



HUNTER COLLEGE

Faculty Handbook

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Introduction

The Provost's Office of Faculty Affairs presents this faculty handbook, which was written to introduce new members to our community and to serve as a reference guide for those who have been with us for a while.

[The Provost's Office website](#) provides information for faculty regarding calendars, schedules and deadlines, teaching resources, funding opportunities and professional skills development.

Faculty may find information regarding schedules and calendars, campus-wide services, course administration resources, technology support and faculty development on the [main faculty website](#).

Hunter Motto

Hunter College is a highly diverse environment both intellectually and culturally. Founded in 1870 as a normal college for the training of teachers, the College has always taken education seriously as a public good that should be open and accessible to all.

Hunter's motto is *Mihi cura futuri*—the care of the future is mine. Those words are spoken by Ulysses in Ovid's *Metamorphoses*. The words call to mind service and responsibility—*taking care*—as well as *passion*—in the sense of *caring about* something. In the section from which the motto is drawn, Ulysses and Ajax are fighting over entitlement to the armor of Achilles. Simply put, Ulysses claims that Ajax cares only for brawn and might while Ulysses takes on the care of the future and in doing so applies his intelligence. As we recall the source text for Hunter's motto, we might also think about metamorphosis and the theme of change. Fixing our sights on the process of change from one form to another resonates with the notion that the educational project is one of transformation; effecting a change is empowering when one comes to see oneself as a creator of knowledge rather than its consumer or subject. *(Drawn from "How We Care for the Curriculum," Interim Report of the Mellon Committee on General Education February 14, 2008)*

We also hope that Hunter College is a place for faculty to change and grow and that this handbook provides you with resources to support your endeavors throughout your professional life cycle.

Disclaimer

This handbook is intended as an introduction to faculty affairs at Hunter College. For matters pertaining to terms of employment, nothing contained herein replaces or substitutes for the terms of the Collective Bargaining Agreement and/or policies and guidelines provided by CUNY and Hunter Human Resources.

Mission, Organization, Strategic Plan, and Important Facts & Figures

Hunter College of the City University of New York, a distinguished public university, values learning in the liberal arts and sciences as a cornerstone of individual development and a vital foundation for a more just and inclusive society. Continuing our long tradition of expanding opportunity, we seek students from all backgrounds to engage in a rigorous educational experience that prepares them to become leaders and innovators in their communities and in the world. Hunter also contributes to intellectual discourse by supporting excellent scholarship and creative activity by its accomplished faculty. [Read more about Hunter's mission.](#)

Hunter's Leadership Team

The College Leadership team includes the President, Provost, Dean of Students, Dean for Diversity and Compliance, the Dean of the Faculty (General Counsel), and others. Visit [Hunter's Leadership website](#) to learn more.

Strategic Plan

Hunter is guided by its ambitious [Strategic Plan, Hunter 2020](#), which envisions a Hunter that is increasingly a research university; committed to student success; inclusive, accountable, and open; and engaged in interdisciplinary innovations in research and teaching.

Fact Book & Institutional Data

Hunter College's Office of Institutional Research maintains a clearinghouse for institution-related information (FactBook). The office supports the College's decision-making, strategic planning, and assessment efforts through a variety of research and reporting activities. The office also handles data collection and reporting for internal and external audits, faculty workload and program evaluation. You can access Hunter's institutional data on [the Institutional Research website.](#)

Around Campus

Hunter is a large institution providing dozens of opportunities to connect with colleagues and students each and every day. Please consult the calendars linked here.

Academic Calendar

When planning your classes and organizing your assignments please refer to [the academic calendar](#).

FP&B Calendar

[This calendar](#) is used if you are anticipating a job action (FP&B calendar),

Senate Calendar

The Hunter College Senate, chartered in 1970, is the principal governance body of the College that holds a charter with the Board of Trustees. It has authority to determine College policy on curriculum and related education matters; academic requirements and standards of academic standing; development, review and planning of facilities, staff and fiscal requirements; evaluation of teaching, and safeguarding the academic freedom of all members of the Hunter College community. The Senate Comprises 202 elected members from among the faculty and students, and members of the administration. Consider attending meetings of the Hunter College Senate. [See calendar](#) for agendas and other important information.

Hunter's Campuses

Access to Hunter buildings and email

All faculty need to have a [Hunter photo ID \(the One Card\)](#) card for access to buildings on campus. Please allow two weeks after all new hire paperwork is completed and Adjunct Employee Management System (AEMS) workload is approved. All faculty will have two online accounts: Hunter Email & CUNYfirst

1. [Hunter email system](#) (uses *Hunter NetID*). Hunter NetID—this is your email address and login ID for Hunter networked services, including adjunct appointments (AEMS), **wireless networks**, and the Library proxy server. **Please use your Hunter email for all College business.** Your paperwork will need to be completed before this will be issued. To find out your NetID (after your paperwork has been completed) go to [NetID CENTRAL](#). Faculty email: your NetID is the first part of your faculty email, followed by @hunter.cuny.edu (e.g., netid@hunter.cuny.edu). [Check your email](#) at the Hunter email system website.
2. **CUNYfirst** (*faculty/student information system*) [CUNYFirst](#) is used to look up your schedule information (course schedules, rooms, class notes, rosters), submit textbook information, and submit attendance and grade rosters, among other applications. You will be able to claim your CUNYfirst account about 3 weeks after your all paperwork has been completed.

Go to [the CUNYFirst website](#) Click on FIRST TIME USER, should review the instructions for CUNYfirst:

[Account Claiming and Personal Info Guides](#)

[Self Service Guides CUNYfirst faculty](#)

If you experience difficulties with email or logging into CUNYfirst, please contact the Faculty Help Desk via email at helpdesk@hunter.cuny.edu 212-772-4357 or in person at room 303 in Thomas Hunter North building.

E-SPARC

All employees are mandated to complete the E-SPARC Sexual Misconduct Awareness and Prevention Training online. This training can be found on your Blackboard homepage under “My Organizations” Please contact HR if you have questions or need assistance.

WI-FI

WiFi: The wireless network name is "HunterNet". The login credentials are your Hunter Net ID and password. The Hunter Net ID password can be reset if you have forgotten it by going to [the NetID Central website](#).

Building and Classroom Locations

Unit/Code (s)	Location
Hunter College at 68 th Street HE: East building HW: West building HN: North building TH: Thomas Hunter Hall	695 Park Avenue West, East, North, Thomas Hunter Buildings
Silberman School of Social Work SW	119 th St. and Third Avenue
Hunter-Bellevue School of Nursing/School of Health Professions BE: Brookdale East BN: Brookdale North BW: Brookdale West	Brookdale Campus, 425 East 25 th St.
MFA in Studio Art, Program and Gallery HU: 205 Hudson Hunter MFA	205 Hudson St.
Roosevelt House Public Policy Institute RH	47-49 East 65 th St.
Belfer Research Lab BB	413 East 69 th St.
Baker Hall BH	151 E 67th Street

Science and Health Professions Building—under construction with Memorial Sloan-Kettering	74 th St and FDR Drive
Hunter College Campus Schools (Secondary and Primary) CS	East 94 th St., between Park and Madison Aves.
Manhattan Hunter Science High School	66 th St and Amsterdam Ave.
Casa Lally CL	132 East 65 th St.
“450 West”/Special Programs Building	450 West 41 st St.
East 79th St Residence Hall	334 East 79th St.
East 92 nd St Residence Hall	1395 Lexington Ave.
East 97 th St Residence Hall	1760 Third Ave.
Brookdale Residence	425 East 25 th St.

[Campus Information page](#)

Administrative Structure, College Governance, and Affiliation Groups

Hunter College is administratively part of the City University of New York and is subject to the bylaws, [policies](#), and decisions rendered by the [CUNY Board of Trustees](#).

College Governance

The CUNY Board of Trustees reviews and approves the governance plan for each college. Hunter’s governance plan can be found on the Hunter Senate website. The [Hunter College Senate](#) is the governance body for the campus, and it has “authority to determine College policy on all matters not reserved now or hereafter by Education Law or CUNY Board of Trustees Bylaws to the President of Hunter College, to other officers or duly constituted bodies of the College or The City University, or the CUNY Board of Trustees.” [The full Charter is available to read on the senate website.](#) Senators are elected, and meetings are open to all. Visit the [Senate calendar](#) for dates and times, and talk with your department chairperson about representation.

Faculty Delegate Assembly

The Faculty Delegate Assembly’s “mission is to inform faculty through its monthly meetings and to raise faculty concerns.” Find out more about the meeting schedule [by visiting the FDA website.](#)

Fundamental Tenets of Participation in the University Community

Membership in an academic community is guided by conformance with rules, regulations, laws, policies, institutional norms, and professional principles. One of those principles is bound up in what is known as academic freedom. The meaning and importance of academic freedom have shifted as it has been repeatedly tested through ideological divisions, political conflicts, and societal changes that impact the nature and media of speech and other forms of expression.

AAUP Statement on Academic Freedom

Hunter faculty seeking more information about academic freedom and its relation to participation in the academy are encouraged to [read the AAUP Statement](#).

CUNY Statement on Academic Freedom

[CUNY Board of Trustees Manual of General Policy on Academic Freedom](#).

Diversity and Nondiscrimination

Compliance policies and training opportunities

Hunter is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to our mission. You can read the full text of our Diversity and Non-discrimination policies as well as access information about combatting sexual misconduct, preventing and addressing workplace violence by visiting the [Diversity and Compliance website](#).

Faculty recruitment and searches

The Office of Diversity and Compliance also supports [faculty recruitment, searches, and hiring](#). Chairpersons should consult the site prior to beginning a new search.

Campus Health & Safety

[Department of Public Safety](#)

The emergency numbers for Public Safety are:

Emergency Numbers

68th Street

(212) 772-4444

Silberman School of Social Work (212) 396-7777

Brookdale Campus (212) 481-4444

Campus Schools (212) 860-1264

(Fire and Ambulance 911)

Office of Environmental Health and Safety

The mission of the Office of Environmental Health and Safety (EHS), a unit within the Hunter College Office of Finance and Management, is to provide stewardship in the protection of human health, occupational safety and the safeguard of the environment in a manner that is consistent with regulatory mandates and the academic and research goals of the College. We strive to promote a cultural environment of shared responsibility within the College community that will effectively identify hazards and manage the risk of injury and disease. To aid in this effort, EHS offers a comprehensive program that incorporates biological, chemical and laboratory safety, radiation safety and other occupational safety programs, as well as guidance in achieving adherence to regulatory compliance. The EHS office serves all campuses in the Hunter College Community including: 68th Street Main Campus, Hunter College Campus Schools, Brookdale Campus, Silberman School of Social Work, and the Masters of Fine Arts building. [Visit the Environmental Health and Safety website](#) to learn more.

Facilities:

For information about submitting a work order for a repair or with a problem about room temperature, please [visit Facilities Management and Planning FAQ page](#).

If you are planning a special event, contact [Central Reservations](#) to reserve space.

Teaching and Supporting Students at Hunter College

Course Administration Resources

Blackboard (Bb) is a web-based learning management system, which provides instructors with tools for organizing and designing virtual classroom space. Course shells are created automatically for all courses that are listed on the [CUNYfirst Schedule of Classes](#) found on the [Registrar's page](#) but it is up to the instructor to actually use Bb and to make Bb course sites available to the students. Through Blackboard you will be able to view your student roster, post required textbooks and other materials, communicate with your students and post grades.

How to access Blackboard?

Blackboard is accessed via Hunter's [Quick Links](#) and directly via [Blackboard](#).

Faculty resources for accessing Blackboard, managing your course, assignments and more are available on the [Blackboard section of Hunter's IT website](#).

Technology Support

Faculty and Staff Helpdesk is available for technical support for hardware and software requests, password and access issues, and office phone requests

helpdesk@hunter.cuny.edu

P: 212-772-HELP

P: 212-772-4357

F: 212-772-5799

Hunter North, Room 303

IT information for Blackboard, CUNYfirst, email, telephone and more is [available at the IT Services section of the IT website](#).

Classroom Technology

To request classroom technology services, email the Classroom Technology Services Offices

You can also contact them at

Location: Hunter North 333

Phone: 212-772-4943

Fax: 212-772-5626

Email: av_res@hunter.cuny.edu

[Website](#)

Syllabus Checklist

The Hunter College Senate requires that syllabi include certain information. Faculty should [review the syllabus checklist here](#) to ensure that the required core information is included in your course syllabus. Additionally, individual departments and schools may have specific syllabus requirements. Frequently there are course leaders for courses who will provide you with additional resources for your course. Please consult with your department chair.

Duplicating

We strive to be conscious of our use of paper. Please consult your department about duplicating policies and procedures.

Library

Hunter College libraries include the Leon & Toby Cooperman Library located on the 3rd floor of Hunter East, the Social Work & Urban Public Health Library located in the Silberman building, the Health Professions library located at 425 East 25th Street and the Zabar Art Library in Hunter North.

Library Reserves and posting copyright material on Blackboard

In order to comply with copyright laws, if you intend to post copyright material on Blackboard, you must do so through the Hunter Library. You can either bring the paper copies to the library or submit the electronic file if you already have it scanned. You can [check out the Reserves/E-Reserves section of the website](#) for more info.

The Hunter College Libraries offer instruction options designed to support students and faculty at all Hunter locations. Selections include: visiting lectures, classes in specially-equipped library classrooms, workshops, individual consultations, and the one-credit course, Information Research (LIBR 100). See also the [Faculty Guide to Library](#). Discipline specific library liaisons can help with teaching resources and subject-specific information literacy.

[Grading Information](#)

Please see the information about Hunter College grading policy and the definition of grades.

Grades Assigned by Instructor

Quality Points

Grade Definition

(GPA Index)

A+	97.5 – 100%	4.0
A	92.5 - 97.4%	4.0
A-	90.0 - 92.4%	3.7
B+	87.5 - 89.9%	3.3
B	82.5 - 87.4%	3.0
B-	80.0 - 82.4%	2.7

C+	77.5 - 79.9%	2.3
C	70.0 - 77.4%	2.0
D	60.0 - 69.9%	1.0
F	0.0 - 59.9% See explanation after chart.	0.0

WU - Unofficial withdrawal (assigned by instructor; counts zero quality points) See explanation after chart.

CR - Credit earned (equivalent to A, B, C)

NC - No credit granted (equivalent to D or F)

INC - Term's work incomplete. This may include absence from final examination.

See explanation after chart.

Grades and Designations Assigned by College Administration

FIN - F from incomplete; an administrative grade used when INC reverts to F; this occurs if grade is not made up by the end of the following semester.

AUD - Auditor - No Credit (Undergraduate students only)

PEN - A placeholder grade submitted by the Office of Student Conduct when a student is alleged to have committed a violation of the Policy on Academic Integrity and the student denies the allegation. The PEN grade is a placeholder during the pending resolution of the allegation and will be changed by the instructor following such resolution.

W - Official withdrawal. Student initiated. See explanation after chart.

WA - Administrative withdrawal. Proof of immunization not provided.

WD - Withdraw Drop (Dropped after Financial Aid Certification date during the second or third week of classes. Indicates that student has attended at least one class session)

Y - Year's course of study - must complete entire year of study. Students cannot graduate with a Y grade on record. See the instructor for department chair for a change of grade.

Z - No grade submitted by instructor (an administrative grade which cannot be assigned by the instructor). Students cannot graduate with a Z grade on record. See the instructor or department chair for a change of grade

Discontinued Grades and Designations (may appear on old transcripts)

* (preceding a letter grade): unauthorized course was repeated (discontinued spring 2013) -

& (preceding a letter grade): authorized course was repeated (discontinued)

AB - Absent from final exam (discontinued fall 1988) #F, #FIN, #WU failing grade course repeated (discontinued spring 2013)

WN - Never attended. (equivalent to F grade; fall 2008 through summer 2009 ONLY)

***WN** - Unofficial withdrawal (Student never attended) (discontinued spring 2013)

INFORMATION ON GRADES AND DESIGNATIONS NOT RESULTING IN CREDIT:

W - A 'grade' of W is initiated by the student by "dropping" a course on CUNYfirst before the "W" deadline for withdrawal from courses. The deadline is announced every semester. The W does not affect the grade point average calculation and does not carry academic penalties. Withdrawing from a class may have serious implications for a student's financial aid eligibility.

WU - A 'grade' of WU is caused by student inaction. It is given by the instructor. The WU is given to students who:

1. are on the class roster and have been verified by the instructor as having attended at least one class; and

2. have severed all ties with the course at any time during the semester, including failure to attend the final examination or other end-of semester culminating academic assessment event (unless the syllabus explicitly states that the course requirements do not include participation in the final exam or other culminating academic assessment event); and

3. have not reached out to the instructor and been granted by the instructor alternative arrangements to complete work required for the course.

The assignment of the WU is not influenced by the question whether a student has done satisfactory or unsatisfactory work prior to severing ties with the course.

A 'grade' of WU is counted as a zero in the calculation of a student's GPA. Receiving a WU is likely to result in serious negative consequences for a student's financial aid award.

F - An F is given by the instructor for failing work by a student who has persisted in attending the class up to and including the final examination, even if the student's efforts were intermittent and/or earn 0 points on the grading scale. Unless the course syllabus explicitly states otherwise, participation in the final examination is required by the College.

INC - An INC grade is the result of student-instructor cooperation. It is given by the instructor. The student must confer with the instructor before the grades for the semester are submitted. The INC is given only if the instructor accepts a student's excuse for non-fulfillment of some course requirements as valid and if the instructor believes the student has a reasonable chance of passing the course. For

details, [defer to the full catalog description](#)

NOTE: A grade of INC will be automatically changed to FIN one semester after the INC was given, unless the instructor has assigned and recorded a different grade before then.

GENERAL NOTE: If a student feels that a grade has been assigned in error, the student may appeal the grading decision. All grade appeals should begin with a conversation with the course instructor, preferably within the first 3 weeks of the semester following the one when the grade was given. For details, [defer to the full catalog description](#).

All faculty must submit grades via the [CUNYfirst system](#) for grades.

All instructors will be notified via email regarding the grade-reporting period for each semester.

Instructors who miss the deadline will need to fill out Change of Grade forms for each of their students. Please enter all information before the deadline. Be sure to click the "POST" button to finalize the submission of grades! Unfortunately, if this is not done, College regulations stipulate that instructors must come to the Registrar's Office to enter the data by hand.

[Instructors should refer to the Quick Guide for step by step instructions to enter grades](#)

Be sure to click the "POST" button to finalize the submission of grades!

In order to prevent issues with grading, it is highly recommended that instructors check their access to [CUNYfirst](#) as soon as possible. It is also recommended that Instructors check their Class Rosters to ensure all their students are registered for their class. If you have any questions, you are welcome to email records@hunter.cuny.edu or call 212-650-3430.

Office of the Registrar/Records & Transcripts, Hunter College, CUNY, 695 Park Avenue, 217 North, New York, NY 10065

The Hunter ICIT Helpdesk is available to help with technical issues regarding logging into the CUNYfirst system:

Hours: Mon-Fri: 9am-5pm

Phone: 212-772-4357 (Faculty & Staff);

Email: hunter.cunyfirst@mail.cuny.edu (CUNYfirst issues)

Hunter "Early Alerts," Learning Center Referrals, and Student Face Book

Hunter College has an "Early Alert System" that enables faculty to send emails to students regarding their course progress. This system also enables referrals to learning centers (e.g. Skirball Science Learning Center, Rockowitz Learning Center, and Dolciani Math Learning Center) as well as other offices. In addition, this system provides roster with the images from student IDs, which can be used as a "Face

Book”. This system can be accessed by going to the [Early Alert website](#), using your Hunternet Password to log in. . Please visit the [Screencast-O-Matic website](#) to view the Early Alert Tutorial Video.

- This system is meant to help you communicate with students who are performing poorly in your courses and assist them in making the changes required to pass them. The specific assignments or indicators of student engagement are up to you, as is the specific advice that you give to your students. Advice might include attending office hours, particular study strategies, or seeking assistance at a learning center.
- A rough estimate is to send an “Early Alert” on the lowest performing 10-15% of students, e.g. 2-3 students in a 20-person course, or all students who may not pass the course.
- Try to alert your students by the 6th week of the semester, e.g. by the first week of October or March.
- This system DOES NOT replace appropriate referrals to the Behavioral Response Team (BRT). Please see the BRT website for its list of “Appropriate Referrals”.
- Note that students do not receive anything called an “Alert”; they only receive the text that you provide as an email.

Records and Retention

Records Retention and Disposition Schedule

The CUNY Records Retention and Disposition Schedule, revised July 2006, requires the following schedule of retention for the basic records related to instruction:

- Instructors’ grade records, test scores, and marking sheets are to be retained for two years.
- Examination questions, term papers, completed examinations, and answer sheets must be retained for one year after the course is completed.
- Course and laboratory attendance records must be kept for six years.
- Each department prescribes retention of course syllabi and lesson plans.
- Departments should keep such records in the department office or other accessible location for easy retrieval.

Questions about this policy should be addressed to Legal Affairs: 212 772-4220

Class Meetings

All faculty members are obligated to meet all classes at the time and place scheduled and for the prescribed number of hours. In accordance with New York State Education Law, all classes must meet for the full 15 weeks of the semester and the full duration of the summer session or winter intersession. Although CUNY does not require that students attend classes, faculty can require class participation. Faculty should explicitly state the percentage of the grade based on class participation on the syllabus.

Final examinations for undergraduate classes must be held during the 15th week of the semester at the specified time and place during the scheduled examination period.

Weekly graduate courses without a final examination should hold the last meeting during this final week.

Classes must meet at their assigned time as indicated in the Schedule of Classes. Any deviation from this schedule must receive prior written approval by the department chairperson. Classes must begin promptly at designated start times.

Classes must meet in the assigned room. If for any reason a class must be moved to another location, even only once, prior approval of the chairperson must be obtained and notice of the room change must be clearly posted on the door of the assigned room.

The chairperson (or deputy chairperson, if appropriate) should be notified of any personal emergency or illness by phone or email. For absences due to illness of more than five consecutive calendar days (exclusive of weekends, authorized holidays, and recesses), full-time faculty must file a temporary disability leave form, accompanied by a physician's report, with Human Resource Services.

FERPA

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), which protects student academic records, applies to all institutions that receive funding from the U.S. Department of Education. Breach of FERPA can result in the revocation of all federally awarded financial aid. Compliance with FERPA is stringently monitored.

An institution is answerable to a student's parents until the student reaches 18 years old and thereafter to the student. A student is someone who is currently attending classes or who formerly attended classes at the College. Applicants for admission are not protected by FERPA.

FERPA stipulates that information about a student may be released only to those College employees who have a "legitimate educational interest" in it. A legitimate interest may proceed from exercise of such functions as academic advising, writing letters of recommendation on behalf of a student, verification of major or degree requirements, verification of admission requirements (testing, ESL, etc.), departmental or other recommendation for scholarships or awards, and departmental or college program reviews. The College will not disclose any identifiable information about a student without that student's written consent, except directory information as listed below (and other exceptions that need not be addressed here). A student may restrict the release of any or all directory information by completing a form available in the Registrar's Office.

Directory information includes name, date and place of birth, current or permanent address and phone number, academic major, enrollment status, degrees and awards received, participation in Hunter College activities or sports, dates of attendance (not daily attendance records), previous educational institution attended, photograph, and e-mail address.

FERPA mandates that anyone to whom information is released may not release that information to a third party. The following guidelines will help faculty members meet that responsibility:

- Do not release information about students to other persons.
- Student scores or grades may not be displayed publicly in association with names, social security numbers, or other personal identifiers.
- All papers, examinations, or lab reports containing student names and grades should be secured. Students should not have access to the scores and grades of others in the class.
- Refer all requests for directory information to the Office of the Registrar.
- Do not release information that could easily be traced to an individual student,
- Do not give account passwords to others and do not store written passwords in a desk.
- Keep a computer monitor out of view of those who may enter your work area.
- Do not leave a computer unattended when logged into CUNYfirst.
- Do not leave printed documents in view of those who may enter your work area.
- Shred all printed documents that are no longer needed.
- Do not release information about grades to parents, spouses, or any other family member of students.
- When in doubt err on the side of caution and do not release student educational information.

If you have questions about your responsibilities under FERPA or need further information, please consult the Office of the Registrar, 212 772-4500

Grade Appeals

When students wish to appeal grades, they first should meet with the faculty member to discuss the issue. If this discussion doesn't resolve the issue they must follow the [Senate grade appeal procedures](#).

Course Evaluations

Course evaluations are conducted online. Students are emailed directly by the Evaluations Office with instructions toward the end of the semester. Please encourage your students to complete the evaluation. We recommend setting aside 10 minutes during a class session for them to complete it. NetID Login is used to access evaluations at the [Teacher Evaluation Submission website](#).

You can access the anonymous information submitted by students (numerical data and comments) by going to the [Teacher Evaluation Reports website](#) and logging in.

Textbook and other required materials

Federal regulations require that all institutions receiving federal financial assistance disclose information regarding textbook and other required materials and inform students of all required materials **at the time they register for courses**.

Textbook information must be entered through the online bookstore portal [Hunter online bookstore](#) and will transfer back to CUNYfirst in 24-48 hours. Here is a [brief video](#) outlining the process for faculty. If faculty use any custom materials or need assistance, they can contact hunterbookstore@akademos.com.

Please note that if you do not use a textbook, you must still register and state that there is no textbook in order to ensure compliance.

Open Educational Resources (OER)--Hunter Zero

Hunter's initiative for [Open Educational Resources \(OER\)](#) is called Hunter Zero, which aims to support faculty in redesigning courses to provide learning materials with zero-cost to students. These materials can be student-generated, freely available, or owned or licensed by Hunter College.

To learn more about OER, please visit the [About Open Educational Resources website](#).

Supporting Students

Hunter College is committed to supporting all students with permanent or temporary disabilities. The Office of AccessABILITY provides services and resources for students and faculty.

It is committed to promoting access and awareness as a resource to all members of the Hunter College community. They work in collaboration with all departments and divisions of the College to facilitate and advocate for our students, and assist them to maximize their potential while helping them develop and maintain independence.

While complying with the law, the [Office of AccessABILITY](#) embraces its spirit by providing services to all students with permanent or temporary disabilities to ensure that all Hunter College programs and activities are accessible. Their philosophy is one that promotes self-awareness, self-determination, and self-advocacy in a comprehensively accessible environment.

[Student Success Initiative](#)

These initiatives supporting co-curricular activities, student-faculty research, travel for students to present their work at professional conferences that they attend with Hunter faculty, and funds for organizing a faculty-sponsored student conference at Hunter.

Learn more about Presidential Initiatives by visiting the [Initiatives website](#).

Behavioral Response Team for Students in Crisis or Distress

The Hunter College Behavioral Response Team is a group of professionals dedicated to providing support and assistance to students in crisis or in distress. Faculty, staff and students are encouraged to utilize the BRT when they observe behavior by a student that concerns them. Examples of behavior appropriate for a BRT referral include:

- Acts of hatred or discrimination
- Expression of hopelessness or suicidal ideation
- Incidents of bullying
- Significant changes in mood, class attendance, or engagement
- Unusual or erratic behavior in class
- Verbal or written threats

More information can be found by going to the [FAQ section](#) of the BRT website.

To alert the BRT about a concern, you should complete and submit the [BRT Referral Form](#).

You can contact the BRT at brt@hunter.cuny.edu, 212-396-6648.

[*Students in Crisis: A Quick Reference for Faculty and Staff.*](#)

IN AN EMERGENCY

For all campuses, please contact Public Safety at **212-772-4444**

Hunter College Policy on Academic Integrity and Procedures for Reporting Violations

Academic integrity is a guiding principle of the Hunter College learning community because all students should have the opportunity to learn and perform on a level playing field.

Academic dishonesty includes, but is not limited to, cheating, plagiarism, obtaining an unfair advantage, and falsifying records or documents ([see examples](#)) whether intentional or not.

Hunter College upholds the right to promote academic integrity on its campus as an educational institution of the City University of New York. The College has the responsibility to review all charges of academic dishonesty and implement sanctions, including, but not limited to, failing the course, official transcript notation, suspension or expulsion from the College when it has been determined that academic dishonesty did occur. For more details, please [view the full list](#) of disciplinary sanctions.

To initiate the procedure for addressing an allegation of academic dishonesty, faculty members must complete the online [Academic Integrity Form](#) indicating the recommended [academic sanction](#), which involves a grade penalty (i.e., a reduced grade).

Every syllabus must include this provision:

“Hunter College Policy on Academic Integrity

Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the [Hunter College Academic Integrity Procedures](#).”

Office of Diversity and Compliance

Hunter is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to our mission.

It is the policy of Hunter to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also the Hunter's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/ other sexual misconduct.

Every syllabus must contain the following provisions:

Accommodations for Students with Disabilities

In compliance with the American Disability Act of 1990 (ADA) and with Section 504 of the Rehabilitation Act of 1973, Hunter College is committed to ensuring educational parity and accommodations for all students with documented disabilities and/or medical conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical, and/or Learning) consult the Office of AccessABILITY, located in Room E1214B, to secure necessary academic accommodations. For further information and assistance, please call: (212) 772- 4857 or (212) 650-3230.

Hunter College Policy on Sexual Misconduct

In compliance with the CUNY Policy on Sexual Misconduct, Hunter College reaffirms the prohibition of any sexual misconduct, which includes sexual violence, domestic violence, sexual harassment, and gender-based harassment, and intimate relationships between Faculty (or staff) with students for who they have professional responsibility. In addition, CUNY prohibits retaliation against students, employees, or visitors, for reporting an incident or participating in an investigation. Students who have experienced any form of sexual misconduct on or off campus (including CUNY-sponsored trips and events) are entitled to the rights outlined in the Bill of Rights for Hunter College, which can be found on the Diversity & Compliance webpage on Hunter's website.

- a. Sexual Violence: Students are strongly encouraged to immediately report the incident by calling 911, contacting NYPD Special Victims Division Hotline (646-610-7272) or their local police precinct, or contacting the College's Public Safety Office (212-772-4444).
- b. All Other Forms of Sexual Misconduct: Students are also encouraged to contact the College's Title IX Campus Coordinator, Dean John Rose (jtrose@hunter.cuny.edu or 212-650-3262) or Colleen Barry (jtrose@hunter.cuny.edu or 212-772-4534) and seek complimentary services through the Counseling and Wellness Services Office, Hunter East 1123. To learn more, please view the [CUNY Policy on Sexual Misconduct](#).

For further information please contact the Office for Diversity & Compliance or the Title IX Team at TitleIX@hunter.cuny.edu. More information can be found by visiting the [Diversity and Compliance website](#).

Responsible Employee

Although this information is not required to be added to the syllabus, all employees should be informed on their reporting obligations. As a faculty member you may qualify under the CUNY Policy on Sexual Misconduct as a Responsible Employee. This includes Department Chairs, faculty members who are chaperoning off campus trips, employees who are managers, and any faculty or staff that act as an Advisor to student groups or departments. Responsible Employees have a mandated duty to report any Sexual Misconduct incident to the Title IX Coordinator, once they become aware of an incident.

Faculty Affairs

Re- Appointment Process

Full-time faculty with professorial titles, full-time instructors and full-time lecturers are subject to annual reappointment until tenure is granted or the certificate of continuous employment (CCE) is achieved. In their first full year of service, faculty are considered for reappointment during the spring semester; in subsequent years, faculty are considered for reappointment during the fall semester.

Upon recommendation of the College and approval of the CUNY Board of Trustees, faculty in professorial titles are granted tenure effective September 1 of the eighth continuous year of appointment and lecturers are granted CCE effective September 1 of their sixth continuous year of appointment. The title of full-time instructor is generally reserved as a temporary appointment for individuals who have been offered a tenure-track position, but have not yet fulfilled certain requirements (e.g., completion of doctoral work). This position is limited to no more than four successive annual reappointments.

For annual reappointments without tenure or CCE, faculty personnel files are reviewed by the department's Personnel and Budget (P&P) Committee, and then the College-wide Personnel and Budget Committee (P&B). These committees recommend to the president reappointment or non-reappointment,

Please see the timelines in the Chair Handbook [Hunter College Departmental Chair Handbook](#)

[Interfolio](#) is the online system used for all reappointment procedures. All faculty have an Interfolio account. Use your Hunter College net ID to log-on:

Faculty Evaluation Procedures

Faculty are evaluated with regard to their total academic performance, including teaching effectiveness; administrative assignments; research, scholarship and creative work; student guidance; service to the department, College and university; curriculum development, professional activities in their field of specialty, and so on. Please view [CBA Article 18](#).

Professional Development and Funding Support

Provost Office Workshops

The Provost's Office supports faculty with targeted workshops on topics such as preparing for tenure and promotion, moving from associate professor to full professor, developing effective strategies in

academic writing and grants applications, and other topics as they arise. A weekly calendar of upcoming events is sent to faculty who request inclusion on the listserv. Please email provost@hunter.cuny.edu

Academic Center for Excellence in Research and Teaching (ACERT)

[ACERT](#) seeks to promote excellence in teaching and research at Hunter. In collaboration with key offices, the Center integrates existing faculty development activities with new workshops and seminars based on input from faculty and Hunter's academic community. These seminars allow participants to share and discuss high-impact practices that faculty can incorporate into their teaching and research. The Center fosters a community in which faculty use innovative pedagogy, technology, and assessment to enhance their activities as teachers and scholars, and thus to facilitate engaged learning. ACERT is a collaboration of Academic Affairs, Instructional Computing & Information Technology (ICIT), and the [Office of Assessment](#).

National Center for Faculty Development and Diversity

Take advantage of Hunter's institutional membership when you visit this site for resources relating to teaching, including the webinars "[Every Semester Needs a Plan](#)" and "[Teaching in No Time](#)". Every Hunter College faculty has an account.

To learn more please visit the [National Center for Faculty Development & Diversity website](#)

[Faculty Innovations in Teaching with Technology \(FITT\)](#) seeks to encourage the use of technology in the classroom and to increase student engagement by encouraging faculty to design projects that take advantage of new digital tools for content creation, simulation, animation, video, online collaboration, distance learning, and incorporation of mobile media devices.

Technology Teaching & Learning Group

A team of educational technologists is available to guide, support, and collaborate with faculty, helping them incorporate technology in effective and innovative ways. [TTLG](#) works with professors designing, implementing and evaluating hybrid and online courses. They offer workshops and create opportunities for faculty to share ideas, form networks and communities, and learn from one another.

Faculty Personnel & Budget Committee

[The Faculty Personnel and Budget Committee](#) (FP&B) voting membership consists of all Hunter College department chairs, the Provost and the President.

[Hunter College Departmental Chair Handbook](#)

Tenure and Promotion Procedures

Tenure is one of the most important decisions the College makes with regard to members of its instructional staff. In decisions regarding granting tenure, careful consideration is given to the needs of the College—for both the near future and the long run—as well as to the qualifications of the individual candidate. Candidates for tenure are expected to demonstrate qualifications of superior merit. These procedures apply to candidates considered for tenure as well as those considered for tenure with concurrent promotion (typically to Associate Professor). If a candidate for tenure is being considered with concurrent promotion, separate votes are held for tenure and promotion at each step of the process. These procedures are meant to be a flexible framework within which the various decision-making processes relating to tenure and promotion are made. Each department has developed its own set of standards. Please request these standards from your department chair.

It is assumed at every stage in the process that decisions will be based upon extensive review of all pertinent information, consultation with appropriate persons, and sufficient deliberation so as to arrive at a just and appropriate determination. (Procedural items are included in the CUNY Board of Trustees Bylaws, the Professional Staff Congress/CUNY Agreement, and the Statement of the Board of Higher Education).

Additional Resources:

- [Provost's Office Calendar for Tenure and Promotion](#) (Old Calendar)
- [Pre-Tenure Year Review](#)
- [Tenure and Promotion Schedules](#) (old)
- [Hunter College Procedures for Tenure or Tenure with Concurrent Promotion \(old\)](#)
- [Hunter College Reappointment Process for Tenure Track Positions \(7-Year Clock\)](#)
- [Hunter College Dean's Written Review Process for Tenure Track Positions](#)
- [Hunter College Standards for Promotion to Full Professor](#)

Interfolio

[Interfolio](#) is an online digital portfolio system used to manage review, tenure and promotion processes. It is a secure, online collaboration platform that has tools to manage the documents, workflow, data, and communication associated with academic decisions.

Assessment and Reporting

Office of Assessment

The Office of Assessment assists academic departments with the management of student learning through all aspects of assessment, from the development of program learning outcomes to closing the loop." In addition, the office works with administrative units to gauge achievement of their performance goals, including student learning outcomes where relevant. In cooperation with the Senate Assessment

Committee, the Office helps to define policies, practices, and expectations regarding assessment-related documentation and processes. The main purpose of assessment for the Hunter community is continuous institutional improvement, but transparent, rigorous assessment of student learning also justifies the government investment in accredited higher education institutions through the Federal Title IV financial aid program.

[The Office of Assessment](#) provides online resources and support for instructors to identify and assess student learning outcomes. Every syllabus must include learning outcomes.

Research and Grant Support

[Research and Grant Information](#)

The Office of Research Administration is the focal point at Hunter College for information relating to grants and contracts for project support. The office's main functions involve the review, institutional approval, and submission of proposals to government and private agencies, the interpretation of Research Foundation policies, the review of all grant-funded personnel appointments, and the dissemination of information on grant opportunities. Research Administration also works closely with several College committees:

- [Institutional Review Board \(IRB\)](#)
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biohazards Committee (IBC)

The office maintains a reference library and has access to online databases. Grant histories on the College's faculty and staff are available retroactive to 1971. The office processes more than 250 personnel action forms in an average month, and has more than 500 persons on the Research Foundation payroll at any given time.

The office is located at:

695 Park Avenue
Room E1424
14th Floor of the East Building
New York, NY 10065
(212) 772-4020

Institutional Review Board (IRB)

The [Institutional Review Board \(IRB\)](#) for the Protection of Human Research Participants is an independent compliance committee mandated by the U.S. Department of Health and Human Services (DHHS). (See Title 45 Part 46 of the Code of Federal Regulations). The role of the IRB is to protect the

rights and welfare of persons recruited to participate in research activities conducted under the auspices of Hunter College.

To submit to the CUNY IRB, please [log into Ideate](#) using your CUNY credentials. For additional guidance please refer to the "[How to Apply](#)" link on the left-hand navigation pane.

For questions, clarification or forms you may contact the Hunter College Human Research Protection Program (HRPP) Office at (212) 650-3053 or via email at hrpp@hunter.cuny.edu.

CUNY Support for Research

[The CUNY Office of Research](#) provides university-wide programs, grants, and initiatives to support research and scholarship. Among these are internal grants such as [Book Completion Award](#) and [Research in the Classroom](#)

Reassigned Time for New Untenured Faculty

For the purpose of encouraging scholarship, the current PSC-CUNY Agreement (see Article 15) provides for reassigned time for new professors in order to engage in scholarly or creative work related to their academic disciplines. All untenured faculty who receive an initial appointment to a professorial title on or after September 1 2006, will receive 24 contact hours of reassigned time to be used during their first five annual appointments. These hours are scheduled with and approved by the department chairperson. The distribution of these hours over the five-year period depends both on the demands of the individual's scholarship and on the instructional needs of the department.

[PSC-CUNY Research Award Program](#)

The Professional Staff Congress-City University of New York (PSC-CUNY) Research Award Program was established as a major vehicle for the University's encouragement and support of faculty research and to leverage external funding. It seeks to enhance the University's role as a research institution, further the professional growth and development of its faculty, and provide support for both the established and the younger scholar. Funding supports activities in the creative arts and research in natural science, social science and humanities, including research related to curriculum development, improvement in teaching, adaptation of standard educational techniques to special clientele and the relationship between technical or occupational training and the liberal arts curriculum. Awards are distributed by the University Committee on Research Awards, a faculty committee, and administered by the Research Foundation of CUNY. Preference is given to junior faculty in the allocation of funds.

Human Resources

Faculty Activities Outside the University

Multiple Position Reports

Multiple Position activities must be reported to your department chair and approved by the department Personnel and Budget Committee at the beginning of each fall and spring semester.

- Hunter's [Multiple Position Report for Full-time Faculty](#)
- [Multiple Position Memo](#)
- [CUNY Multiple Position Report – Full Time Faculty](#)

Disputes and Grievances

The [Senate Ombudsperson](#) is available to mediate faculty disputes or concerns that cannot be resolved at the department or School level.

[Information about the PSC-CUNY grievance process.](#)

Compensation & Benefits

- [Information about Payroll.](#)
- [Information about Benefits.](#)
- [Information about PSC-CUNY benefits.](#)

Leaves and Absences

All [policies and forms](#) for leaves are listed on the Hunter College HR website:

In particular please see:

- [CUNY FMLA policy](#)
- [Paid parental leave memo](#)
- [Special leave of absence without pay](#)
- [Fellowship leave](#)
- [Scholar Incentive Award](#)

Technology and Communications

[Instructional Computing and Instructional Computing and Information Technology](#) (ICIT) provides hardware, software, training and support to students, faculty and staff of Hunter College. To learn more about ICIT please visit the [About Us](#) section of the ICIT website.

For further information and support for services such as CUNYfirst, email, wireless, etc. please visit the [Services](#) section of the ICIT website.