

BUFFALO STATE COLLEGE

Directory of Policy Statements

Table of Contents

(1)

i. Introduction and Overview

(2)

ii. Vision/Mission/Core Values/Strategic Plan

(3)

iii. Buffalo State College Organization

(4)

I. Academic Policies and Procedures

I:01:00	Admissions Policies
I:01:01	Early Admission
I:01:02	Dual Admission Programs
I:01:03	Dual Baccalaureate Degrees
I:01:04	Advanced Placement Examinations
I:01:05	Transfer Students
I:02:00	Financial Aid
I:03:00	Teacher Certification
I:04:00	Collegewide Degree Requirements for Baccalaureate Degrees
I:04:01	Alternate Methods of Earning College Credit

I:05:00	Advisement Policy
I:06:00	Declaring and Academic Major
I:06:01	Second Major, Single Degree
I:06:02	Change of Major
I:07:00	Leave of Absence, Medical Leave or Absence, Withdrawal from College
I:08:00	Student Eligibility for an Academic Minor
I:09:00	Auditing Laboratory or Studio Classes
I:10:00	Credit/Contact Hour Relationship
I:11:00	Degree Audit System
I:12:00	Role of Computing in Academic Departments
I:13:00	Family Education Rights and Privacy Act (FERPA)
I:13:01	Religious Observance
I:13:02	Political Campaign Activities by State Employees
I:14:00	University Policy on Fees, Charges, and Deposits
I:15:00	Academic Freedom
I:16:00	Course Procedures and Grading Policies
I:16:01	Critique and Evaluation Period (CEP)
I:16:02	Evaluation of Students
I:16:03	Policy on Grading
I:16:04	Grading (Internal Controls)
I:16:05	Final Grades
I:16:06	Dean's Honor List
I:16:07	Change of Grade Policy
I:16:08	Repeating Courses
I:16:09	Academic Clemency

I:17:00	Academic Probation and Dismissal from College
I:17:01	Academic Appeals
I:17:02	Academic Grievances
I:17:03	Academic Misconduct
I:18:00	Course Load Policy for Students
I:19:00	Other Academic Policies

(5)

II. **Business Policies and Procedures**

II:01:00	On-Site Teaching Expense
II:02:00	Procurement Services Policies and Procedures
II:02:01	Purchase Orders
II:03:00	Receiving and Payment Procedures
II:04:00	Inventory Control Procedures
II:05:00	Internal Control Program
II:05:01	Internal Control Standards
II:06:00	Alcohol and Drug Use in the Workplace*
II:07:00	Use of College Resources
II:08:00	Campus Confidentiality Statement
II:09:00	Use of Telephones and Mobile Devices
II:10:00	Campus Contracts and Agreements Policy
II:11:00	Textbook Ordering Policy
II:12:00	Other Business Policies

Policy information regarding the following can be found in *The Handbook for Faculty and Librarians*,
www.buffalostate.edu/academicaffairs/x588.xml :

- New York State Social Security Numbers Law
- Ethics Law
- Software Installation Policy
- Travel Procedures for Employees

- Workers Compensation

*This Policy can also be found in Section: V:10:00 of the Directory of Policy Statements

(6)

III. College Governance

- III:01:00 College Senate By-Laws
- III:01:01 By-Laws: Schools, Departments, and Other Units
- III: 02:00 College Senate
- III:02:01 College Senate Standing Committees
- III:03:00 Interdisciplinary Units
- III:04:00 Administrative Advisory Committee
- III:05:00 Administrative Boards
- III:06:00 Administrative Steering Groups
- III:07:00 Community Advisory Councils
- III:08:00 Guidelines and Procedures for Planning Internal Administrative and Academic Reorganization of the College
- III:09:00 Other Academic Policies

Refer to the **College Senate Handbook** (revised: September 2007). The Handbook contains the Standing Rules & By-Laws of the College Senate.

(7)

IV. Curriculum

- IV:01:00 Program Proposals and Review
- IV:01:01 Academic Program Elimination
- IV:02:00 New & Revised Course Proposals
- IV:02:01 Proposals for Topics Courses
- IV:02:02 Proposals for Internship Courses

IV:02:03	Proposals for Special Graduate Courses
IV:02:04	Proposals for Special Undergraduate Courses
IV:03:00	Course Offering Frequency
IV:04:00	Challenging Proposed Courses
IV:05:00	Proposals for Minors
IV:06:00	Proposals for Graduate Certificates
IV:07:00	Distance Learning Policy
IV:07:01	Distance Learning Health Fee Waiver or Refunding Procedures
IV:08:00	Cross-Listing Courses
IV:09:00	Course Number Change
IV:10:00	Course Title Change
IV:11:00	Adding, Replacing, and Removing Prerequisites from Courses
IV:12:00	Intellectual Foundations Courses
IV:13:00	Writing Intensive Courses
IV:14:00	Honors Courses
IV:15:00	Upper Division Criteria
IV:16:00	Service Learning
IV:17:00	Other Curriculum Policies Please refer to the COLLEGE SENATE CURRICULUM COMMITTEE HANDBOOK (revised: Spring 2008). The Handbook contains information regarding routing sheets; catalog guidelines; model courses; common course numbers; Bloom's Taxonomy; common errors; Intellectual Foundations course submission narrative.

(8)

V. Facilities and Services

V:01:00	Key Control
V:02:00	Scheduling Campus Facilities

V:03:00	Scheduling Buffalo State College Performing Arts Center
V:04:00	Parking and Traffic Regulations
V:05:00	Duplicating Guidelines
V:06:00	Publication Guidelines
V:06:01	Publication Disclaimer
V:07:00	Media Policy
V:07:01	Freedom of Information Law
V:08:00	Institutional Data and Surveys
V:09:00	SUNY Policy on Campus Naming Opportunities
V:09:01	BSC Policy on Naming Opportunities
V:10:00	Policy on Alcohol and Drug Use in the Workplace*
V:11:00	Use of Electronic Resources
V:12:00	Guidelines for Using Other Facilities

*This Policy can also be found in Section: II:06:00 of the Directory of Policy Statements.

(9)

VI. Personnel Policies

VI:01:00	Affirmative Action
VI:01:01	Non-Discrimination Policy for Veterans
VI:01:02	Sexual Harassment
VI:01:03	Consensual Sexual and Amorous Relations
VI:01:04	Handicapped Individuals
VI:01:05	Affirmative Action Grievance Procedure
VI:02:00	New Appointments Procedure
VI:02:01	Searches

VI:02:02	Employment Verification
VI:02:03	Oath of Office and Public Officer Law
VI:02:04	Appointment of Part-Time Faculty
VI:03:00	Procedure for Renewal of Term Appointment and Continuing Appointment
VI:04:00	Procedures for Promotion of Faculty
VI:04:01	Policy Guidelines for Promotion
VI:04:02	Procedure for Promotion to Rank of Associate Professor
VI:04:03	Procedure for Promotion to Rank of Full Professor
VI:04:04	Guidelines for Documentation of Teaching Effectiveness
VI:04:05	Supplemental Policy on Scholarship Encompassing Applied Research and Scholarship of Teaching
VI:04:06	Salary Increases for Faculty Promotions
VI:05:00	Promotion of Professional Employees
VI:06:00	Policy on Discretionary Salary Adjustments
VI:06:01	UUP Discretionary Salary Increase Procedure
VI:07:00	Guidelines for "Extra Service" Compensation
VI:08:00	Duties and Responsibilities of Department Chairs
VI:09:00	Guidelines for Evaluation of Campus Presidents
VI:10:00	Guidelines for Evaluation of Campus Deans
VI:11:00	Graduate Faculty
VI:12:00	Sabbatical Leaves
VI:13:00	Military Leave
VI:14:00	Emeritus Status
VI:15:00	Faculty/Staff Awards
VI:15:01	Buffalo State College Presidents' Awards
VI:15:02	SUNY Chancellors' Awards

VI:15:03	SUNY Distinguished Faculty Rank Awards
VI:16:00	Duties and Responsibilities of Graduate Assistants
VI:17:00	Temporary Service – Non-Instructional Uses
VI:18:00	Policy Concerning U.S. Immigration Status
VI:19:00	Faculty Utilization of Secretarial Services
VI:20:00	Confidentiality of Employee Data
VI:21:00	Record Keeping Policy
VI:21:01	Maintaining the Security, Confidentiality, Integrity of Customer Information
VI:21:02	Employee Guidelines for Securing Information
VI:22:00	Receipt of Legal Papers Served on the College
VI:23:00	Faculty Roles and Obligations
VI:24:00	Compensatory Time/Professional Service
VI:25:00	Adjunct Status Procedure
VI:26:00	Secondary Appointments
VI:27:00	Re-Employment of Retired NYS Public Employees
VI:28:00	Notification Procedures – Death of an Employee
VI:29:00	NYS/UUP Programs
VI:30:00	Roles of College Deans
VI:31:00	Guidelines for Personnel Reviews
VI:32:00	New York State Public Integrity Law
VI:33:00	Other Personnel Policies Other Personnel Policies may be found in the Handbook for Faculty and Librarians or the Human Resource Management Procedures Manual. Personnel Policies that are part of the <i>Agreement</i> between the State of New York and United University Professions, Inc., are summarized in the Handbook for Faculty and Librarians. Personnel Policies that are part of the <i>Policies of the Board of Trustees of the State University of New York</i> are summarized in the Handbook for Faculty and Librarians. Policies or summaries of policies that may be found in the Handbook for Faculty and Librarians or the Human Resource Management Procedures Manual are:

Faculty Ranks
Faculty Evaluation
Officer in Charge
Summer Sessions
Benefits
Discipline
Grievance Procedures
Holidays
Leaves
Notice of Non-Renewal
Obligations and Responsibilities of Faculty
Personal Files
Retrenchment
Transfer Rights
Prior Service Credit
Renewal of Term and Continuing Appointments
Retirement
Termination of Service
Professional and MC Performance Program

(10)

VII. Research and Development

VII:01:00 Application/Administration of Grants and Contracts

VII:02:00 Patent and Copyright Policy

VII:03:00 Review Board for Research Involving Human Subjects

VII:04:00 Humane Care and Use of Laboratory Animals

VI:05:00 Policy for Guidelines on Scientific Misconduct

VII:06:00 Other Policies for Project Directors

Additional policies may be found in the *Handbook for Faculty and Librarians*. Also, additional policies and procedures for Project Directors are available on the Research Foundation web site: www.rf.buffalostate.edu .

(11)

VIII. Student Conduct

VIII:01:00 Judicial System

VIII:02:00	Code of Rights, Freedoms, and Responsibilities
VIII:02:01	Code of Student Rights
VIII:03:00	Student Conduct and the Civil Process
VIII:04:00	Academic Misconduct
VIII:05:00	Rules for the Maintenance of Public Order
VIII:06:00	Disruptive Students
VIII:07:00	Students Called to Active Duty
VIII:08:00	Alcoholic Beverages Policy
VIII:09:00	Waiver of Residency Requirement for Students in the Visiting Student Program
VIII:10:00	Specific Policies Regarding Graduate Issues Graduate Student Representation on the College Senate Membership of the Chair of the Graduate Advisory Council on the Senate Agenda Committee Graduate Faculty Representation on Senate Standing Committees
VIII:11:00	Other Policies Relating to Student Conduct Other policies relating to students and student conduct can be found in the Buffalo State College Student Handbook & Calendar. The Student Handbook & Calendar is published by the Academic and Student Affairs Office. The handbook contains the policies related to student life; college calendar information; etc.

(12)

IX. Safety and Emergency Situations

IX:01:00	Guidelines for Evacuating Buildings
IX:02:00	Emergency College Closings
IX:03:00	Property Retention/Control in Event of Death
IX:04:00	Animals Prohibited within State Facilities
IX:05:00	Occupational Safety and Health Standards
IX:06:00	Electrical Circuit and Equipment Lockout System

IX:07:00	Handling and Storage of Flammable and Combustible Liquid
IX:08:00	Smoking Regulations
IX:09:00	Eye Protection Devices
IX:10:00	Right to Know Compliance
IX:11:00	Liability
IX:12:00	Emergency Response to a Work Related Accident
IX:13:00	Emergency Response Plan
IX:14:00	School Violence Prevention and Intervention for Teacher Certification
IX:15:00	Emergency Calls on Campus
IX:16:00	Emergency Procedures for Buffalo State College
IX:17:00	Video Surveillance Policy

(13)

Other Reference Sources