student-friendly spaces with readily available technology and support services that encourage inquiry via socialization as well as provides a convenient informal meeting ground for teacher-student and peer mentoring. The Information Commons offers forty computers, scanning and color printing capabilities as well as four study rooms that students can reserve in advance via an online system. A Health Sciences Librarian is embedded on site several hours a week at the Barbara H. Hagan School of Nursing. Lastly, the Suffolk Extension Center in Farmingdale, NY has a library facility that has research computers, tables for group study and reference services.

3. Collections

Beyond the library's physical collection of books, media and periodicals, there is also 24x7 access to hundreds of thousands of eBooks, as well as full text to millions of articles or streaming media contained within numerous subscription databases and accessible via the library homepage (molloy.edu/library). The library also provides numerous research guides (molloy.libguides.com) that supports the Freshman Studies (FST) Program, specific disciplines and even particularly unique assignments.
In order to showcase the works of students and faculty, the library launched a Digital Commons in 2017 (digitalcommons.molloy.edu). Any school, division, department or faculty member is welcome to contribute published works, newsletters, conference events and other student submissions in virtually any format. Electronic Theses and Dissertations are also housed here and any graduate program has the opportunity to participate in JET’s ETD submission workflow.

4. **Services for Faculty**

The Faculty section of the JET homepage provides quick access for most requests e.g., books, journals, media, instructional sessions, assistance with reserves, etc. For collection development, new degree programs or accreditation needs, liaisons are available in every subject to collaborate with faculty on improving the offerings.

Accessible via Canvas, there is a fully automated and self-service system for faculty to place materials on reserve. Additionally, faculty can request materials that are either unavailable or not held in the collection via Molloy’s Interlibrary Loan system, or leverage the library’s Research Loan Program (RLP) to reserve and retrieve books from one of a hundred locally participating institutions.

Molloy’s Digital Commons is a uniquely powerful open access vehicle that provides global exposure to faculty works via Google and Google Scholar; it is also integrated into the prestigious Digital Commons Network. Faculty that contribute to the Digital Commons receive their own personalized Dashboard and will be able to monitor which institutions and geographic locations downloaded their works. Lastly, students or faculty from any location are welcome to request group or individualized instruction sessions via an online form. Virtual one-on-one sessions are also available for online or hybrid faculty.

*Revised Fall, 2017*

**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.

Purchasing Policies & Procedures may be found on the College website.

Other services provided by the Purchasing Office include the following:

- 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 booklet-maker. 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 (Please see Purchasing Policies & Procedures).

A walk-up black/white photocopier is available to all departments 24/7 at the entrance to K012. A departmental security code is required to operate this equipment (please consult your chairperson).

F. MAIL CENTER (K012)

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 main Mail Room is located in the lower level of Kellenberg Hall, Room K-012. It is open from 9 a.m. to 5 p.m. There is a slot in the door for your outgoing envelopes when the mail room is closed. There is a USPS mailbox located outside at the northeast corner of Kellenberg Hall for your stamped, personal mail.

1. 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.

2. **Mail Processing**

**Administrative Offices:** Mail room personnel deliver mail to all administrative offices. If you prefer, you can pick up your mail in the Mail Center.

**Faculty Offices:** The Faculty Mail Room is located in the Faculty Professional Center, K322. All faculty, except for those in clinical positions and in the field have 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).

3. **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. 3058 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.**

The Mail room does not keep cash or take credit cards. No personal mail will be accepted by the Mail room. Books of first-class postage can be obtained at the book store, located in the Public Square.

For questions, please contact Granger Holt, Assistant to Coordinator, at 516-323-3059 or gholt@molloy.edu.

*Revised July, 2009*

**G. SERVICES TO FACULTY FROM THE ACCOUNTING OFFICE**

The Accounting Office also supplies the following forms:

- Accounts Payable Transmittal Slip. Bills for departmental purchases are forwarded to the Accounting Office by the department Chairperson/Division/School Dean. Receipts must be attached to the Transmittal Slip.
- Travel approval forms to be approved by the Vice President for Academic Affairs and follow-up forms for reimbursement of convention expenses money requests in conjunction with travel.

*Revised Spring, 1999*
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/School Deans and advisors. No student record or status sheet can be removed from the Registrar's Office.

Class lists are available on line.

Final Grade Report Forms are distributed on line. Grades are to be entered on line within forty-eight (48) hours (twenty-four (24) hours for seniors in Spring semester) after the final exam for that particular class.

The Scheduling of Courses is planned by departmental Chairperson/Division/School 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:

- registration statistics
- up-to-date course enrollments
- listing of majors/minors
- Field of Concentration Report - number of majors in each department
- grade distribution
- 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.
I. **Dining, Faculty Lounges**

Food services for all are located in the Anselma Room, and in the Public Square at the Quick Byte Café, Subway, and Starbuck’s. Vending machines are located on the lower level of Kellenberg, Casey, Siena, Hagan, 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. 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 and on the Molloy College website.

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 in the Public Square, Room 320. 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 through Student Personal Counseling Services.

L. **Room Reservations (Non-Classroom Space)**

Room reservation guidelines, instructions for using the R25 room reservations system including the link to the calendar for event availability, and an interactive room reservation request form are available in Appendix XVIII. The link to access the 25Live website is [http://schedule25.molloy.edu/25live/](http://schedule25.molloy.edu/25live/). Currently, the site is only accessible on campus. The Molloy College website provides room reservation forms and ample links to Schedule 25. The R25 Live online event reservation system is designed to allow a user to browse for spaces to hold an event, meeting or gathering, and to confirm that the event has been booked by the appropriate room scheduler. It is the responsibility of the user to check the R25 live site to ensure that the event has been posted and that everything has been entered correctly. Corrections or changes to the original posting must be reported immediately. Please allow two weeks for postings.
Questions concerning website access or viewing events may be directed to Michael Olivo in the IT Department at extension 4840, or via email at molivo@molloy.edu. For questions pertaining to bookings, please contact Michell Delmonte-Synnott at extension 3030, or via email at mdelmonte-synnott@molloy.edu.

Revised Spring, 1999

M. CALENDARS

An academic calendar is provided in the college catalog and on the Molloy College website. The activities calendar is distributed each Fall by the Vice President for Academic Affairs. An events calendar containing pertinent information for administration, faculty and staff is issued by the Public Relations Office.

N. LOST AND FOUND

Many items are lost and found throughout the campus. Please submit the item information on the Molloy College Lost and Found webpage. Please do not send mass NetMail blasts. When lost property is found please bring the property to the public safety command center located off of the reserved/visitor’s parking lot. Public Safety Officers are on duty twenty-four (24) hours a day seven (7) days a week. This permits the lost property to be recovered at any time by the rightful owner.

O. 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.

P. 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.

Q. OFFICE SUPPLIES

Necessary office supplies (letterhead, pens, pencils, etc.) may be obtained from an outside vendor. Please consult with Purchasing and Administrative Services for the most current information regarding the purchase of supplies.

R. 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.
S. TECHNOLOGY AND INSTITUTIONAL EFFECTIVENESS

The Office for Technology and Institutional Effectiveness supports the College community in its teaching, research, administrative and community service endeavors by providing leadership and expertise in information technology solutions. The Office for Technology and Institutional Effectiveness provides users with advisory and analytical services and institutional research resources and the ability to communicate world-wide through a variety of media. A wide range of computing services and facilities are provided for members of the Molloy community, including high-speed wired and wireless internet, email, file storage, software and printing. Training courses and materials related to the technology are provided by Molloy College's Technology Support Services.

T. FITNESS CENTER

The Molloy College Fitness Center is located adjacent to the gymnasium on the ground floor of Wilbur Hall. The weight room is open to Molloy College students, faculty, staff, administration and alumni. Faculty members may utilize the Fitness Center outside of regular work hours. Center rules and regulations and hours of operation are posted on the Molloy College website. Please call Molloy Athletics at 516.323.3608 with questions related to the Fitness Center.

U. HEALTH NEEDS

Health and Wellness Services is available for emergency care and health counseling for all employees and students.

V. 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 (1-866-620-2011). 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
Revised Spring, 2013

W. THE ARCHIVES AND RECORDS CENTER

The Archives and Records Center serves Molloy College and its community by collecting, preserving, interpreting and providing access to resources relevant to the history of the college and its culture, as well as other resources of interest to Molloy. The records services program
operated by the archives is Molloy's first formal records management initiative. This program will ensure the consistent and cost-effective management of records throughout their life-cycle, from creation through to their final disposition.
PART V:
MOLLOY COLLEGE POLICIES

EMPLOYMENT POLICY STATEMENTS ................................................................. 188
Affirmative Action Policy Statement ............................................................... 188
American's with Disabilities Act ................................................................. 188
Non-Solicitation Policy ................................................................................. 189
  Solicitation by Employees ................................................................. 189
  Solicitation by Non-Employees and Organizations ........................................ 189
  Bulletin Board Posting ...................................................................... 190
Disruptive Conduct .................................................................................. 190
Children at the Workplace ..................................................................... 191
Drug and Alcohol Policies ....................................................................... 191
Non-Smoking Policy ............................................................................... 192
Responsible Use of Information Technology .............................................. 192
Email Policy ........................................................................................... 193
  Acceptable Use of Email ................................................................. 193
  Prohibited Use of Email ................................................................. 193
  Account Creation ........................................................................... 193
  Account Retention and Deletion ......................................................... 193
  Email Forwarding ........................................................................... 193
  Mass Email Distribution ................................................................. 193
  Spam ............................................................................................. 194
  Storage ............................................................................................ 194
  Access, Privacy and Disclosure .......................................................... 194
  Penalties and Consequences ............................................................... 195
Social Media Policy ............................................................................... 195
  Purpose of Policy .......................................................................... 195
  Definitions ..................................................................................... 195
  General Statement ...................................................................... 195
File Sharing and Multimedia Access Policy ............................................... 196
  Definitions ..................................................................................... 196
  Policy ............................................................................................ 197
  Exceptions ..................................................................................... 197
Use of Personal/College Vehicles .............................................................. 197
Public Safety and Security .................................................................... 198
Emergency Closing .............................................................................. 198
ID Cards ............................................................................................... 198
Reference Verification .............................................................................. 198
Employment Eligibility Verification ........................................................ 199
Unemployment Insurance ...................................................................... 199
Equal Employment Opportunity ............................................................ 199
ANTI-HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT .......... 199
Title IX and Sexual Misconduct Policy
Non-Discrimination and Anti-Harassment Policy
PART V. MOLLOY COLLEGE POLICIES

A. EMPLOYMENT POLICY STATEMENTS

1. Affirmative Action Policy Statement

Molloy College is committed to a policy of equal opportunity and non-discrimination regarding all educational, student programs and employment actions and further commits not to discriminate against any individual on the basis of an individual’s race, creed, color, national origin, ethnicity, sex, sexual orientation, gender identity, disability, genetic predisposition or carrier status, age, religion, marital status, veteran status, status as a disabled or Vietnam-era veteran or any other basis protected by applicable local, state or federal laws.

To further ensure the College’s commitment to equal employment opportunity, the College maintains an affirmative action program in accordance with applicable laws, regulations, executive orders, and government directives. The College has taken, and will continue to take, affirmative action to recruit and advance qualified women, racial and ethnic minorities, persons of minority sexual orientation and gender identity, individuals with disabilities, and veterans. 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 ADA and applicable state and local laws prohibit employment discrimination against “qualified individuals with disabilities.” Under the ADA, a qualified individual with a disability is an individual with a disability who is qualified for (meets the skill, experience, education, and other job-related requirements) a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job.

Upon request, each qualified person with a disability shall receive reasonable accommodations necessary to ensure equal access to employment, educational opportunities, programs, services, and activities, when such accommodation is not an undue hardship on the College.

Employees with disabilities are asked to self-identify with Human Resources and make their requests for accommodation and support.

Accommodation Request for both religious and disability related accommodations Accommodations and services are provided through the Molloy College Office of Academic Support Services.

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and it's amendments, Molloy College provides reasonable accommodations and services upon request to individuals with documentation supporting a covered disability or chronic illness.

ADA/Section 504 Coordinator
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.

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.

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 college will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, then the college will immediately notify the requesting party of such conflict.

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:

- employees may be solicited outside of buildings and facilities in which they actually work if they are on non-work time
- 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.

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.

Visitation

Employees may have visitors at the College. Discretion should be used when receiving personal visitors and such visits should not interfere with departmental business.
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 is concerned about illegal drug use and alcohol abuse in our society and in our community. The College regards illegal drug use and alcohol abuse as serious problems that can affect the entire College community. Members of the Molloy community must be aware of the College drug and alcohol policies, as well as pertinent local, state, and federal laws. It is also important that all members of our community know that help is available for those who need it. The College campus is subject to local, state, and federal laws concerning the possession, use, distribution, and manufacture of drugs, including alcohol. The manufacture, possession, distribution, sale, or use of illegal drugs, and/or the consumption of alcohol, is not consistent with a safe and efficient working and learning environment. Therefore, no employee shall use, possess, sell, distribute, or be under the influence of alcohol or illegal drugs on or near the College premises whether working or not or at any time while employed by the College. Employees must be aware of and abide by these laws or face the possibility of legal prosecution. The College will not inhibit the legal prosecution of any member of the College community who violates the local, state, or federal law. Law enforcement officers, when in possession of the proper documents, have a legal right to search any and all buildings on the campus without prior notice. The College also reserves the right to furnish the police with information regarding illegal activities.

Employees who violate this policy will be subject to appropriate disciplinary action consistent with local, state, and federal law, which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, unpaid suspension from employment, termination of employment, and referral to the proper law enforcement authorities for prosecution.

All categories of employees including students, who are working on a federal contract or grant, as a condition of employment, must notify Human Resources of his/her conviction of any criminal drug offense occurring in the workplace, no later than five (5) days after that conviction. Molloy is then required to notify the federal funding agency within ten (10) days of receiving notice of such a conviction.

Any employee who reports to work and appears to be under the influence of drugs and or alcohol will be immediately interviewed by a supervisor who will determine by objective standards if he or she is Fit for Duty.
7. Non-Smoking Policy

- The following policy applies to students, faculty, staff and administrators of Molloy College as well as any contractors, vendors and all other visitors to the campus.
- Molloy College is committed to providing its employees and students with a healthy environment in which to work, learn and/or live and as such discourages the use of any tobacco related products as follows:
  - 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 and in College-owned or leased vehicles, and on campus grounds, except in designated smoking areas (25 feet from entrance to campus buildings).
- The Office of Human Resources and Office of Student Health Services have partnered with North Shore Long Island Jewish’s Center for Tobacco Control to offer a no-cost smoking cessation program. The CTC offers free FDA-approved smoking cessation medications and cessation classes followed by a weekly support group, to any student, employee, or family member interested in quitting smoking.
- The College requires that those who smoke on campus grounds deposit their cigarette butts in the designated vessels that are situated on campus. Smokers should not discard cigarette butts on the ground, as it serves as litter and detracts from the beauty of the campus.
- Smoking by college staff or administrators is permitted only during nonworking time periods in designated smoking areas. Nonworking time periods include designated breaks, or before or after work.

8. Responsible Use of Information Technology

- The computer network, internet access, electronic mail system, and college issued electronic devices (cell phones, iPads, laptops, etc.) at Molloy College are the property of the College and should be used only by those who are authorized and only for legitimate business purposes.
- Every user has the responsibility to preserve and enhance the College’s reputation, and must use the systems and devices honestly and professionally, respecting the privacy, confidentiality, and property rights of others.
- All users are responsible for the content of the text, audio, and images they send. Usage in any way that would violate or otherwise be inconsistent with Molloy’s equal employment opportunity policy or its anti-harassment policy or sexual misconduct policy will not be tolerated.
- The College reserves the right to monitor, access, retrieve, read, disclose and/or delete any information on its devices, networks or electronic mail system.
- Users should have no expectation of personal privacy in any material created, received, or sent from Molloy College’s devices, computer networks or electronic mail system. In addition, users should have no expectation of privacy as to their Internet usage.
9. E-mail Policy

Acceptable Use of e-mail

The e-mail system exists for the Academic and Business purposes of Molloy College. Use of e-mail should be limited to these purposes whenever possible. The system allows for both on or off campus access via the internet or another e-mail client. It is expected that employees of the college will check their accounts on a regular basis.

Prohibited Uses of e-mail

The College’s technology resources should never be used for:
- personal monetary gain or for any commercial purposes not related to college business
- sending copies of documents in violation of US copyright laws
- obtaining sensitive information not intended for public dissemination
- violating any laws or regulations
- “spoofing” or “snooping”
- promoting or supporting personal agendas not in accordance with the mission of the college

Account Creation

Upon employment at Molloy and completion of the LAN Authorization Form, users will be granted access to an e-mail account in their name.

Account Retention and Deletion

E-mail users are permitted to access their accounts any time they wish so long as they are employed at the College.

Faculty, Staff and Administrators no longer employed by the college will have their accounts disabled upon departure. Accounts are disabled for a period up to 30 days during which time immediate supervisors will be granted access to retrieve any e-mails that may be needed by the department. After retrieval of necessary information and upon written approval of a supervisor, the account will be permanently deleted and all contents rendered unrecoverable.

E-mail Forwarding

Molloy College does not support forwarding of messages to other services such as Hotmail, Yahoo, or Gmail.

Mass E-mail Distribution

Molloy College has established distribution lists to be used for contacting large groups of predefined constituents. Mass e-mail distribution should only be used when needed and is limited to the following purposes:
• Urgent: Highly important notices such as security or emergency notifications
• Formal: Non-emergency messages such as federal reporting requirements, changes in departmental policies, office closures, and other time sensitive notices
• Informational: University work or other non-emergency informational messages

All Mass distributions should be approved by a Vice President, Director, or Manager before being sent. All reasonable efforts should be made to check distributions for grammar and spelling as well as content. It is unacceptable to send e-mail distributions that include:

• Promotion of outside events not sponsored or supported by the college
• Political statements, expression of personal opinion, conduct of personal business, unauthorized fundraising or solicitation
• Notices of houses or other items for sale or rent, requests for rides, lost and found, or commercial promotions

Spam

Molloy College has worked extremely hard to limit SPAM e-mail from entering its domain. Spam blocking technology is constantly updated and improved in an attempt to eliminate spam from campus mailboxes. Occasionally, legitimate mail is flagged by the spam filter. If you are expecting e-mail from an outside source and suspect that it has been blocked, you may contact the Associate Network Manager at mailadmin@molloy.edu.

Molloy College IT staff members will not “white-list” email accounts of family, friends or any other non-college business related e-mails. We will not be responsible for deleted attachments of unknown file types and the filter will permanently block addresses of spammers as well as those who send e-mail containing viruses or other malicious content. Account holders should never use their college e-mail to sign up for promotions, sweepstakes, or any website of questionable content not related to college business. Any correspondence that will contain personal information not related to college business should be directed to your personal e-mail account.

Storage

E-mail accounts are backed up regularly and take up large amounts of space on the college network. Anyone who wishes to preserve e-mails is encouraged to archive them. Archives may be stored on your PC, however these archived files will not be backed up. Employees required to preserve e-mails for regulatory purposes may archive messages and store them on a network drive which is backed up nightly.

Access, Privacy and Disclosure

Molloy College e-mail accounts are owned by the college and their contents considered correspondence on behalf of the college. To the extent provided by law, Molloy College reserves the right to inspect the contents of mailboxes without consent. Inspection will not occur without
reasonable cause. Upon request, correspondence may be made available to authorized personnel without consent.

Electronic mail of students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The University may access, inspect, and disclose such records under conditions that are set forth in the statute.

Molloy College will take reasonable measures to ensure the privacy and confidentiality of the contents of e-mail, but these measures cannot be guaranteed.

**Penalties and Consequences**

Users in violation of these policies may be subject to disciplinary action in accordance with Molloy College’s code of conduct.

10. Social Media Policy

**Purpose of Policy**

This policy establishes a set of guidelines and regulations for use of “social media” by the faculty staff and administrators of Molloy College.

**Definitions**

Social media are defined as “forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos)” (Merriam-Webster). This includes but is not limited to an evolving set of tools such as: e-mail, Facebook, Twitter, Instagram, LinkedIn, YouTube, blogging, bulletin boards, texting, messaging, and other related technologies or services.

**General Statement**

All Molloy College employees should refer to the Acceptable Use Policy available on the College website. Employees should already be familiar with the Handbook which contains information on responsible use of Information Technology. This policy serves as an addendum to both of those sources.

Molloy College respects the right of any employee to participate in social media; however non-work related participation should be limited to non-working hours. Employees responsible for administering or maintaining college social media presence are expected to perform those duties using approved and official accounts which remain the property of the College. Any activity on Social Media platforms that is performed with a Molloy College account or e-mail address or can be traced back to the College domain or is performed while using College equipment, is the responsibility of the employee.
When participating in Social Media platforms, employees are reminded that even when using personal accounts they may still be associated with the College by the community at large. Therefore, employees are prohibited from using social media to post or display comments about coworkers or supervisors or the College that are defamatory, libelous, threatening, intimidating or a violation of the College’s workplace policies against discrimination, harassment, or hostility on account of race, color, religion, national origin, gender, age, disability, marital status, creed, sexual orientation, gender identity or expression, ancestry, veteran status, or any other basis, or characteristic protected by law. If a Molloym employee mentions, infers, or makes it reasonably clear that he or she is referring to the College or a position taken by the College, or making other controversial comments, they are required to specifically note that the opinion expressed is their own and not that of the College.

Employees are advised to enable their privacy settings on personal social media sites so that only approved users or “friends” are able to see their profiles, postings, or personal information. Additionally, employees are advised not to “friend” current students. Faculty using social networking as a learning tool should create accounts separate from their personal accounts to prevent blurring their professional and social roles with students.

All existing College, Departmental, State, Federal and International laws regarding confidentiality of information apply in full to social media. Sensitive items such as Social Security numbers, driver license ID’s and any other student or employee records should never be exchanged in any fashion via social media which as stated above includes e-mail. File attachments to e-mail or posts containing these types of information are also prohibited. Please refer to the Information Technology Security Breach policy for specific types of data which are considered sensitive.

Any violations of this policy are subject to the standard disciplinary procedure set forth by procedures specified in the Faculty or Employee Handbook.

11. File Sharing and Multimedia Access Policy

**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.

12. 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 privilege’s will be reviewed as appropriate.
- All accidents that occur while on job related trips must be reported immediately to the Treasurer’s Office and the driver may be subject to substance testing as per section 511 of the Motor Vehicle Traffic Law.
- 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. If the employee’s driving privileges are suspended, and driving is a regular job responsibility, employment may be terminated.
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 and legal 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.

13. Public Safety and Security

Molloy College Public Safety Officers are available twenty-four (24) hours a day, seven (7) days a week. The Molloy College Office of Public Safety is located in the Maria Regina Annex building. Officers can be reached 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 case of a non-campus emergency call the Office of Student Affairs at 516.323.3458. They will contact the student you need to reach. For campus-related emergencies, dial Public Safety at 516.323.3500 or 3500 from any campus phone.

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.

14. 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.

15. 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.

16. 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.
17. 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. It is the responsibility of the candidate to complete tax withholding forms and any other required documents prior to employment.

18. 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.

19. Equal Employment Opportunity Policy

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's Equal Employment Opportunity policy prohibits discrimination on the basis of race, color, religion, sex, or national origin, but in compliance with other relevant state and local laws, also prohibits discrimination on any legally protected status involving, but not limited to, such factors as creed, ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status.

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.

Violation of this policy by Molloy employees is not permitted and can result in disciplinary action, including termination. More information about the College’s Equal Employment Opportunity policy is available from the Human Resources Office.

B. ANTII- HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT

Title IX and Sexual Misconduct

Molloy College is committed to a learning, working and living environment where all members of the community feel safe and respected. In accordance with Title IX of the Education Amendments
of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Act/Campus Sexual Violence Act, and Article 129-B of the New York State Education Law, the College is committed to providing a safe community, free from all forms of sex discrimination, including sexual misconduct. In accordance with Title IX, the College does not discriminate on the basis of sex in its education programs and activities. Under Title IX, discrimination on the basis of sex includes sexual harassment and sexual violence.

The College will not tolerate any form of sexual misconduct. Sexual harassment and sexual violence, including the offenses of rape, sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking are all forms of sexual misconduct and are strictly prohibited by the College. Sexual misconduct can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of sex, gender, or gender identity.

The College’s Policy on Sexual Misconduct is located here: Sexual Misconduct Policy.

The Student Sexual Misconduct Policy Appendix is located here: Student Sexual Misconduct Appendix.

The Employee Sexual Misconduct Appendix is located here: Employee Sexual Misconduct Appendix.

Any community member who believes that he or she has been the victim of sexual misconduct is encouraged to report it immediately. The College has designated the following individuals to receive complaints of sexual misconduct:

Lisa Miller
Assistant Vice President for Human Resources and Title IX Coordinator
1000 Hempstead Avenue
Kellenberg Hall, Room K-112
Rockville Centre, New York 11571
Phone: (516) 323-3046
lmiller@molloy.edu

Deputy Title IX Coordinators:
• Brendan Caputo, 323-3458
• Michael Grasso, 323-3602
• Marion Flomenhaft, 323-3023

Non-Discrimination and Anti-Harassment Policy

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 beings. 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.

Molloy’s Non-Discrimination and Anti-Harassment Policy and Procedures sets forth the College’s procedures for addressing discrimination and harassment complaints based on a protected characteristic as defined therein involving faculty, students, administrators, staff, and vendors. A copy of this policy is located here: Non-Discrimination and Anti-Harassment Policy.
APPENDICES

Appendix I  
Statement on Academic Freedom...................................................... 204

Appendix II  
A) Sample Full-Time Contract.......................................................... 205  
B) Sample Part-Time Contract........................................................... 206  
C) Full-Time Faculty Salary Schedule.............................................. 207  
D) Adjunct Faculty Pay Scale............................................................. 208

Appendix III  
Course Outline Format..................................................................... 209

Appendix IV  
Academic Policies............................................................................ 210  
A) Academic Integrity......................................................................... 210  
B) Honor Pledge................................................................................ 211  
C) Grade Appeal................................................................................ 211  
D) Due Process.................................................................................. 213

Appendix V  
A) Faculty Teaching Evaluation Form............................................... 220  
B) Evaluation of Faculty Member’s Departmental Responsibilities Form.................................................................................. 225  
C) Evaluation of Chairperson/Division Dean By Faculty..................... 227  
D) Teaching Performance Evaluation............................................... 229  
-Form 1 By Students......................................................................... 229  
-Form 2 Clinical Laboratory By Students......................................... 230  
-Form 3 Nursing By Students (#3)................................................... 231  
E) Evaluation of Academic Advisement........................................... 233  
F) Optional Student Evaluation/Open-Ended Questions................... 234

Appendix VI  
Anti-Hazing Rule............................................................................. 235

Appendix VII  
Interdisciplinary Course.................................................................. 237

Appendix VIII  
A) Professional Data Sheet............................................................... 238  
B) Workload Data Sheet................................................................. 244  
C) Full-Time Faculty Annual Review Process.................................. 246  
-Section 1: Professional Data Sheets............................................ 246  
-Section 2: Workload Data Sheet.................................................... 252  
-Section 3: Teaching Effectiveness................................................ 254  
-Section 4: Academic Responsibilities.......................................... 256  
-Section 5: Professional Development Plan (Tenured)....................... 258

Appendix IX  
The Collegial Committee................................................................. 260
<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Auxiliary Aids and Academic Adjustments</td>
<td>261</td>
</tr>
<tr>
<td>XI</td>
<td>Institutional Review Board for Research</td>
<td>262</td>
</tr>
<tr>
<td>XII</td>
<td>A) Student Advisor Position</td>
<td>298</td>
</tr>
<tr>
<td></td>
<td>B) Advisor Agreement</td>
<td>300</td>
</tr>
<tr>
<td>XIII</td>
<td>A) Policy on Distance Education</td>
<td>301</td>
</tr>
<tr>
<td></td>
<td>B) Blended/Learning Delivery Policy &amp; Process</td>
<td>304</td>
</tr>
<tr>
<td>XIV</td>
<td>Policy on Intellectual Property</td>
<td>309</td>
</tr>
<tr>
<td>XV</td>
<td>Auxiliary Part-Time Faculty Position Description</td>
<td>312</td>
</tr>
<tr>
<td>XVI</td>
<td>Faculty Transition Position</td>
<td>313</td>
</tr>
<tr>
<td>XVII</td>
<td>Professor of Practice In Residence</td>
<td>315</td>
</tr>
<tr>
<td>XVIII</td>
<td>Policy on Life Experience Credit</td>
<td>317</td>
</tr>
<tr>
<td>XIX</td>
<td>Room Reservation Requests</td>
<td>319</td>
</tr>
<tr>
<td>XX</td>
<td>Student Attendance</td>
<td>331</td>
</tr>
</tbody>
</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
APPENDIX IIA
SAMPLE FULL-TIME CONTRACT

MOLLOY COLLEGE
1000 HEMPSTEAD AVENUE – P.O. BOX 5002
ROCKVILLE CENTRE, N.Y. U571-5002

«TITLE» «FIRSTNAME» «LASTNAME»
«STREET»
«CITY», «STATE» «ZIP»

DEPARTMENT:

DEGREE:

RANK:

SALARY:

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

________________________________________
Faculty Member
APPENDIX IIC
FULL-TIME SALARY SCALE
APPENDIX IID

ADJUNCT FACULTY PAY SCALE
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 statement.
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:

a. Distributing and reviewing course outline
b. Meeting classes as scheduled and making appropriate preparations for all class sessions
c. Providing an atmosphere conducive to serious and scholarly study
d. Encouraging students to fulfill their potential
e. Respecting the dignity of students
f. Grading assignments, tests and papers within a reasonable amount of time and by criteria
mutually understandable and acceptable within the field of study
g. Using academic evaluations based on unbiased professional judgment
h. Being available for appointments with students

It is expected that students fulfill their responsibilities within the College community by:

a. attending and being prepared for scheduled class meetings,
b. complying with course requirements as stated in course outline

It is also expected that administrators fulfill their responsibilities within the College community
by:

a. promoting an atmosphere of trust and integrity
b. 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 c
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)

All grade protests within the course of the semester must be received within ten (10) school days
receipt of the grade by the student. Final grade protests must be received within 30 calendar
days from the grade posting on Lion’s Den. (Policy is subject to change.)

In all questions concerning grades, the student should first confer with the instructor, and then
with the department chairperson. Should either or both of these individuals not be available, the
student should notify the Associate Dean for Academic Services (hereinafter referred to as the
“Dean”). The first step is to attempt an informal resolution between student and instructor, with
mediation by either the department chairperson or Dean. Nursing majors start a grade appeal by
requesting an academic review. All information regarding nursing school grade appeals is
contained in the College’s Nursing Program Handbook.

Formal Grade Appeal Before Tribunal

1. The formal appeal begins when a student submits a written request to the Dean for a
hearing before a Tribunal; within 30-calendar days from the grade posting. The request
should list the specific complaints that the student has regarding the grade at issue, the
academic integrity and/or the fulfillment of professional responsibilities of the professor.

2. After receiving written notification regarding a grade appeal, the Dean selects two faculty
and two students to serve on the grade appeal committee known as the Tribunal. The
Tribunal consists of the Dean, or a delegate, two faculty members, and two students. A
Tribunal is empowered as the final board of appeals, in the event that a student has
exhausted all appropriate channels (instructor, chairperson, and Dean) to make a final
decision.

3. Tribunal member’s selection – Faculty members of a Tribunal are recommended by the
Faculty Council President. Student members of a Tribunal for an undergraduate student
will be recommended by the MSG President. Student members of a Tribunal for a graduate student are recommended by the department, and one appropriate administrator chosen by the Dean.

4. Tribunal responsibilities:

a) Formulate a decision regarding the grade appeal after review of all resources and information related to the case

b) Assure confidentiality, to the extent possible, of all parties (professor and student)

c) Both parties appear before the Tribunal together, to the extent possible

d) Allow both parties the right to question each other, to the extent possible

e) Permit both parties to have witnesses (if necessary)

f) Allow the parties concerned the right to question the witness brought forward

g) Make appropriate recommendations to the professor and student

h) Inform the Dean of their deliberations and decision

i) Retain a recording of the appeal

j) Lawyers may not participate in these academic proceedings

k) Votes are made by faculty and student members who serve on the Tribunal, and a majority decides.

l) In the case of a tie the Dean, who serves as a chairperson for the committee, may vote.

5. The Dean’s responsibilities:

a) Obtain from the student a written request for a formal hearing before a Tribunal.

b) Send a copy of the written request for the Tribunal to the professor involved

c) Make 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 Dean

d) Assure the student and professor that the members of the Tribunal are acceptable to both (professor and student are each limited to two objections)

e) Monitor any disposition made by the Tribunal to the final conclusion of the case
f) Confidential files related to the case will be made available for review in the Dean’s presence at least two days before the Tribunal.

g) The Dean serves as chairperson for the committee, with no vote except in the case of a tie.

h) Inform all parties involved in writing of the final decision of the Tribunal.

6. Evidence used during the final grade appeal review may include grades received throughout the semester, if these grades were used in calculating the final grade for the course. If during the semester a grade was brought before a Tribunal and a decision handed down, then that grade cannot be re-appealed before a final grade Tribunal.

7. The professor responds, except under extraordinary circumstances, within 30 calendar days after the Tribunal meeting. In the event a professor leaves the College, dies, or for some reason does not appear before the Tribunal, the student will still present his/her 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 (professor or student) fails to appear, the Tribunal will meet and dispose the case.

8. The decision of the Tribunal is final.

D. DUE PROCESS PROCEDURE OR STUDENT DISCIPLINE IN ACADEMIC AREAS

The President, who is the Chief Executive Officer of the College, delegates the supervision of student conduct and discipline in academic areas to the Associate Dean for Academic Services (K119, 516-323-3023).

A. Academic Infractions Subject to Disciplinary Action

Academic dishonesty, includes, but is not limited to, any action or behavior that can be broadly described as lying, stealing or cheating within the academic context. Engaging in any form of academic dishonesty is an academic infraction subject to disciplinary action.

Academic infractions include, but are not limited to:

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 – intentionally or knowingly helping or attempting to help someone commit an act of academic dishonesty. For example, 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; handing in another’s paper or project as one’s own; or reusing your own paper from another course without the prior approval of the instructor.

Students are responsible for knowing the policies regarding cheating, plagiarism, facilitating academic dishonesty, and fabrication, as well as the penalties for such behavior. Academic integrity is expected in all learning modalities, whether online, hybrid, or in-person.

B. Procedures

Procedures for academic infraction:

1. The Associate Dean for Academic Services (herein after referred to as the “Dean”) is appointed by the President of the College to supervise student academic conduct and discipline.

2. Professors, who perceive that a student may have committed an academic infraction, should first attempt to resolve the matter informally with the student.

3. In the event that there is no informal resolution because the academic infraction is too egregious or the student denies the accusation; the professor can initiate formal proceedings. The Dean can initiate formal proceedings in serious situations.

4. The professor submits an academic complaint form to the Dean.

5. Upon the professor’s filing of a written charge, the Dean sends written notification to the student of the charge and the general nature of the evidence. The student is notified within 21-calendar days of the complaint of the offense in question.

6. The student has 14-calendar days after receipt of the formal notification to respond to the charge in in-person or face-to-face web software (i.e. Skype) for online courses.

7. Upon receipt of the charge, the student may admit wrongdoing. At that point, the Dean will impose an educational discipline, the student completes the assignment, and the academic infraction is resolved. The professor is notified. If a student does not admit wrongdoing, he or she has 14-days to respond the Dean in writing. The student may choose:

   a. Waive her/his defense at the hearing before an Academic Judicial Committee (AJC); therefore become subject to disciplinary actions

   b. Appear before the AJC
c. Withdraw from the College.

8. If an undergraduate student chooses to appear before the AJC, a committee is formed consisting of two faculty members chosen by the Faculty Council President and two students chosen by the MSG president. In the event of a graduate student hearing, a committee is formed consisting of two faculty members (chosen by the Faculty Council President), a student member recommended by the department, and one appropriate administrator chosen by the Dean. The Dean notifies the student and professor of the composition of the committee. If any member of the AJC is unacceptable to either party; he or she must notify the Dean within 3-days of receiving this information. Each party is limited to two objections. Members of the AJC are expected to be impartial and to seriously consider the facts of the case.

9. A majority vote of the AJC makes the decision. The Dean serves as chairperson for the AJC, with no vote except in the case of a tie.

10. In the event that the charges in the academic infraction case are not sustained by the AJC, then, based on the information presented and the decision reached during the hearing, the AJC 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 Dean. Should the professor not wish to comply, the term paper, test or other project in question is given to the Dean to be re-graded by a qualified scholar of her choice. After the work in question has been re-graded, the AJC reconvenes to calculate the student’s grade which, when filed, is the grade for such work.

C. Rights of Students in Academic Disciplinary Proceedings

For any academic disciplinary action for which sanctions may be imposed, students have the responsibility to:

- Be aware of his/her rights by reading the student handbook and by talking with the Dean.
- Students may submit written, email, or electronic resources and bring a witness to support their case.
- Until the conduct is investigated and adjudicated, the student is presumed innocent.
- Hold unaltered student status pending final adjudication and disposition of all matters, except in extraordinary circumstances.
- The student may have an advisor of his or her own choosing present to support and assist them during the proceeding, hearing, and appeal stages process. An advisor may not direct questions to the AJC or witnesses at the hearing, but may consult with the party that he or she is assisting. The advisor may not participate directly in the proceedings.
The AJC will not allow an advisor’s presence to inhibit the parties’ sharing of information or the conduct of the hearing.

- Receive written, timely and complete notice of the specific charges to be resolved.
- Have fair disposition of all matters as promptly as possible.
- Be informed of the maximum and minimum sanctions which may be imposed.
- Be informed of the general nature of the evidence to be presented.
- Confront and question all parties and witnesses, except under extraordinary circumstances.
- Suggest questions which might be put to witnesses.
- Have only relevant evidence considered by the AJC.
- Be informed of all decisions within 14-calendar days of the conclusion of the hearing.
- Petition the Vice President of Academic Affairs to assess the integrity of the proceedings.
- Request an appeal of the disciplinary sanction of dismissal or suspension in writing using a form, from the Academic Affairs Review Committee.

D. Academic Judicial Committee Hearing

Academic Judicial Committee Hearing

1. Students who dispute being charged with an academic infraction violation have a right to a hearing before an Academic Judicial Committee (AJC).

2. At the hearing before the AJC, both the student and professor may bring a silent advisor of their choice; however, the advisor may not participate directly in their proceedings.

3. It is Molloy College policy to record hearings.

4. Both student and professor have the right to question all witnesses.

5. After the presentation of both sides, the AJC deliberates in private until a decision is reached. All decisions are announced in writing.

6. If a decision is entered against the student, the AJC may recommend the imposition of disciplinary and restitution based sanctions which may include:
a. Academic Disciplinary Warning: A written statement from the Dean expressing disapproval of conduct. No record of the disciplinary warning is maintained in the student’s file.

b. Academic Disciplinary Reprimand: A written statement from the Dean expressing disapproval of conduct. The disciplinary reprimand is maintained in the student’s file in the Dean’s office. This record may be introduced in subsequent disciplinary proceedings.

c. Academic 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 Molloy extracurricular activities and may not hold any appointed or elected positions.

d. Academic 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 the disciplinary suspension is maintained in the student’s file in the Dean’s office and the Office of the Registrar as a permanent part of the student’s record. This record may be introduced in subsequent proceedings.

e. Academic Disciplinary Dismissal: A termination of registration of a student. If the student applies for readmission, he or she will not be allowed to return to the Molloy College. A record of this disciplinary dismissal is maintained in the student’s file in the Dean’s office and the Office of the Registrar as a permanent part of the student’s record. This record may be introduced in subsequent proceedings.

f. Academic Substituted Sanction: A constructive and voluntary undertaking by a student which by agreement with the AJC, may be substituted for any of the above sanctions. A record of this substituted sanction is maintained in the student’s file in the Dean’s office. If the substituted sanction is not satisfactorily completed, the AJC has the right to 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.

E. Appeal

ACADEMIC APPEALS

In the event that the charges in the academic infraction case are sustained by the Academic Judicial Committee (AJC), then, the student has the right to petition the Vice President of Academic Affairs to assess the integrity of the proceedings. The VPAA judges the integrity of
the process and proceedings. If all is correct, the charges stand. The VPAA may uphold, reverse
or modify the AJC’s finding. However, the party requesting an assessment must show error as
the original AJC finding is presumed to have been decided reasonably and appropriately.

Step A. Please explain to the VPAA how you perceive the actions of the AJC were unfair.
Elaborate your concerns regarding the evidence, presentation of facts, respect level shown to
you, and other factors. Please include specific charges against any member(s) of the AJC. Send a
business letter to the address below.

Step B. The VPAA may or may not interview you or members of the AJC. The decision will be
issued to you in writing within 14-days.

ACADEMIC DISMISSAL/ACADEMIC SUSPENSION

Upon receipt of the VPAA’s determination, students have the right to send a letter the Academic
Affairs Review Committee (ARC) for an appeal from a disciplinary sanction of the Academic
Judicial Committee resulting in suspension or dismissal from the College. The ARC is composed
of one vice president (not the VPAA) and two divisional academic deans as selected by the
Faculty Council President. Students who want to appeal the sanction of suspension or dismissal
should notify the Academic Review Committee. Procedural instructions are available in
Kellenberg Hall, room 119.

Even in the absence of a student appeal, any sanction of academic disciplinary dismissal handed
down by the AJC always requires administrative review by the Academic Review Committee.

ACADEMIC POLICIES AND PROCEDURES

The complete list of academic policies and procedures is found in the undergraduate catalog

Academic Affairs Review Committee

Appeals Process

Instructions

Petition to the Vice President of Academic Affairs

In the event that the charges in the academic infraction are sustained by the AJC, then, the
student has the right to petition the Vice President of Academic Affairs (VPAA) to assess the
integrity of the proceedings. The VPAA judges the integrity of the process and proceedings. If
all is correct, the charges stand.

After a student receives the decision of the VPAA, he or she has the right to send a letter the
Academic Affairs Review Committee for an appeal from a disciplinary sanction issued by the
AJC resulting in suspension or dismissal from the College.

Academic Affairs Review Committee
Students who want to appeal the sanction of suspension or dismissal should notify the Academic Affairs Review Committee (ARC). Appeals are required to be received by the ARC in the following manner:

- Appeal petitions must be received by the ARC no later than 14-business days after the outcome of the AJC’s decision, as stated on the letter.

- Students must submit requests in writing. The ARC does not take any phone calls under any circumstances. All information will be exchanged in writing to avoid the possibility of confusion.

- Appeals must be made by the student. An appeal “on the behalf” of a student will not be considered.

- All ARC decisions are final.

The Academic Review Committee will examine the findings of the AJC’s decision. The information from the VPAA’s decision will be included in consideration, as well. Please be very specific about the specific reasons you want to reverse the AJC’s decision. Include any important documents.

A written decision is issued to the student within 14-days.

Submit correspondence and subsequent petition to:
Molloy College Academic Review Committee
1000 Hempstead Avenue
PO Box 5002
Rockville Centre, NY 11571-5002
APPENDIX VA
FACULTY TEACHING EVALUATION FORM

NAME OF FACULTY MEMBER EVALUATED _________________________________

DEPARTMENT __________________ DATE __________________

TYPE OF EVALUATION:  Self ______ VPAA ______ Chair ______ Colleague ______

NAME: __________________________ DEPT: __________________________

TIME OF DAY: __________________________ Course Type of Class Size

1. 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.

1. 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 objectives states
3. Presents material in an organized manner
4. Is well prepared for the session
5. Provides clear explanations
6. Makes subject matter more meaningful through the use of examples and applications
7. Utilized teaching aids
8. Used a variety of teaching methods
9. 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

V. EVALUATION OF TEACHING ABILITY - LABORATORY SETTING

The Instructor:

1. Discusses instructions for laboratory session before each experiment
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 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
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 style in the laboratory setting

Supporting Comments
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

Revised Spring, 2000
# APPENDIX VB

## 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 Teaching Evaluation)

Supporting Comments

## II. Attendance

<table>
<thead>
<tr>
<th>Quality of Participation</th>
<th>Classes</th>
<th>Department Meetings</th>
<th>Faculty Meetings</th>
<th>Department Committee Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supporting Comments (must be included)

## III. Department

<table>
<thead>
<tr>
<th>Quality of Participation</th>
<th>Cooperation with projects</th>
<th>Rapport with faculty and students</th>
<th>Submission of outlines</th>
<th>Availability for advisement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Contacts advisees</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Available for programming</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

225
IV. Optional

<table>
<thead>
<tr>
<th>Quality of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>..........................</td>
</tr>
<tr>
<td>..........................</td>
</tr>
<tr>
<td>..........................</td>
</tr>
</tbody>
</table>

Supporting Comments (must be included)

Other Pertinent Comments
APPENDIX VC

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’ meeting
   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 VD (FORM #1)
TEACHING PERFORMANCE EVALUATION FORM
(UNDERGRADUATE) (BY STUDENT)

Instructions: For the first three items below, please mark the line before the answer on the right that best applies to you. For the remaining items refer to the instructions before each section.

1. What is your present academic standing?
   - Freshman
   - Sophomore
   - Junior
   - Senior
   - Graduate
   - Non-Matric
   - Unsure

2. What is your primary reason for taking this course?
   - Major/Minor Requirement
   - Related Requirement
   - Core Requirement
   - Interest
   - Fits my schedule
   - Other

3. What is the letter grade that you expect to receive for this class?
   - A to A-
   - B+ to B-
   - C+ to C-
   - D+ to D-
   - F

Please circle the number on the right that represents the degree to which you agree with each of the statements.

<table>
<thead>
<tr>
<th>COURSE EVALUATION</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. The course met the educational objectives that were stated in the course outline/syllabus.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5. The grading system used was the same as stated in the course outline/syllabus.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6. The course offered a sufficient number of grading opportunities (exams, papers, etc.).</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7. As a result of this course, my knowledge of the subject matter has increased.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8. I would recommend this course to another student</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTRUCTOR EVALUATION</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. The instructor encouraged student involvement in the class.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>10. The instructor has provided the opportunity to ask questions to clarify subject material.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>11. The instructor created an atmosphere in which different viewpoints could emerge.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>12. The instructor provided constructive feedback on my progress.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>13. The instructor is willing to consult with students outside of class.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>14. I would recommend this instructor to another student.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
APPENDIX VD (FORM #2)

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>
<tr>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</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 students’ 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
APPENDIX VD (FORM #3)

TEACHING EFFECTIVENESS EVALUATION FORM (BY STUDENT)

NURSING DEPARTMENT

COURSE: __________________________ DATE: __________

INSTRUCTOR: ______________________ SIGNATURE: __________________________

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 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 VD (FORM #3)

TEACHING EFFECTIVENESS EVALUATION FORM (BY STUDENT)
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 his/her evaluation
9. Identified my strengths and weaknesses by verbal and written feedback
10. Was knowledgeable about principles applicable to the situation
11. Recognized his/her own limitations

Please substantiate the above ratings with specific comments
APPENDIX VE
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>
<thead>
<tr>
<th>Highest</th>
<th>Average</th>
<th>Lowest</th>
<th>Don’t Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>1</td>
<td>x</td>
</tr>
</tbody>
</table>

1. Advises in terms of alternatives available
2. Encourages you to assume responsibility for decisions
3. Reviews the core requirements with you
4. Reviews major requirements with you
5. Reviews electives with you
6. Has personal interest in assisting you through advising
7. Follows up on recommendations or suggestions made
8. Notifies you regarding appointment times for advisement
9. Keeps appointments when made in advance
10. Spends a sufficient amount of time with you to satisfy your advisement needs
11. Keeps up-to-date with regulations and course offerings
12. Maintains accurate files on your progress
13. Seeks to plan programs consistent with your stated objectives

Additional Comments:

Fall, 2000
APPENDIX VF
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: ________________________________________________

Semester: ____________________________________________________

Professor: ___________________________________________________

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 STATEMENT

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.

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). All clubs, teams and organizations must abide by the following Anti-Hazing Rule:

1. No student, faculty or staff member, visitor, licensee, invitee or group organization of such persons on or off 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 purpose of initiation of entering into an affiliation of any group or organization.

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. A statement acknowledging the inclusion of such
prohibited conduct in its Charter and By-Laws shall be filed with the Office of Student
Affairs by all groups or organizations operating on the Campus. With respect to presently
approved organizations operating on the Campus, such a statement shall be filed within 30
days of the first publication of the Anti-Hazing Rule in the Molloy College FORUM
newspaper, and thereafter within the 30 days of commencement of each academic year.
A failure to comply with the filing of such statement shall result in the denial of College
approval and the right to operate on the campus of such group or organization or the
rescission of any prior approval and right to operate on the campus, as the case may be.

3. The Anti-Hazing rule shall be included in Faculty, Staff, and Student Handbooks. In addition
to any penalty prescribed by the New York Penal Law, the penalty for violation of the Anti-
Hazing Rule shall be as follows:

• For individual students, faculty or staff members, violation may result in suspension,
expulsion or other disciplinary action.
• For visitors, licensees or invitees, violations will result in ejection from the campus.
• 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.
• The disciplinary procedures leading to the penalty for violation of this Anti-Hazing Rule
shall be those contained in the "Due Process Procedure for Student Discipline in Non-
Academic Areas."
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

- Faculty members interested in developing an interdisciplinary course meet and prepare a course outline. The course must meet the description given above.
- 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.
- The Chairperson/Division Dean(s) will present a tentative course description at the Chairperson/Division Deans' Meeting.
- 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.
- Chairperson/Division Dean(s) will plan to offer the Interdisciplinary Course on a rotating basis over a 2-3 year period.
- Departments that have collaborative courses will meet periodically to evaluate and revise them.
- 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 A
PROFESSIONAL DATA SHEET

SECTION 1

New faculty complete Section 1. Continuing faculty please update as necessary.

NAME :

(last) (first) (middle)

ADDRESS:

DATE OF APPOINTMENT: RANK AT APPOINTMENT:

Dates of Promotion:

_____ Rank: ________________

_____ Rank: ________________

_____ Rank: ________________

TELEPHONE:

(home) (business) (cell)

DEGREE INSTITUTION DATE FIELD

TITLE OF MASTER'S THESIS:

TITLE OF DOCTORAL DISSERTATION:

OTHER STUDIES BEYOND LAST DEGREE:

CERTIFICATE INSTITUTION DATE FIELD

CANDIDATE FOR: AT
EXPECTED TO BE RECEIVED:

ACADEMIC HONORS:

PAST PROFESSIONAL EXPERIENCES:

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>FIELD</th>
<th>POSITION</th>
<th>DATE</th>
</tr>
</thead>
</table>

FACULTY SIGNATURE: ____________________________      DATE: __________

APPENDIX VIIC. FULL-TIME FACULTY ANNUAL REVIEW PROCESS FOR BOTH NON-TENURED AND TENURED FACULTY

(SECTION 2)

Both new and continuing faculty complete Section 2. This Section should be updated each year.

NAME: ____________________________  DEPARTMENT: ____________________________

(last)    (first)  (middle)
ADDRESS: ____________________________________________________________

DATE OF APPOINTMENT: ___________________ RANK AT APPOINTMENT: ____________

Dates of Promotion: Rank:
Rank:
Rank:

TELEPHONE: ____________________________ (home) ____________________________ (business) ____________________________ (cell)

CANDIDATE FOR: ___________________________ AT ____________________________

EXPECTED TO BE RECEIVED: ________________________________________________

ACADEMIC HONORS:

PROFESSIONAL MEMBERSHIPS AND OFFICES/ DATES HELD:

MEMBERSHIPS IN HONOR SOCIETIES AND OFFICES/ DATES HELD:

PUBLICATIONS:

Completed Professional Work. Please add additional page, if necessary.
Books (Give full title, publisher, date, etc)
Journal Articles (Give exact reference with dates and inclusive pagination.)

Work completed and Accepted for Publication. Please identify journal and date.

Work Completed but Not Yet Accepted for Publication. Please identify journal and date.

Abstracts, Pamphlets, Reviews. Please identify journal and date.

Performances, Shows, Works Completed, Compositions, etc. Please identify place, date, etc.

Other Scholarly Activities (e.g., Journal Editorships, Grants, Papers Presented, etc.) include dates

Document Research or Scholarship now actually in Progress (not planned for the future).

TEACHING RESPONSIBILITIES OFF CAMPUS. PLEASE NOTE THAT THIS IS TO BE UPDATED EACH SEMESTER, AS NECESSARY.

NON-TEACHING RESPONSIBILITIES ON CAMPUS:
Departmental Committees/Responsibilities

Division or College Committees, Special Programs

CURRENT PROFESSIONAL AND CIVIC ACTIVITIES:
Professionally related Public Service to Government and Communities

Cooperative Extension Service Program

Describe any professional services activities not adequately covered above (e.g., Off-Campus Programs).

Describe any professional activities or accomplishments during the past year which are not adequately covered in the previous sections.

(CONFERENCES AND WORKSHOPS ATTENDED):
New and continuing faculty, please complete your Workload Data Sheet for the last Fall and Spring semesters. Please retain a copy of your Workload Data Sheet to update each semester. Copies of your completed form are to be sent to your Division Dean as follows:

- Section 1, if new faculty member or if form has been revised, and
- Section 2, all faculty each year

Please note that the Division Dean will forward a copy of the Workload Data Sheet, Section 1, if applicable, and Section 2 to the Chairperson or Associate Dean of the Division, as appropriate and the Associate Dean for Academic Affairs.
## APPENDIX VIIIIB
### WORKLOAD DATA SHEET

The Workload Data Sheet is to be completed online at the start of the Fall and Spring Semesters. Copies are to be sent to the Chairperson and Associate Dean (for those teaching graduate courses in Music Therapy, Speech Therapy, Business, Education, Criminal Justice, and Nursing), the Dean of the Division, Associate Dean for Academic Affairs, and the Vice President for Academic Affairs.

This form should be retained in your files, updated each semester, and sent to those mentioned above.

<table>
<thead>
<tr>
<th>Regular Assignments</th>
<th>Special Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester/Year</td>
<td>Reduction in load for Dean, Associate Dean, Chairperson, Director, or special assignment</td>
</tr>
<tr>
<td>Rank</td>
<td>Course # and Section</td>
</tr>
<tr>
<td># of Credits or # of Hours</td>
<td>Credits or hours for overload</td>
</tr>
<tr>
<td>Regular Assignments</td>
<td>Special Assignments</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Semester/Year</td>
<td>Reduction in load for Dean, Associate Dean, Chairperson, Director, or special assignment</td>
</tr>
<tr>
<td>Rank</td>
<td>Credits or hours for special assignment</td>
</tr>
<tr>
<td>Course # and Section</td>
<td>Course # and Section</td>
</tr>
<tr>
<td># of Credits or # of Hours</td>
<td>Credits or hours for overload</td>
</tr>
</tbody>
</table>
APPENDIX VIIIC
FULL-TIME FACULTY ANNUAL REVIEW PROCESS FOR BOTH NON- TENURED AND TENURED FACULTY

The Full-Time Faculty Annual Review Process, consists of Section 1 (if applicable), Section 2 of your Professional Data Sheet and the updated Workload Data Sheet should be submitted to your Dean at your earliest convenience but no later than April 15th. These forms need to be submitted so that the Annual Review meetings can be scheduled in a timely fashion. Please note that the Annual Review Process should be completed by the end of the Spring Semester for each faculty member but no later than June 1st.

DATE: ____________________

DEPARTMENT/DIVISION: ________________________________________

CHAIRPERSON/ASSOCIATE DEAN: ________________________________

DEAN: ________________________________

SECTION 1  PROFESSIONAL DATA SHEET

New faculty complete Section 1. Continuing faculty please update as necessary.

NAME: ________________________________
(last) ________________________________ (first) ________________________________
(middle)

ADDRESS: ____________________________________________________

DATE OF APPOINTMENT: ____________________  RANK AT APPOINTMENT: ____________________

Dates of Promotion:

_____ Rank: ____________________

_____ Rank: ____________________

_____ Rank: ____________________

TELEPHONE: ____________________  (home) ____________________  (business) ____________________  (cell) ____________________

DEGREE  INSTITUTION  DATE  FIELD

TITLE OF MASTER'S THESIS:
TITLE OF DOCTORAL DISSERTATION:

OTHER STUDIES BEYOND LAST DEGREE:

<table>
<thead>
<tr>
<th>CERTIFICATE</th>
<th>INSTITUTION</th>
<th>DATE</th>
<th>FIELD</th>
</tr>
</thead>
</table>

CANDIDATE FOR: AT

EXPECTED TO BE RECEIVED:

ACADEMIC HONORS:

PAST PROFESSIONAL EXPERIENCES:

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>FIELD</th>
<th>POSITION</th>
<th>DATE</th>
</tr>
</thead>
</table>

FACULTY SIGNATURE: ____________________________ DATE: ________
(SECTION 2) PROFESSIONAL DATA SHEET

Both new and continuing faculty complete Section 2. This Section should be updated each year.

NAME: ___________________________ DEPARTMENT: ___________________________
     (last)   (first)   (middle)

ADDRESS: __________________________

DATE OF APPOINTMENT: _______________ RANK AT APPOINTMENT: _______________

Dates of Promotion:

Rank:

Rank:

Rank:

TELEPHONE: __________________________

     (home) __________________________ (business) __________________________ (cell)

CANDIDATE FOR: __________________________ AT __________________________

EXPECTED TO BE RECEIVED: __________________________

ACADEMIC HONORS:

PROFESSIONAL MEMBERSHIPS AND OFFICES/ DATES HELD:

MEMBERSHIPS IN HONOR SOCIETIES AND OFFICES/ DATES HELD:
PUBLICATIONS:

Completed Professional Work. Please add additional page, if necessary.
Books (Give full title, publisher, date, etc)

Journal Articles (Give exact reference with dates and inclusive pagination.)

Work completed and Accepted for Publication. Please identify journal and date.

Work Completed but Not Yet Accepted for Publication. Please identify journal and date.

Abstracts, Pamphlets, Reviews. Please identify journal and date.

Performances, Shows, Works Completed, Compositions, etc. Please identify place, date, etc.

Other Scholarly Activities (e.g., Journal Editorships, Grants, Papers Presented, etc.) include dates

Document Research or Scholarship now actually in Progress (not planned for the future).
TEACHING RESPONSIBILITIES OFF CAMPUS. PLEASE NOTE THAT THIS IS TO BE UPDATED EACH SEMESTER, AS NECESSARY.

NON-TEACHING RESPONSIBILITIES ON CAMPUS:
Departmental Committees/Responsibilities

Division or College Committees, Special Programs

CURRENT PROFESSIONAL AND CIVIC ACTIVITIES:
Professionally related Public Service to Government and Communities

Cooperative Extension Service Program

Describe any professional services activities not adequately covered above (e.g., Off-Campus Programs).

Describe any professional activities or accomplishments during the past year which are not adequately covered in the previous sections.
Workload Data Sheet (Attachment)

New and continuing faculty, please complete your Workload Data Sheet for the last Fall and Spring semesters. Please retain a copy of your Workload Data Sheet to update each semester. Copies of your completed form are to be sent to your Division Dean.

Copies of your completed form are to be sent to your Division Dean as follows:

- Section 1, if new faculty member or if form has been revised, and
- Section 2, all faculty each year

Please note that the Division Dean will forward a copy of the Workload Data Sheet, Section 1, if applicable, and Section 2 to the Chairperson or Associate Dean of the Division, as appropriate and the Associate Dean for Academic Affairs.
The Workload Data Sheet is to be completed online at the start of the Fall and Spring Semesters. Copies are to be sent to the Chairperson and Associate Dean (for those teaching graduate courses in Music Therapy, Speech Therapy, Business, Education, Criminal Justice, and Nursing), the Dean of the Division, Associate Dean for Academic Affairs, and the Vice President for Academic Affairs.

This form should be retained in your files, updated each semester, and sent to those mentioned above.

<table>
<thead>
<tr>
<th>Regular Assignments</th>
<th>Special Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester/Year</td>
<td>Rank</td>
</tr>
<tr>
<td>Course # and Section</td>
<td># of Credits or # of Hours</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Assignments</td>
<td>Special Assignments</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Semester/Year</td>
<td>Rank</td>
</tr>
<tr>
<td>Course # and Section</td>
<td># of Credits or # of Hours</td>
</tr>
<tr>
<td>Reduction in load for Dean, Associate Dean, Chairperson, Director, or special assignment</td>
<td>Credits or hours for special assignment</td>
</tr>
<tr>
<td>Course # and Section</td>
<td>Credits or hours for overload</td>
</tr>
</tbody>
</table>
(SECTION 3 & 4) EVALUATION OF FACULTY MEMBER’S RESPONSIBILITIES

The Evaluation of Faculty Member’s Responsibilities form is to be completed annually during the Spring Semester after the appropriate Chairperson, Dean etc. noted below have the opportunity to review the updated Professional Data Sheet and the Workload Data Sheet. The Evaluation of Faculty Member’s Responsibilities form is to be completed by the Chairperson and Dean in the Humanities, Natural Sciences and Social Sciences Divisions and by Deans and the appropriate Associate Deans in Business, Education and Nursing Divisions.

As we did during prior Spring Semesters, and every Spring Semester going forward, annual review meetings will be scheduled for each faculty member. This process involves the faculty member and Chairperson and Dean in the Humanities, Natural Sciences and Social Sciences Division and by Deans and Associate Deans in the Business, Education and Nursing Divisions. The format of this meeting is collegial. The Evaluation of Faculty Member’s Responsibilities form will be signed after the meeting with the faculty member. The faculty member may request that additional information be included on the form. The form should be signed by all at the conclusion of the meeting. Faculty members will receive a copy of the completed form. The Division Dean will send a copy to the Associate Dean for Academic Affairs.

The collaborative meeting is scheduled annually to review the forms identified above (Section 1, if applicable, Section 2 Professional Data Sheet; Section 3 and 4 Evaluation of Faculty Member’s Responsibilities; and the Workload Data Sheet).

Please submit Section 1 (if applicable), Section 2 of your Professional Data Sheet and your updated Workload Data Sheet to your Dean at your earliest convenience but no later than April 15th so that Annual Review meetings can be scheduled in a timely fashion. Please note that the Annual Review Process should be completed by the end of the Spring Semester for each faculty member but no later than June 1st.
(SECTION 3)  TEACHING EFFECTIVENESS

SCALE:  (5) Outstanding; (4) Very Good; (3) Good; (2) Satisfactory; (1) Satisfactory with reservations; (0) Unsatisfactory; (U) Unable to observe

Score

Consensus of Teacher Evaluation (i.e. student classroom evaluation)
Chairperson/Associate Dean/Dean Evaluations

SUPPORTING COMMENTS (must be included)
### (SECTION 4) ACADEMIC RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Quality of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
<td></td>
</tr>
<tr>
<td>Departmental Meetings</td>
<td></td>
</tr>
<tr>
<td>Department Committee Meetings, if applicable</td>
<td></td>
</tr>
<tr>
<td>Division Meetings</td>
<td></td>
</tr>
<tr>
<td>Division Committee Meetings, if applicable</td>
<td></td>
</tr>
</tbody>
</table>

### College Wide Meetings

<table>
<thead>
<tr>
<th>College Wide Meetings</th>
<th>Quality of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Day</td>
<td></td>
</tr>
<tr>
<td>Dean’s Meeting with the Faculty</td>
<td></td>
</tr>
<tr>
<td>General Faculty Meetings</td>
<td></td>
</tr>
<tr>
<td>Graduate or Undergraduate Class Night</td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td></td>
</tr>
<tr>
<td>Other meetings that may be arranged</td>
<td></td>
</tr>
</tbody>
</table>

### Quality of Participation

#### Department/Division

<table>
<thead>
<tr>
<th>Department/Division</th>
<th>Quality of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperation with projects</td>
<td></td>
</tr>
<tr>
<td>Rapport with faculty and students</td>
<td></td>
</tr>
<tr>
<td>Preparation and submission of course outlines</td>
<td></td>
</tr>
<tr>
<td>Advisement</td>
<td></td>
</tr>
<tr>
<td>Availability</td>
<td></td>
</tr>
<tr>
<td>Contacts Advisees</td>
<td></td>
</tr>
<tr>
<td>Monitors/records schedule/progress</td>
<td></td>
</tr>
</tbody>
</table>

### SUPPORTING COMMENTS (must be included)

<table>
<thead>
<tr>
<th>SUPPORTING COMMENTS (must be included)</th>
<th>Quality of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTES</td>
<td></td>
</tr>
</tbody>
</table>
Optional
  Teaching Faculty Meetings
  Student Activities Participation
  College Committee Membership

SUPPORTING COMMENTS (must be included):

SIGNATURE OF FACULTY MEMBER

DATE:

(SIGNATURE OF CHAIRPERSON OR ASSOCIATE DEAN)

DATE:

(SIGNATURE OF DEAN OF DIVISION)

DATE:

* Faculty Handbook APPENDIX VB
Commencing Spring 2014, faculty members at the Time of Annual Review will present a project for special focus to be reviewed annually.

Consistent with the principles of academic freedom and in recognition of the individual faculty member’s expertise the selection, implementation, and management of the project will be the responsibility of the faculty member. The Dean, Associate Dean or Chairperson may offer guidance as appropriate. Faculty will give due consideration to guidance offered.

Please note that research and scholarship are required for promotion for all full-time faculty.

Faculty teaching graduate or doctoral courses will present projects that are scholarship/research-related or the professional equivalent to their academic field. Faculty teaching undergraduate courses are encouraged to present research-related projects but may substitute other academic projects related to their field.

Please note that faculty members may submit proposals to the Faculty Scholarship and Academic Advancement Committee for institutional support for project related expenses. Faculty members who have been given a reduction in teaching workload to assume administrative responsibilities will be addressed on an individual basis. Faculty members will comment on the progress or modifications of the project as part of the annual review process in subsequent years.

Title and Description of Project. Please attach additional pages as necessary.

NAME OF FACULTY MEMBER: ___________________________ DATE: __________

COMMENTS OF FACULTY MEMBER
NAME OF ASSOCIATE DEAN/CHAIRPERSON: __________________________ DATE: __________

COMMENTS OF ASSOCIATE DEAN OR CHAIRPERSON

NAME OF DEAN OF DIVISION: __________________________ DATE: __________

COMMENTS OF DIVISION DEAN

Reformatted to include Professional Development Plan, Tenured - Spring 2014
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
In compliance with Section 504 of 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>Role</th>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA/Section 504 Coordinator</td>
<td>Cari Rose-Tomo</td>
<td>Casey 11</td>
<td>516-323-3315</td>
</tr>
<tr>
<td>AIDS Coordinator</td>
<td>Anita Deleo</td>
<td>Kellenberg 310</td>
<td>516-323-3467</td>
</tr>
<tr>
<td>Nondiscrimination Coordinator</td>
<td>Lisa Miller</td>
<td>Kellenberg 112</td>
<td>516-323-3046</td>
</tr>
</tbody>
</table>
APPENDIX XI
GUIDELINES FOR RESEARCH INVOLVING HUMAN SUBJECTS

Molloy College
Institutional Review Board

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 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.

Membership (10): The IRB consists 2 co-chairs and six members who volunteer from each of the following Divisions: Division of Social Sciences (Psychology, Sociology, Social Work, Criminal Justice and Legal Studies, History/Political Science, Clinical Mental Health Counseling) Division of Humanities (Philosophy, Theology and Religious Studies, Art, Music, Music Therapy, Communications, English, Modern Language, Theatre Arts and Interdisciplinary Studies), Division of Natural Sciences (Biology, Chemistry, Earth and Environmental Sciences, Allied Health Sciences, Mathematics and Computer Science, and Communication Sciences and Disorders); Division of Nursing; Division of Education; and Division of Business. 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. In addition, the Director of Faculty Research Development serves as an ex officio member. The IRB also includes one member from an outside institution that is not affiliated with Molloy College. Membership should reflect the multi-cultural, gender, racial and ethnic diversity of the Molloy College community.

Appointment: The members will be appointed by the Vice President for Academic Affairs from the volunteers for a term of four years, renewable once. A new IRB will commence each academic year at the beginning of the semester. Terms for both members from the Molloy community and members from other institutions will be staggered. The Co-Chairs of the IRB are appointed by the Vice President for Academic Affairs.

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 electronically and archived in a designated office. This will be the responsibility of the Office of Graduate Academic Affairs.

Voting: Decisions concerning the category of Exempt status proposals will be determined by the two Co-Chairpersons, or designated board members if one or both of the Co-Chairpersons may have a conflict of interest. For Expedited status reviews, 3 Molloy members of the committee will review, which may be composed of both Co-Chairpersons and 1 member or 1 Co-Chairperson and 2 members. For Full Review status, or when there is dissent or questions in the result of the Expedited review, the decisions of the IRB will require a majority agreement of the entire IRB membership. If agreement is not unanimous, the full IRB may schedule a meeting with the proposal Principal Investigator (PI) or determine the decision by vote.

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.

Submission of applications: All applications are submitted electronically with all necessary documents attached to emails directed to the Co-Chairpersons or the IRB email address. One paper copy may be delivered for filing. 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, renewed 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. Amendments and modifications for extensions or minor additions to an approved study can be requested by email to the Co-Chairpersons of the IRB, who can determine if the change is approved or if a revised, new proposal needs to be completed. A copy of the research results must be supplied to the IRB Chair for record purposes to close out the study.
Violations: 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 of 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 recommendations 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.

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 (Molloy specific procedures).

1. Exempt (determined by concurrence of Co-Chairs or 2 IRB member)
2. Expedited (requires review by 3 IRB members, not full Board)
3. Full Review (must be reviewed by all IRB members)

The final decision about which category a particular project is in rests with the Institutional Review Board and directed by the Co-Chairpersons.

The agencies that fund research may require the submission of an Institutional Assurance (designated by Federal Wide 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. Researchers should submit their applications to the IRB and self-identify the proposal as Exempt, which must be confirmed by the Co-Chairpersons.
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:
   i. Responses are recorded in such a manner that the human subjects can be identified, directly or through identifiers linked to the subjects.
   ii. 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
   iii. 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:
   i. Observations are recorded in such a manner that the human subjects can be identified, directly or through identifiers linked to the subjects.
   ii. 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
   iii. 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 and self-identify the proposal as Expedited, which is confirmed by the Co-Chairpersons. The researcher should ensure that the project is scientifically sound and that the procedures and likely risks are adequately described.

Expedited review will be carried out by at least three members of IRB that may include the Co-Chairpersons and one member or a combination of 3 members that represent:

1. a member from the 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 electroretinography.

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 healthy 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 all members of the Committee. Following determination of approval by unanimous agreement, researchers may collect data. Any dissent or need for clarification from the researchers requires the full committee to meet within a month that the application was received for discussion. Dates of meetings will be arranged by the Co-Chairpersons and conclude with a vote of members to approve or disapprove the proposal.

Applications that are not EXEMPT or EXPEDITED should be submitted to the IRB Co-Chairpersons by the first of the month so that if a meeting is required, it will occur during that month. Applications requiring full board approval submitted after this time will be reviewed at the following meeting.
If the research is externally funded, or external funding is being sought, IRB applications should be submitted early enough so that the Federal Wide 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:

A. 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 DHSS 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:

i. 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.

j. 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.

k. 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).

l. Subjects should be given a copy of the consent form as a reminder of the information conveyed.

m. Consent forms must be retained for at least three years following the conclusion of a research project.

n. 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.

B. 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.

C. 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 by email one month in advance of the expiration of the current approval date. Failure to renew may 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
b. A one or two page description (executive summary) of the proposed research project
c. Any consent forms that will be used
d. Copy of research instrument if applicable
e. Grant application when appropriate

All applications must be submitted as one hard copy and one e-copy, submitted to the email addresses of the Co-Chairpersons of the IRB, or directly to the Molloy College IRB email address (irb@molloy.edu).
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. The review process for “in-class” activities, “course specific” assignments involving research methods, or group class projects will be reviewed by the Molloy College Sub-Committee on Undergraduate and Class Based Research. Guidelines will be congruent with the general IRB Guidelines for Research Involving Human Subjects, with the exception that the course instructor of designated faculty member who oversees the activity is the Principal Investigator of the project and can apply for IRB approval for research with Human Subjects under this category. Guidelines are based on the IRB application but customized for the type of class, course, or student learning activity.

Course instructors have the primary responsibility for ensuring that the rights and welfare of human subjects are not violated. They must obtain the required certification and monitor the student activity throughout the project.

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, collection of data that is part of tests or surveys in class, is part of normal teaching evaluation activities of students, poses no more than minimal risk, and if subjects’ responses remain anonymous or their identity is kept confidential, instructor’s approval of the research is sufficient. The application can be approved as EXEMPT by definition; informed consent of subjects may be requested as appropriate to the study, but submission and monitoring consents or review by the IRB is not required. 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. If the student research is individual but the class requirements are the same, the instructor may submit one application with a list of students identified by name, project title, and detailed abstract so that each project may be designated into the appropriate categories of review and following the same Guidelines for Research Involving Human Subjects.

IX. THE IRB RESERVES THE RIGHT TO REVIEW AND CHANGE THIS DOCUMENT AS IT SEES FIT.

In the execution of proposal reviews and IRB actions, the Guidelines for Research Involving Human Subjects may be changed to meet the needs of the institution. It is the researcher’s
responsibility to know the most current policy and procedures for submitting applications to the IRB for review.

X. PRINCIPLES OF THE MOLLOY COLLEGE INSTITUTIONAL REVIEW BOARD (IRB) POLICIES AND PROCEDURES

1. The Molloy College IRB serves faculty and students in guiding and reviewing applications that meet the Human Subjects Protection Requirements of the Federal Government by interpreting the rules in a way that supports research efforts specific to the campus norms.

2. The Molloy College IRB is responsible to set and adhere to standards for the institution to protect all members of the Molloy community and the public from potential problems. It must set those requirements at a level that is appropriate for faculty-researchers whose mission is scholarly work while balancing to meet the needs of faculty-teachers whose mission serves students learning research. For this reason, student sponsored research requires faculty oversight for most applications pending some consideration for independent work by students to be defined in the application process.

3. The Procedures and Forms are posted on the website and will be available for faculty to use, however, due to the variations in types of submission applications, the Co-Chairpersons will help clarify the regulations that need to be followed for the College to be in compliance.

4. The standards for Principal Investigators (PIs) at Molloy will be instituted so that they are congruent with other colleges of like size and research activity. These standards are important to maintain the oversight responsibilities of the members of the IRB.

5. If any modifications are necessary to aspects of the study that change or impact matters of Human Subject Protection, the PI is responsible to communicate those changes to the IRB Co-Chairs. For example, if data collection continues beyond the stated time-period, the PI must request an extension; or if there is a change in the population, the PI must request an amendment to the application.

6. Communication with the IRB Co-Chairs can be via email (recommended copied to both). Follow-ups, amendments, reports, renewals, etc. can be sent in email that will be amended (attached) to the electronic folder with the original application. There is also an IRB email address: irb@molloy.edu.

7. All Principal Investigators must have Collaborative Institutional Training Initiative (CITI) certification in order to receive IRB approval for their proposals, even if their study is exempt. Faculty overseeing student research in classes, thesis, or dissertations must also be CITI certified prior to approval by the IRB. For more information about CITI certification, contact the Director of Faculty Research Development.
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 – GUIDELINE FOR DEVELOPMENT

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

(OPTIONAL) 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) __________________________
I. IDENTIFYING DATA

Principal Investigator

Name: __________________________
Department/Division: _______________________
Email: __________________________

Signature: _______________________

Other Investigator(s)

Name: _______________________
Department/Division: _______________________
Email: _______________________

Signature: _______________________

Title of the Research: _______________________
Date submitted: ______________

Reason for Study:

___ Degree Requirement. School affiliation: _______________________
___ Independent Study Committee Chairperson: _______________________
___ Other (Specify): _______________________

Purpose of study:

Have you submitted this to any other IRBs?  ___ 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

(SEE ATTACHED FOR DEFINITIONS)
II. DESCRIPTION OF HUMAN SUBJECT SAFEGUARDS AND RIGHTS

A. Risks/Benefits to Participants

1. Identify possible psychological or physical risks or discomforts 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

4a. 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? (Institutions(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
[NOTE: IF ANY STUDY SUBJECTS ARE CONSIDERED VULNERABLE BY THE FEDERAL GOVERNMENT, PLEASE EXPLAIN ADDITIONAL MEASURES YOU ARE TAKING TO PROTECT THEIR RIGHTS.]

How are subjects recruited and selected? [ATTACH RECRUITMENT INFORMATION/FLYER]

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?

C. 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 ___
[NOTE: DESCRIBE ANY DECEPTION, IF ANY, TO BE USED WITH HUMAN
SUBJECTS.]

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.

[IF PROCEDURES ARE POTENTIALLY HARMFUL, DESCRIBE
ARRANGEMENTS FOR MEDICAL REFERRAL OR OTHER ASSISTANCE. IF
EXPECTED CULTURAL OR LANGUAGE PROBLEMS, DESCRIBE PROVISIONS
TO BE MADE FOR CONSENT.]

D. Privacy/Confidentiality

1. Does the project involve protected health information as defined by HIPAA?

2. Describe whether the research will involve observation or intrusion in situations where
subjects have a reasonable expectation of privacy.

3. If records are to be examined, has appropriate permission been sought?

4. 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___

[ANY FINANCIAL INTEREST IN THE RESEARCH? IF SO, BRIEFLY EXPLAIN
AND ATTACH A STATEMENT TO BE DISTRIBUTED]

III. PLEASE SUBMIT ONE ELECTRONIC DOCUMENT WITH ALL
COMPONENTS OF:

A. Proposal form (application)

B. Proposal Executive Summary (abstract with specific protocol details)

The Executive Summary is a proposal abstract that includes specifics about the research
protocol such as how the applicant will recruit and enroll subjects such as contact letters,
the data collection procedures such as location, and assurances of human subject
protection

C. Research tool(s)

D. Consent form and/or letter
All applications must be submitted as one e-copy and one hard copy, submitted to the email addresses of the Co-Chairpersons of the IRB, or directly to the Molloy College IRB email address (irb@molloy.edu).

Signature(s) of investigator(s) Date:
(Electronic signature with email acceptable):

__________________________
__________________________
__________________________
__________________________

ATTACHMENT:
CATEGORY DEFINITIONS (NIH) AND MOLLOY IRB IMPLEMENTATION

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. Researchers should submit their applications to the IRB and self-identify the proposal as Exempt, which must be confirmed by the Co-Chairpersons.

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 and self-identify the proposal as Expedited, which is confirmed by the Co-Chairpersons. The researcher should ensure that the project is scientifically sound and that the procedures and likely risks are adequately described.

Expedited review will be carried out by at least three members of IRB that may include the Co-Chairpersons and one member or a combination of 3 members that represent:

1. a member from the 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 electroretinography.

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 all members of the Committee. Following determination of approval by unanimous agreement, researchers may collect data. Any dissent or need for clarification from the researchers requires the full committee to meet within a month that the application was received for discussion. Dates of meetings will be arranged by the Co-Chairpersons and conclude with a vote of members to approve or disapprove the proposal.

Applications that are not EXEMPT or EXPEDITED should be submitted to the IRB Co-Chairpersons by the first of the month so that if a meeting is required, it will occur during that month. Applications requiring full board approval submitted after this time will be reviewed at the following meeting.

If the research is externally funded, or external funding is being sought, IRB applications should be submitted early enough so that the Federal Wide 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.
I. IDENTIFYING DATA

Graduate_____________ Undergraduate______________________

Principal Investigator

Name: ________________________

Department/Division: _________________________

Email: _______________________________________

I accept responsibility for conducting the proposed research in accordance with the policy regarding protection of human subjects as specified by the Molloy College Institutional Review Board, including the supervision of faculty and student co-investigators.

Signature: ______________________

Other Investigator(s)

Name:_______________________________________

Department/Division:___________________________

Email:_______________________________________

I accept responsibility for conducting the proposed research in accordance with the policy regarding protection of human subjects as specified by the Molloy College Institutional Review Board, including the supervision of faculty and student co-investigators.

Signature: ______________________

Title of the Research:

Date submitted: ________________

Reason for Study:

___ Degree Requirement. School affiliation:_______________________________

___Independent Study Committee Chairperson:_____________________________

___Other (Specify): ___________________________________________________

Purpose of study:

Have you submitted this to any other IRBs?  ___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 Policy 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

(SEE ATTACHED FOR DEFINITIONS)

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 discomforts 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

4a. 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? (Institutions(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
   ___ Pregnant women
   ___ Women of Childbearing Age
   ___ Institutionalized Persons (Includes prisoners)
   ___ Other
   (specify)_________________________

   ___ Students
   ___ Low Income Persons
   ___ Minorities
   ___ Incompetent Persons (or those with diminished capacity)

   [NOTE: IF ANY STUDY SUBJECTS ARE CONSIDERED VULNERABLE BY THE FEDERAL GOVERNMENT, PLEASE EXPLAIN ADDITIONAL MEASURES YOU ARE TAKING TO PROTECT THEIR RIGHTS.]

   How are subjects recruited and selected? [ATTACH RECRUITMENT INFORMATION/FLYER]

   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?

C. 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

[NOTE: DESCRIBE ANY DECEPTION, IF ANY, TO BE USED WITH HUMAN SUBJECTS.]

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.

[IF PROCEDURES ARE POTENTIALLY HARMFUL, DESCRIBE ARRANGEMENTS FOR MEDICAL REFERRAL OR OTHER ASSISTANCE. IF EXPECTED CULTURAL OR LANGUAGE PROBLEMS, DESCRIBE PROVISIONS TO BE MADE FOR CONSENT.]

D. Privacy/Confidentiality

1. Does the project involve protected health information as defined by HIPAA?
2. Describe whether the research will involve observation or intrusion in situations where subjects have a reasonable expectation of privacy.

3. If records are to be examined, has appropriate permission been sought?

4. 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___

[ANY FINANCIAL INTEREST IN THE RESEARCH? IF SO, BRIEFLY EXPLAIN AND ATTACH A STATEMENT TO BE DISTRIBUTED]

III. Please submit one electronic document with all components of:

B. Proposal form (application)

C. Proposal Executive Summary (abstract with specific protocol details)

D. Consent form and/or letter

[The Executive Summary is a proposal abstract that includes specifics about the research protocol such as how the applicant will recruit and enroll subjects such as contact letters, the data collection procedures such as location, and assurances of human subject protection]

C. Research tool(s)

D. Consent form and/or letter

All applications must be submitted as one e-copy and one hard copy, submitted to the email addresses of the Co-Chairpersons of the IRB, or directly to the Molloy College IRB email address (irb@molloy.edu).

Signature(s) of investigator(s)

(Electronic signature with email acceptable): Date:

______________________________________

Signature

Date:

______________________________________

Signature

Date:

______________________________________

Signature

Date:

______________________________________

Signature

Date:
Molloy College

HUMAN SUBJECT RESEARCH PROPOSAL

Faculty Proposal for Student Research in Course – Graduate/Undergraduate - B
(Completed by Each Student – Collected and Submitted to IRB by Faculty with Cover Summary)

Student Name: ___________________________  Course: ___________________________

Faculty Name: ___________________________  Department: _______________________

Type of Research (e.g., Survey, Interview, etc.): ________________________________

Title: _______________________________________________________________________

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 and confidentiality will be maintained:

Will subjects be given research results if they so request?  Yes ____  No ____

Please submit two copies (one e-copy and one hard copy) of:

Proposal form
Abstract of Procedure – Executive Summary
Class assignment and instruments/questions if appropriate

Faculty Signature: ___________________________  Date: __________________
Molloy College

HUMAN SUBJECT RESEARCH PROPOSAL
Proposal for Student Research in Course/Class – Form C
(Completed by Faculty for Group Research Project in Course Conducted by a Group/Class)

Student names: ___________________________ Course: _______________________________
(use reverse side if necessary or attach list of students names)

Faculty name: ___________________________ Department: ___________________________

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 the number of subjects)?
E. Describe methodology to be used:

Identify any possible physical or psychological risks to 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:
Proposal form (i.e. this document)
Class assignment and instruments/questions

Student Signature: ___________________________ Date:

Faculty Signature: ___________________________
ATTACHMENT:
CATEGORY DEFINITIONS (NIH) AND MOLLOY IRB IMPLEMENTATION

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. Researchers should submit their applications to the IRB and self-identify the proposal as Exempt, which must be confirmed by the Co-Chairpersons.

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.

Expeditied

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 and self-identify the proposal as Expedited, which is confirmed by the Co-Chairpersons. The researcher should ensure that the project is scientifically sound and that the procedures and likely risks are adequately described.

Expedited review will be carried out by at least three members of IRB that may include the Co-Chairpersons and one member or a combination of 3 members that represent:

1. a member from the 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 electroretinography.

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 all members of the Committee. Following determination of approval by unanimous agreement, researchers may collect data. Any dissent or need for clarification from the researchers requires the full committee to meet within a month that the application was received for discussion. Dates of meetings will be arranged by the Co-Chairpersons and conclude with a vote of members to approve or disapprove the proposal.

Applications that are not EXEMPT or EXPEDITED should be submitted to the IRB Co-Chairpersons by the first of the month so that if a meeting is required, it will occur during that month. Applications requiring full board approval submitted after this time will be reviewed at the following meeting.

If the research is externally funded, or external funding is being sought, IRB applications should be submitted early enough so that the Federal Wide 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.
**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:**

<table>
<thead>
<tr>
<th>A. Justice: assurance of equal treatment with regard to participation &amp; benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Confidentiality</td>
</tr>
<tr>
<td>C. Informed Consent</td>
</tr>
<tr>
<td>D. Withdrawal from the Study</td>
</tr>
<tr>
<td>E. Deception</td>
</tr>
<tr>
<td>F. Coercion</td>
</tr>
<tr>
<td>G. Psychological Risk or Discomfort</td>
</tr>
<tr>
<td>H. Physical Risk or Discomfort</td>
</tr>
<tr>
<td>I. Degree of Commitment Required</td>
</tr>
<tr>
<td>J. Post-Project Report</td>
</tr>
</tbody>
</table>

**IV. RECOMMENDATIONS:**

- ___ Approval
- ___ Pending
- ___ Non-approval

**Reasons:**

Evaluator signature: _______________________________  Date: _____________
Molloy College
APPLICATION FOR RENEWED APPROVAL
OF RESEARCH INVOLVING HUMAN SUBJECTS

Principal Investigator
Name:____________________________
Department: _______________________
Signature: _________________________
Date: __________________
Title of Research: _______________________________________________________

Other Investigator(s)
Name: ____________________________
Department: _______________________
Name: ____________________________
Department: _______________________
Signature: _________________________
Date: __________________
Title of Research: _______________________________________________________

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.

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.
I. IDENTIFYING DATA

Principal Investigator

Name: ________________________________  Name: ________________________________

Department: _________________________  Department: _________________________

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
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)

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
____ Pregnant Women
____ Women of Childbearing Age
____ Institutionalized Persons
____ (Includes prisoners)
____ Other (specify)

____ Students
____ Low Income Persons
____ Minorities
____ Incompetent Persons
____ (or those with diminished capacity)

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.

C. 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.

D. 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

_________________________________________________  ____________

_________________________________________________  ____________

______________________________________  ____________

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.
APPENDIX XIIB
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.

_________________________________________  Date

Signature of Advisor
APPENDIX XIII A
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
APPENDIX XIII B
BLENDING LEARNING DELIVERY POLICY AND PROCESS

The term “hybrid” will be used at the course level; the term “blended” will be used at the program level.

HYBRID COURSE DESIGN
A hybrid course combines traditional classroom instruction with online/distance learning, replacing at least 20 percent, but not all required instructional site meetings. Any hybrid course must first be designed as a traditional course, complying with NYSED regulations on meeting credit hour requirements. Each week’s work should be clearly outlined so that the evidence exists that the hybrid course possesses the same academic rigor as the traditional course.

ONLINE COURSE DESIGN
In an online course, all course activity is completed online; there are no required instructional site meetings within the course. Any online course must first be designed as a traditional course, complying with NYSED regulations on meeting credit hour requirements. Each week’s work should be clearly outlined so that the evidence exists that the online course possesses the same academic rigor as the traditional course. Guidance for determining time on task in online education can be found at the NYSED website at http://www.highered.nysed.gov/ocue/ded/policies.html#task.

ONLINE COURSE SIZE
Class size is limited to 25 per section, to permit appropriate interactions between students and faculty members. A lower limit may be established for some courses or programs at the discretion of the dean/associate dean or chair.

SUMMARY OF COURSE DEFINITIONS

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Content Delivered Online</th>
<th>Typical Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional*</td>
<td>Typically none, but may have up to 19% of course delivered online</td>
<td>Course activity is primarily delivered around scheduled instructional site meetings which may use web-based technology as part of instruction.</td>
</tr>
<tr>
<td>Hybrid</td>
<td>At least 20%, but no more than 95%</td>
<td>A course that combines traditional instruction with online/distance learning.</td>
</tr>
<tr>
<td>Online</td>
<td>100%, exclusive use of online delivery</td>
<td>A course where all of course content is delivered online with no required instructional site meetings.</td>
</tr>
</tbody>
</table>

BLENDING AND ONLINE PROGRAM DESIGN
Blended programs may consist of traditional, hybrid and fully online courses (see course definitions above). However, if a program delivers 50% or more of fully online courses, then NYSED approval is required to add a distance education format. Online programs will not require any instructional site meetings. Approval from NYSED is required to add a distance education format for all online programs.
SUMMARY OF PROGRAM DEFINITIONS

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>Content Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional</td>
<td>100% of courses are delivered in a traditional format.</td>
</tr>
<tr>
<td>Blended</td>
<td>May consist of a combination of traditional, hybrid and/or fully online courses. If a program offers 50% or more of fully online courses, then NYSED approval is required to add a distance education format.</td>
</tr>
<tr>
<td>Online</td>
<td>All courses are delivered online. NYSED approval is required to add a distance education format.</td>
</tr>
</tbody>
</table>

PROCEDURE FOR SEEKING HYBRID OR ONLINE APPROVAL

Faculty must seek formal approval from the associate dean or academic chair to implement a hybrid or online course in the division/department. If the division/department implements the hybrid or online course format, the following division and faculty responsibilities exist:

- Faculty who are approved by the department chair, associate dean or division dean must receive training in using online learning technologies (e.g., the College's learning management system, which currently is Canvas, lecture capture software, anti-plagiarism software) and be certified as competent to teach hybrid/online by the instructional designer (e.g., earn a certificate of completion on hybrid and online teaching). Faculty members who possess prior hybrid or online teaching experience or training, may seek a waiver by completing a waiver application and meet with the instructional designer from the Office of Blended/Online Learning and Student Success.

- Faculty who are certified as competent and commit to teaching hybrid or online courses commit to the faculty responsibilities listed below.

- Student registration must be sufficient to run a hybrid or online course. As is the case with traditional courses, the final decision to run the course is determined by the chairperson/associate dean/dean.

- Associate deans and chairpersons are required to indicate hybrid or online delivery type on the course schedule report sent to Registrar. For hybrid courses, instructional site meetings will be included so students are made aware of the class meeting schedule prior to registration.

- Using the existing assessment process, each division/department should carefully assess whether an individual hybrid or online course meets the stated learning objectives. As in the case with all courses taught at the College, faculty teaching hybrid and online must be evaluated by the associate dean/chair.
If a division/department decides to offer an entire program/track in the blended format, approval must be obtained from the division/department faculty, the division dean, the Vice President of Academic Affairs, and in consultation with the Dean of Innovative Delivery Methods prior to program/track implementation.

**FACULTY RESPONSIBILITIES**

It is understood that hybrid/online learning requires additional college support for both students and faculty. Molloy will provide faculty with the necessary resources and training to assure quality in development, delivery and assessment of approved blended /online programs, courses, or course sections.

Faculty members who are approved by the department chair, associate dean or division dean and assume the responsibility of teaching hybrid/online courses commit to the following:

- Receive training (both technical and instructional design), or be certified as competent, in using the college-selected platform for delivering online material (e.g., learning management system, lecture-capture software, anti-plagiarism software) and in teaching hybrid/online (e.g., Hybrid and Online Teaching certificate, on-campus workshop).

- Create an environment that offers the students the equivalent engaging and in-depth learning experiences had these students attended a traditional-delivery course. For example, weekly discussion boards, quizzes to assess the assimilation of knowledge and opportunities for students to read each other’s papers and react, will all add to creating a community within the online classroom.

- Establish varied online opportunities to interact with the students registered in the class. For example, graded discussions will ensure student engagement with the material and the other registered students.

- Define the access to the professor throughout the course (e.g., email, phone), which allows the professor to field course-related questions and to provide course-related advisement. Faculty who teach hybrid or online courses are expected to respond to student questions in a timely manner, ordinarily within 36 hours. Online communication procedures and office hours are established and communicated to the student at the start of the semester found in the course syllabus.

- Develop a fully populated learning management system course site including the course syllabus, assignments, presentation slides, and links to related sites.

- Publish clear expectations for students to follow. For example, if a professor plans on assessing the content of an online chat/discussion, then the professor should establish a specific time after which new postings will not count toward the assignment grade.

- Establish varied formative and summative assessment opportunities. Since the students are not always interacting with the professor in a traditional environment, it is required that assessments be spread evenly throughout the course so that a professor can quickly
identify a student who may not be grasping the material. For example, the professor should avoid solely semester-end assessments. Interim quizzes would allow the professor to assess the student's learning throughout the semester.

- Molloy College 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. The policy on intellectual property can be found in the faculty handbook (Appendix XIV).

COURSE DEVELOPMENT GUIDELINES AND STANDARDS

Hybrid and online courses require an iterative process of discussing new material and finding applications for the knowledge. For example, a typical week may include new material in the form of an audio/visual recording coupled with presentation slides and a reading assignment, followed by an online discussion with a weekly wrap up of a quiz. As a result, the professor could classify the quiz, the discussion board and the time to listen to the audio/visual recording and the review of the presentation slides as instructional time. The professor may classify the reading assignment as part of the instructional time (if the reading would traditionally take place in class), or classify the reading as homework, which would cause it to not be included instructional time. The multiple assessments throughout the week allow the professor to assess whether the student is on-track with the material and moving toward achieving the learning outcome.

To ensure that courses delivered as hybrid or online meet the NYSED guidelines, the following guidelines have been established:

- Course offerings delivered as hybrid or online will have the same student learning outcomes as traditional courses. There is recognition that how the learning outcomes are achieved is part of the course design and therefore influenced by the delivery method. For example, if a component of a traditional course is each student sharing his or her written paper followed by a classroom discussion, then an online activity could be each student posting his or her paper and/or presentation slides and then responding to an online discussion of questions and reactions.

- The students’ time in reviewing professor created files, such as presentation slides or audio/visual recordings, are part of instructional time.

- The time for a student to take an exam as well as a professor-led discussion of the exam results, is part of instructional time.

- The time for a student to read another student’s presentation (e.g., presentation slides or paper) is part of the instructional time (similar to a student presenting his or her results in class).

- A team project in which students are collaborating may or may not be part of instructional time. Each professor will determine, based on the comparison design of the
traditional course, whether the collaboration time is homework or classroom work. For example, if the professor in his or her traditional class allocates time for students to read and discuss a case and prepare a collective conclusion, then this activity in the hybrid course would be included as instructional time.

- The students’ time studying for an exam is not part of instructional time.
- The students’ time in writing their individual research papers and doing assignments classified by the professor as homework, are not part of instructional time.
- Students are expected to allocate additional hours per course, per week, for activities such as reading, writing, researching, and studying, that is not part of instructional time.
- All faculty have the option to submit student-authored papers to anti-plagiarism software. The professor will determine if the student is permitted to review his or her own results or whether a single submission is allowed.
- For proctored online quizzes and exams, faculty have access to Molloy’s online academic integrity tool.

*Note: Each 3 credit course delivered in the traditional face-to-face classroom method is comprised of a combination of instructional time and additional out of classroom course-related work to comply with Section 50.1 (o) of the New York State Commissioner of Education Regulations, which are based on the U.S. Department of Education’s definition of a credit hour. A semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. Source: http://www.highered.nysed.gov/ocue/lrp/rules.htm.

A summary of the basic guidelines of instructional vs. non-instructional time is shown below:

<table>
<thead>
<tr>
<th>Student Activity</th>
<th>Instructional Time</th>
<th>Not instructional time</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of professor created files</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take an exam</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review or participate in professor-led discussion of exam results</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One student reads another student’s presentation (e.g., presentation slides or paper)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A team project in which students are collaborating.</td>
<td>X</td>
<td>X</td>
<td>To be determined by instructor.</td>
</tr>
<tr>
<td>Studying for an exam</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing an individual research paper</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignments classified by the professor as homework</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
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:

- **Catalogue Description** = the statement containing the Catalogue name, number, and overview of the course that must be covered by the instructor.
- **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.
- **Creator** shall be defined to mean a discoverer, inventor, author, artist or developer of intellectual property.
- **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, CDROM, 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)

- **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.

- **Intellectual Property** shall be defined to include, but is not limited to, the following categories:
  - 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:
      - scholarly works (e.g. textbooks, class notes, research articles and materials, publications, and instructional materials);
      - creative and artistic works (e.g. art, music, dance, architecture, poetry, fiction and film);
      - copyrightable software (commercial and academic research);
      - multimedia works;
      - electronic communications including media used for distance education
  - 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.
  - 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.
  - Trademarks (as recognized by state and federal laws).
    - **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).
    - **Works Made for Hire** shall be defined as that invention or work created by an employee who is employed, directed or assigned to:
      * invent, improve, develop or perfect any art, machine, design, manufacture, or composition of any matter or technology;
      * conduct or perform research or developmental work;
      * supervise, direct, coordinate or review College financed or conducted research or development work;
      * 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 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.

(AAUP, http://www(aaup.org/AAUP/issuended/DE/sampleDE.htm

Revised Spring, 2008
APPENDIX XV
POSITION DESCRIPTION: AUXILIARY PART-TIME FACULTY

Auxiliary Part-Time contracts are issued for either one semester or one year and should not be construed to infer any speculation of renewal. The contract may be renewed at the discretion of the Vice President of Academic Affairs (VPAA) in discussion with the Division Dean.

Responsibilities include:

- Teaching four courses per year ordinarily divided between the Fall and Spring semesters.
- Other responsibilities as assigned by the Chairperson, Associate Dean or Dean of the Division such as student advisement, student recruitment, internship development, etc.
- Specific responsibilities to be determined with each faculty position.

Benefits include:

- Salary of $25,000 per year with annual raise if granted to the full-time/part-time faculty for the subsequent academic year.
- Option to participate in Molloy College health, dental and vision plans – please see plan summaries for plan details including waiting periods and contribution schedules.
- Option to participate in Molloy College retirement annuity and supplemental annuity plans, please see plan summaries for plan details including age requirements and applicable waiting periods.
- Option to participate in Molloy’s tuition remission program – please see program summary for program details.
- Option to participate in Molloy’s voluntary benefit programs including its Flexible Spending Accounts and Aflac programs.
- Access to Molloy’s wellness programs including; EAP, weight loss and smoking cessation.

This position was first implemented for the 2005-2006 academic year. The concept of the Auxiliary Part-Time Faculty position was approved by the Faculty Council. The purpose of this position is not to reduce or replace the number of full-time faculty positions. Auxiliary Part-Time positions may be staffed by candidates to teach in programs or to provide additional services. All part-time faculty are not eligible for an Auxiliary Part-Time Faculty position. An offer of an Auxiliary position is at the discretion of the VPAA in consultation with a Division Dean and Associate Dean and Department Chairperson, if applicable.
APPENDIX XVI
FACULTY TRANSITION POSITION*

Position Description:

- Teaching load of 12 credits per year. Graduate faculty may request a teaching load of 9 credits per year based on the research that they are doing that year. The decision to reduce the load from 12 credits to 9 credits will be made by the VPAA on a yearly basis.
- Advisement load of a maximum of 20 students.
- When the Faculty Member assumes the Transition Position:
  - The Faculty Member will resign from their full-time position and lose tenure.
  - The College will no longer contribute to TIAA/CREFF or AIG/BALIC.
  - The Faculty Member may choose to receive pension money at this time.
- The Faculty Member may hold the Transition Position for a maximum of three years.

Position Benefits:

- Eligibility for full health coverage (appropriate forms must be completed and contribution normally paid by the faculty for health coverage must be made).
- Compensation at one half base salary (stipends received by full-time faculty such as stipends for serving as Chairperson, Program Director or other activity would not be included in the base salary).
- Continued membership in the College’s Life Insurance Program.
- Continued membership in the College’s Long Term Disability Insurance Program.
- Continued eligibility in the College’s Tuition Remission Program.
- Continued membership in the College’s Dental Insurance Program.
- For any classes taught after completion of the Transition Position, payment at 125% of the regular adjunct pay rate.

Eligibility:

Faculty members who reach the age of 63 with 20 years of service may be eligible for a Faculty Transition Position.

Ordinarily, no more than five percent of the full time faculty may hold the Faculty Transition Position at one time. For example, for the 2012-2013 academic year, there are 178 full time faculty members. Therefore, 9 faculty members may hold the Position. The final approval for Transition Position(s) rests with the VPAA. Ordinarily, faculty members with more seniority at the College will be given preference over faculty with less seniority. Positions are available at this time.

Application process:

The Faculty Member must request a Transition Position for the following academic year. Applications must be made in writing to the VPAA and the Faculty Member must submit a resignation letter, effective August 31st, at the time of approval of the Transition Position.

Ordinarily, Faculty Members will be notified regarding their approval for a Transition Position soon after submitting their application.
Replacement Process for Departments/Divisions who have Transition Faculty Positions:

The Faculty Members Position may be filled with a new full time position at any point during the three year Transition Position term or the Position may not be replaced with a full time faculty member until the conclusion of the three year term. This decision will be made dependent on budgetary considerations at the discretion of the President and VPAA in consultation with the Department/Division Chairperson/Dean.

* Faculty Members interested in this position should refer to the Guide to Social Security and Medicare available in the Human Resources Office. This document addresses salary and Social Security issues. Please note, dependent on your age at time of application, you may not be eligible to receive this salary and collect full Social Security benefits.
One of the major goals of Molloy College is to provide students with the best academic programs possible. The primary resource to achieve this goal is the academically prepared faculty, who are dedicated teachers and scholars. To enrich the academic experience of our students in whatever disciplines they choose, Molloy College recognizes the Professor of Practice in Residence, a position that supplements and enhances the excellence of an already existing faculty and course of studies.

Qualifications of the Professor of Practice in Residence:

The Professor of Practice in Residence is an accomplished and recognized individual whose talents and skills in a given field offer students an added dimension to their education and a possible practical link to success in the job market. Definition of “accomplished and recognized” is to be determined by relevant Department in a multiple-department Division or single-discipline Division. The primary qualification is the professional experience of the candidate. A degree is not a requirement.

Depending on the Division structure, the Professor of Practice in Residence reports to the Associate Dean or Chairperson of the Department and Dean.

Position Description:

The primary responsibility of the Professor of Practice in Residence is instruction. He/She will be evaluated annually with respect to teaching effectiveness by the Associate Dean/Department Chairperson, Dean and students.

Service on elected college-wide committees is reserved for tenured and tenure-track faculty. The Professor of Practice may be involved in committee work if they are invited as guests for their expertise.

The Professor of Practice in Residence is not meant to be a replacement for a tenure track line and is not to be awarded to a faculty member in a tenure track position.

The number of Professors of Practice in Residence that may be hired is determined each academic year, with approval of the VPAA and President. The number of individuals to assume this position is capped at 5% of the college-wide full-time faculty.

The use of the Professor of Practice in Residence position would be employed by the Theatre Arts Department because of the unique instructional needs of the discipline. Ordinarily, the number of Professors of Practice in Residence will not exceed the number of full-time tenure track positions in the Theatre Arts Department.
For other Departments/Divisions, hiring of the Professor of Practice in Residence will be on a case by case basis with approval of the VPAA and generally will not exceed one or two positions, per department.

Process of Hiring a Professor of Practice in Residence:
Candidates for the Professor of Practice in Residence will be identified through the approved Molloy College Faculty Search process. (See the Division Handbook.) The final candidate for the Professor of Practice in Residence will be identified in consultation with the VPAA.

The Professor of Practice in Residence will be employed no more than 6 consecutive years. The position is intended to be appointed as full or part-time employment.

Terms of employment, including compensation and responsibilities, for the Professor of Practice in Residence are negotiated by the VPAA in consultation with the Division Dean and Associate Dean or Chairperson of the Department. Ordinarily, salary will be determined at the time of hire with consideration given to the professional experience of the candidate and will be within the customary range of faculty salaries at Molloy College.

*For AAUP’s statement regarding this position, please visit: http://www.aaup.org/report/professors-practice
APPENDIX XVIII
POLICY ON LIFE EXPERIENCE (LE) CREDIT
FORMERLY EXPERIENTIAL LEARNING

1. Life Experience credit can be awarded to matriculated students.

2. The possible LE credit maximum is 30 credits. LE credits obtained while at another institution may be included in transfer provided that the student and the college from which the credit was obtained can present adequate documentation and said credits have been earned in an area of study which Molloy offers. (As stated in the catalog, a maximum 64 credits from a two-year college and 98 from a four-year college are permitted. Included in this number are the traditional credits that the students earned).

3. LE credit cannot be a duplication of credit a student has earned at Molloy or another accredited institution. In other words, one cannot receive LE credit and also CLEP or transfer credit or regular Molloy credit for the same work.

4. For transcription purposes, credits will be recorded as specific courses, with the notation that these credits are characterized as life experience credits.

5. The decision to grant LE credits will be left to the discretion of each division/department offering the credit.

6. LE credit may be awarded in the elective area or in the general education area. In the major area an award of LE credit will be left up to the discretion of the division/department committee, not to exceed one half the credits for that particular major/minor. In all cases where a standard challenge exam exists, these methods must be used.

7. The student portfolio remains the property of Molloy College until the student graduates. All the assessment reports, however, remain the property of the College.

8. Once the Coordinator for Prior Learning Credit determines a candidate for LE, the Coordinator will refer students to meet with the Associate Dean of Academic Affairs.

9. Students will enroll in a 3-credit portfolio course, after receiving approval by the Associate Dean of Academic Affairs and may attain a maximum of 12 credits via the portfolio prepared in that class. Subsequent portfolios may be submitted and evaluated according to the timeline described in Section II of the Life Experience Student Handbook. The Associate Dean for Undergraduate Academic Affairs will request that the appropriate division/department appoint an adhoc evaluation committee to assess the portfolio. Students will receive a letter grade for the portfolio course.

10. Recommendations for credit will be made by the evaluators of the portfolio (see “Portfolio in Detail” section of the Life Experience Student Handbook). Upon completing
the assessment process, the portfolio with recommendations, will be forwarded to the Office of the Associate Dean of Academic Affairs. Upon review and approval, the Associate Dean of Academic Affairs will forward to the Registrar’s Office the credit information to be posted on the student’s record in accordance with the approved policy of the Registrar’s and Bursar’s Office.

11. No letter grades will be given for LE credits.

12. Students must be made aware that LE credits are not recognized by all undergraduate and graduate institutions.

13. Appeals: If a student believes that he/she has been unfairly evaluated, the first level of appeal is the evaluator(s). If the student is still dissatisfied, he/she may pursue the College’s Grade Appeal procedures.

POLICY APPROVED BY MOLLOY COLLEGE SENATE COMMITTEE ON FEBRUARY 21, 1980.
SUGGESTED REVISION ON FEBRUARY, 1990.
REVISED—APRIL, 2013, MARCH, 2017
APPENDIX XIX
ROOM RESERVATION REQUESTS

PROCEDURES

Room reservation requests will be filled on a first come, first serve basis with precedence given to academic needs, recurring annual events and college priorities. A specific time frame for which we must receive your submissions is noted in the covering email in order in order to establish priorities. Please be aware that some room reservations may be impacted by the final class schedule and may be subjected to change. If there is a conflict with the reservation date you selected, you will be notified as soon as we become aware of the conflict. If the space you requested is available, your requested reservation will be posted on the calendar in a timely manner. It is your duty to check the calendar through the R25 Live calendar system [http://schedule25.molloy.edu/25live/] for space availability prior to submitting your room reservation request. Once you have submitted your request, it is your responsibility to check back on the R25 live site calendar to ensure your event has been posted and that everything has been entered correctly. You will note that a minimum one and one half hour lead time has been added to your reservation request to allow for room setup/take down time. After checking the site to confirm availability and to confirm that your event has been posted correctly, please notify the Office of the Treasurer, attention Michell Synnott, immediately, in writing, via email at mdelmonte-synnott@molloy.edu of any corrections or changes to the original posting.

All room reservations should NOT be considered finalized until a campus wide net mailing notification has been sent confirming that all requested reservations have been entered and approved. Therefore, do not order printed material or invitations until you receive a net mail confirmation that all reservations have been posted.

PROCEDURE FOR SUBMITTING A FORM

All reservation requests must be accompanied by a room reservation form in order for the request to be processed. There will be no exceptions. Please submit one form per reservation to the proper person handling a particular space as noted in these guidelines. You may submit forms via email or you may drop them off in person. PLEASE DO NOT FAX FORMS.

ROOM CANCELLATIONS

Room Cancellations

As a courtesy to others in the Molloy community, please remember to submit room cancellations in writing as soon as you become aware that you will no longer be using the space to free it up for rebooking. All room releases, changes and cancellations must be submitted in writing and should include the name, date and time of your event, the space you are cancelling and the original requestor’s name.
OUTSIDE EVENTS

Outside Events
If you would like to reserve a space for an event for an outside organization, please contact Lou Capone in the Office of Special Events at extension 3045 or via email at lcapone@molloy.edu for details concerning room fees, insurance requirements and reservations. Please remember that priority will be given to Molloy College events over outside events. Please keep in mind that Molloy College requires all outside organizations to meet the mandatory insurance requirements and are subject to review and approval by the Office of the Treasurer.

WORK ORDERS

Work Orders
A minimum one and one half hour allowance will be made between event bookings to allow for room set ups and room break downs. Anyone with a confirmed room reservation must submit a work order for the room set-up to the Facilities department using the online work order system at least 10 working days prior to the event to ensure that the room will be arranged to your specifications. If the setup of your event requires rental equipment and/or requires a large set up, please contact Robert Levey, Assistant Director of Facilities, at extension 3062 or via email at rlevey@molloy.edu as soon as your event planning is finalized. If you require media assistance for your event, you must submit an online media request form.

MEDIA REQUESTS

Media Requests
For your convenience, listed below is the online link addresses and contact information for media requests. Anyone that requires or thinks they may require a technology setup for a room or for an event or anyone that requires assistance using the media technology should complete this form. Alternatively, people may contact (516) 323-4800 or email helpdesk@molloy.edu to place an event request http://www.molloy.edu/eventsetup

ROOMS

Anselma Room and Anselma Pit
Since the Residence Hall occupants dine in both the Anselma Room and Anselma Pit locations for their daily meals, these spaces will have very limited access for special events. Requests will be reviewed on an event by event basis to determine possible impact on student dining services and are subject to review and approval by the Office of the Treasurer. Please contact the Office of the Treasurer, attention Michell Synnott at extension 3030 for further information.

Board Room
Reservations for the Board Room should be made through the Office of the President by contacting Ann LoCastro at extension 3220, or Lisa Bellinzoni at extension 3201. Please indicate when reserving the Board Room if the meeting will utilize go-to-meeting or skype.
Chapel
Reservations for the Chapel should be made by through the Office of Campus Ministries by Kathy Carey at extension 3224.

Campus Green
All reservation requests for the Campus Green should be submitted to the Office of the Treasurer, attention Michell Synnott at mdelmonte-synnott@molloy.edu.

Classrooms/Amphitheatre
Scheduling of classrooms or the Amphitheatre should be reserved through the Office of the Registrar at extension 4300.

Gymnasium
All reservation requests for gymnasium events should be submitted to the Office of the Treasurer, attention Michell Synnott at mdelmonte-synnott@molloy.edu. Do not submit them to the Office of Athletics. Please note that all requests for the use of the gymnasium are subject to review and approval by Susan Cassidy Lyke, Director of Athletics, Donna Newman, Assistant Professor and Chairperson of the Physical Education Department, and the Office of the Treasurer prior to calendar posting.

Hagan Center
Please submit requests for use of Hagan conference or multi-purpose spaces to Grace Cramsie by sending an email request to gcramsie@molloy.edu, extension 3650. DO NOT USE THE ATTACHED FORM FOR HAGAN CENTER SPACE REQUESTS. In your email, please include the following information:

- the space that you would like to reserve
- the name of event
- date of event
- start time
- end time
- number of attendees
- contact information
- whether or not food will be served

The room capacities are as follows:
238 – Conference Room- 10 seats
239- Multi Purpose Room- 60 seats at tables; varying capacities with other configurations
240- Conference room- 12 seats
339- Multi-purpose room- 91 seats in theatre style seating; varying capacities with other configurations

Please note that at this time, conference and multi-purpose rooms are not available for course meetings or seminars that occur on a weekly basis. Please note that classroom requests should be directed to the Office of the Registrar, at extension 4300.
Hays Multipurpose Theatre
The Hays Multipurpose Theatre space can accommodate 180 banquet style guests, and 300 theatre style guests. The full size stage, theatre lighting and sound equipment used in the past for theatrical and musical productions is available for use.

All reservations for the Hays Multipurpose Theatre must be submitted through the Office of Special Events, attention Lou Capone at extension 3045, or lcapone@molloy.edu. Priority will be given to the academic departments for use of the Hays Multipurpose Theatre to fulfill course requirements.

Public Square Larini Multipurpose Room
The Public Square Larini Multipurpose Room’s configuration limits the maximum occupancy to 150 people in row style seating. The Public Square Larini Multipurpose Room may, at times, be used to fulfill course requirements. The Public Square Larini Multipurpose Room Pre-Function area may be used in conjunction with the Public Square Larini Multipurpose room only. The pre-function area may not be booked separately. All reservation requests for the Public Square Larini Multipurpose Room should be submitted to the Office of the Treasurer, attention Michell Synnott at mdelmonte-synnott@molloy.edu.

Public Square Madison Theatre
The Public Square Madison Theatre can accommodate 565 seated guests. All reservation requests for the Public Square Madison Theatre should be submitted to the Madison Theatre Offices, attention Beth Kurot, who can be reached at extension 4446, or via email at bkurot@molloy.edu. All technical questions and setups must be emailed to Kane Chiang kchiang@molloy.edu and Angelo Fraboni afraboni@molloy.edu. Please note that all room reservation requests for events at the Public Square Madison Theatre are subject to review and approval by the Office of Advancement prior to calendar posting.

Reception Room
The Reception Room’s configuration limits the maximum occupancy to 50 people in row-style seating. All reservation requests for the Reception Room should be submitted to the Office of the Treasurer, attention Michell Synnott at mdelmonte-synnott@molloy.edu.

Route 110
Reservations for the atrium space at our Route 110 location can be made through the Office of Off Campus Programs, attention Sal Rizzo at extension 3572.

Siena Hall – Room 105 and Room 107
The Siena Hall rooms are both Smart equipped conference rooms with limited accessibility for booking events. Siena Room 105 can accommodate up to 15 people. Siena Room 107 can accommodate up to 20 people. The Registrar’s office will be utilizing these rooms for classes from Monday through Friday from 9:00 a.m. to 5:00 p.m., as well as some additional evenings as necessary. The Office of Continuing Education will be using these rooms most evenings for Continuing Education classes. Reservations for these spaces can be made through the Office of the Registrar, at extension 4300.
If you have any questions regarding the room reservation procedure or the preceding guidelines, please contact Michell Synnott in the Office of the Treasurer at extension 3030 or via email at mdelmonte-synnott@molloy.edu. If you have any questions regarding accessing the 25 Live website or viewing events, please contact Michael Olivo in the IT Department at extension 4840, or via email at molivo@molloy.edu. Thank you for your cooperation in adhering to these guidelines.
Molloy College Guide to Schedule25


2. There are many different options once you reach the site. Under “What’s happening today?” there are some searches including “All Events,” “Student Events,” and some searches containing rooms with computers. This is a nice way to see what is going on around campus for the day. There are search boxes down the middle where you can search by event, location, or resources (update to resources coming soon). On the far right, you can click location to see details on a specific space.
3. If you are looking to view availability or check to see if your event is booked, start with the locations list on the right. When you click on a location, 25Live presents you with an information page on the location. This includes capacity, layouts, a photo if available, and any special features of the room such as whether it is a smart classroom or has smartboard equipment.

4. You can list all of the events in a location by selecting the “List” tab. There is a date range picker on the page that allows you to specify a specific range, particular day, or a whole month. Each event is clickable as well.
5. Clicking on an event brings up the Event Details page. There is also a little “+” symbol next to each occurrence that will show all of the locations a particular event is happening in.

6. There are also “Availability” and “Calendar” view tabs. The green bars and blue links are booked events and are clickable.
7. Alternatively, the “Events” tab provides a search box as well as a link to “Pre-defined Searches.” The “Event Collections” group has “All Events” that will show all of the events booked in the system. There is also a collection for items marked as
“Student Events.” Here there are also “List” and “Calendar” views as well as the Date range picker. Each event is clickable and will take you to the “Event Detail” page shown on page 3 of this guide.

8. If you are looking for a space for an event, you might find the searches on the “Locations” tab useful. There are “Suggested Locations,” an index of all rooms, the ability to search by equipment in the room etc. There are many different ways to search.
9. The “Availability” view here will show the green bars like on page 4 of this guide, but they will show for all of the locations in your collection. Again, each bar is clickable. The “Calendar” view also functions similarly to the screen on page 4.
To: All Faculty

From: Barbara T. Schmidt, Ph.D., CCC-SLP Assistant Vice President of Academic Affairs

Date: August 22, 2017

RE: Student Attendance

The summer is quickly nearing conclusion and I hope that you have been enjoying some well-deserved time off. As we prepare for the fall semester, you need to be aware of a change in how we manage attendance. As you know, faculty are required to take attendance in classes on a regular basis and report the number of absences and last date of attendance at the end of the semester. This information is found in the section on Student Attendance Part IIB1. Classroom Responsibilities in the Faculty Handbook.

Recently, it has come to our attention that the Office of Enrollment Management and Financial Aid have identified this system of reporting last date of attendance at the end of the semester as problematic. It is imperative that unexplained, excessive student absences be reported sooner to the Registrar (in the form of a withdrawal) in order for Molloy College to remain compliant with federal laws. Noncompliance with the law jeopardizes student financial aid at Molloy College.

Therefore, the Office of Academic Affairs is requesting that faculty alter their typical protocol in the following way:

1- Take attendance as usual in each class
2- Record student attendance and retain attendance records for 3 years
3- Submit your “not attending” report as required promptly
4- Once you submit your “not attending” report, if a student is absent for 2 consecutive weeks and has not provided notification of extenuating circumstances, go into the Lion’s Den grading module and give the student a WA or WF, dependent on the point in the semester of the absence, and enter the last date of attendance
5- Include the following information on course syllabi:

It is the accepted practice at Molloy College that faculty take attendance in all courses.

- Students should notify faculty if an absence is necessary as the result of a serious situation.
- Failure to attend class for two (2) consecutive weeks at any point in the semester, without notification of extenuating circumstances, will result in an administrative withdrawal from the course.
- Administrative withdrawal results in removal from the course with a grade of "WA" or "WF" determined by the point in the term and the academic performance.
- Students should consult the College catalog for complete details regarding withdrawals and the potential financial implications of a withdrawal.

Faculty should be aware that when you enter the WA or WF this is the trigger for Financial Aid to evaluate the student's qualification for financial aid. Faculty can refer students to Financial Aid for any questions relevant to their personal situation.

An administrative withdrawal entered AFTER the “not attending” report should NOT result in removal of gradebook information maintained in CANVAS. Grading information should remain available for your information.

Please do not hesitate to contact me if you have any questions. Thank you for your assistance in ensuring that we accurately record student attendance.
To: Molloy College Faculty

From: Alice Byrnes, O.P., Coordinator, Communicating Across the Curriculum

Subject: Course Outlines

Date: July 12, 2017

Assuring that graduates of Molloy are able to think critically and to convey their thoughts effectively is a vital part of our college mission. Realizing this goal requires the cooperation of the entire Molloy community. Therefore, the Communicating Across the Curriculum Program stipulates that all faculty members should provide opportunities for students to develop communication skills and should include in their course outlines the percentage of the final grade assigned to these skills.

A statement on the course outline, such as the following, satisfies the requirement:

Communicating Across the Curriculum Program: Percentage of Grade Involving Evaluation of Writing, Speaking, Critical Thinking Skills: ___%

Please note: the percentage of the course grade may vary from course to course, but all courses should include some assignments that measure students’ communication skills.

As you prepare your outlines, please remember that written and oral assignments are excellent opportunities for students to sharpen skills, to demonstrate critical thinking, and to learn course material. If you have any questions about the Communicating Across the Curriculum Program or would like to speak with me about a written or oral assignment that you are developing, please feel free to contact me in the English Office in Siena 103 at Ext. 3268 or by email at abyrrnes@molloy.edu.