# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>VISION, MISSION, VALUES, GOALS</td>
<td>3</td>
</tr>
<tr>
<td>FAST FACTS ABOUT DCC</td>
<td>3</td>
</tr>
<tr>
<td>THE OPEN DOOR POLICY</td>
<td>3</td>
</tr>
<tr>
<td>COLLEGE CONNECTION OVERVIEW</td>
<td>4</td>
</tr>
<tr>
<td>POLICIES AND PRACTICES — PROCEDURAL ISSUES</td>
<td>5</td>
</tr>
<tr>
<td>INFORMATION FOR PART-TIME FACULTY</td>
<td>5</td>
</tr>
<tr>
<td>ORIENTATION MEETING</td>
<td>6</td>
</tr>
<tr>
<td>HOME PHONE NUMBERS, ADDRESS CHANGE</td>
<td>6</td>
</tr>
<tr>
<td>E-MAIL AND MYDCC</td>
<td>6</td>
</tr>
<tr>
<td>PHOTO-IDENTIFICATION CARDS</td>
<td>6</td>
</tr>
<tr>
<td>PART-TIME FACULTY EVALUATION</td>
<td>6</td>
</tr>
<tr>
<td>SITE VISITS</td>
<td>7</td>
</tr>
<tr>
<td>PROFESSIONAL DEVELOPMENT</td>
<td>7</td>
</tr>
<tr>
<td>DCC’S POLICIES</td>
<td>7</td>
</tr>
<tr>
<td>INSTRUCTIONAL INFORMATION</td>
<td>7</td>
</tr>
<tr>
<td>SYLLABUS</td>
<td>7</td>
</tr>
<tr>
<td>TEXTBOOKS</td>
<td>8</td>
</tr>
<tr>
<td>FINAL EXAMS</td>
<td>9</td>
</tr>
<tr>
<td>ADMISSION TO CLASS/REGISTRATION PROCEDURE</td>
<td>9</td>
</tr>
<tr>
<td>ROSTERS/ATTENDANCE RECORDS/GRADE REPORTS</td>
<td>9</td>
</tr>
<tr>
<td>WITHDRAWAL FROM COURSES</td>
<td>10</td>
</tr>
<tr>
<td>STUDENT ABSENCE</td>
<td>10</td>
</tr>
<tr>
<td>STUDENTS REQUIRING ACCOMMODATIVE SERVICES</td>
<td>10</td>
</tr>
<tr>
<td>GRADING SYSTEM</td>
<td>10</td>
</tr>
<tr>
<td>GRADE REPORTING</td>
<td>11</td>
</tr>
<tr>
<td>STUDENT SUPPORT SERVICES</td>
<td>11</td>
</tr>
<tr>
<td>WRITING CENTER</td>
<td>11</td>
</tr>
<tr>
<td>THE MATH AND SCIENCE CENTER</td>
<td>12</td>
</tr>
<tr>
<td>THE FRANCIS U. AND MARY F. RITZ LIBRARY</td>
<td>12</td>
</tr>
<tr>
<td>SUPPORT SERVICES FOR PART-TIME FACULTY</td>
<td>14</td>
</tr>
<tr>
<td>HELP DESK</td>
<td>14</td>
</tr>
<tr>
<td>MYDCC BLACKBOARD PORTAL</td>
<td>14</td>
</tr>
<tr>
<td>BANNER</td>
<td>14</td>
</tr>
<tr>
<td>DCC INFORMATION SECURITY STANDARDS</td>
<td>14</td>
</tr>
<tr>
<td>WHERE TO GET ANSWERS</td>
<td>16</td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICES &amp; HOURS</td>
<td>16</td>
</tr>
<tr>
<td>DEPARTMENTAL CONTACTS</td>
<td>17</td>
</tr>
<tr>
<td>GRADE APPEAL PROCESS</td>
<td>19</td>
</tr>
<tr>
<td>GRADE APPEAL FORM - STEP 1</td>
<td>21</td>
</tr>
<tr>
<td>GRADE APPEAL FORM - STEP 2-4</td>
<td>22</td>
</tr>
<tr>
<td>Appendix A: PART-TIME FACULTY EDUCATOR EVALUATION FORM</td>
<td>23</td>
</tr>
<tr>
<td>Appendix B: SITE VISIT REPORT</td>
<td>27</td>
</tr>
<tr>
<td>Appendix C: STUDENT SURVEY OF TEACHING FORM</td>
<td>28</td>
</tr>
<tr>
<td>Appendix D: GRADE DETERMINATION FORM/GRADE REPORT</td>
<td>31</td>
</tr>
<tr>
<td>Appendix E: CAMPUS MAP</td>
<td>32</td>
</tr>
</tbody>
</table>

Dates and times published in this document are accurate as of the date of publication. However, the College reserves the right to make changes as needed to dates, times, and locations. Notification of any such changes will be made in as timely a fashion as is possible. Dutchess Community College does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, or sexual orientation in its educational programs and activities, including employment, or in admission to such programs and activities. If you have any questions regarding this policy and the procedures for the resolution of complaints arising thereto, please contact Human Resources, Affirmative Action Office/504 Coordinator, (845) 431-8673, or extension 8673 on campus. You can also contact the Chief Diversity Officer at (845) 431-8985, or extension 8985 on campus.
INTRODUCTION

On behalf of the administration, staff, and students of Dutchess Community College we extend an enthusiastic welcome and our appreciation for your willingness to be an instructor in the College Connection concurrent enrollment program. Dutchess Community College is committed to student success and recognizes the integral role of part-time faculty in our college community. This handbook contains information specific to your role as an instructor in the high school program. We have every confidence that your experience and background will provide students with the necessary skills and knowledge as well as an appreciation for the discipline that we have asked you to teach.

Vision

Dutchess Community College aspires to be an innovative, transformative community of learners that promotes exemplary student success.

Mission

Dutchess Community College offers educational opportunities that prepare individuals to realize their full potential and contribute to a diverse and global society.

Values

Excellence * Access * Diversity * Collaboration * Accountability

Goals

• Increase student success.
• Embrace diversity as an integral part of our institutional identity.
• Promote collaborative campus culture.
• Enhance institutional effectiveness through integration of assessment, planning and resource allocation.
• Contribute to the vitality of the region through community engagement.

Fast Facts about DCC

Some facts and figures about Dutchess Community College, our students, and our graduates:

• DCC has the lowest tuition of any college or university in the state
• One-third of Dutchess County public high school graduates who attend college, choose DCC.
• 66% of Dutchess County residents who attend a SUNY college are enrolled at DCC.
• The retention rate for DCC transfer students at SUNY 4-year colleges has consistently exceeded the SUNY community college average (at least 5% higher for the last consecutive three years).
• Six-year graduation rate for DCC transfer students is higher than for those transferring from other community and 4-year colleges (83% compared to 73%).

The Open Door Policy

Admission to Dutchess Community College is based upon the “open door” policy. Subject to program and space limitations, anyone possessing a high school diploma or its equivalent will be admitted. The Director of Admissions will evaluate individuals not meeting these criteria on an individual basis.
COLLEGE CONNECTION OVERVIEW

Concurrent enrollment is a nationwide trend as high schools seek to enrich the curriculum for qualified students and as colleges strive to enroll students who are prepared for the rigors of higher education. Concurrent enrollment is a dual enrollment program which allows students to earn college credit and high school credit through college courses taken in the high school.

Through the cooperation of the State University of New York (SUNY), Dutchess Community College and local high schools, concurrent-credit programs have been developed to provide qualified students with an opportunity to enroll in select college courses and gain advanced standing or college credit. Dutchess Community College’s College Connection program is a member of the New York Concurrent Enrollment Partnership (NYCEP).

DCC courses in the concurrent enrollment program are taught by teachers at local high schools who have been interviewed and selected by the college as part-time instructors. College Connections instructors are governed by the same rules which apply to all the educators employed by the college and are required to complete all DCC requirements in accordance with the college’s standard practices and procedures. (Please see the DCC Professional Staff Handbook for more details).

Students in the concurrent enrollment program are required to meet the same standards as all DCC students. The coursework completed in the program has to meet the same academic expectations of on-campus classroom instruction.

Normally, a concurrent enrollment student will be a part-time, non-matriculated DCC student, though some students are able to complete a significant number of college credits prior to high school graduation.

Advantages Include:

- Becoming a stronger college candidate by accepting the challenge of taking college courses while still a senior in high school.
- Possibly graduating from college earlier by earning transferable credits.
- Reducing the first or second semester course load in college and relieving some of the pressure and stress in the first year.
- Having the time to take more electives in college, earn a double major, do a special work internship, or spend a semester traveling abroad by starting early in high school.
- Saving money by reducing future college costs.
- Being introduced to rigorous, diverse, and challenging college level coursework.
- Increased ability to think critically and explore new ideas.

Remember, the positive educational experience gained through DCC’s College Connection Program will undoubtedly contribute to your students’ college success and life goals.
Schools currently participating in the College Connection program:

- Arlington High School
- Beacon High School
- Brewster High School
- Carmel High School
- Dover High School
- Faith Christian Academy
- Franklin D. Roosevelt High School
- Haldane High School
- John Jay High School
- Mahopac High School
- Millbrook High School
- Our Lady of Lourdes High School
- Pawling High School
- Poughkeepsie High School
- Putnam Valley High School
- Red Hook High School
- Rhinebeck High School
- Roy C. Ketcham High School
- Spackenkill High School
- Stissing Mountain High School
- Webutuck High School

POLICIES AND PRACTICES — PROCEDURAL ISSUES

Information for Part-Time Faculty

Part-time faculty lecturers are appointed by the College upon recommendation of the appropriate academic department chair/department supervisor and the Dean of Academic Affairs.

New part-time faculty of Dutchess Community College must complete an employment application through the college website (https://www.sunyduchess.edu/assets/ProfessionalEmploymentApplication.pdf) and provide documentation given at the time of hire that includes:

- **Resume/CV & Application**: A current resume or curriculum vitae must accompany your employment application and will be kept on file in Academic Affairs.
- **Transcripts**: The College must be provided with official transcripts for all undergraduate and graduate work. Please request that your transcripts be sent to the Office of Academic Affairs.
- **Two letters of professional recommendation** (one must be from the Principal or school administrator)
- **Employment Eligibility/Verification**: The College is required to verify all new employees’ eligibility for employment under The Immigration Reform and Control Act of 1986. The Office of Human Resources must examine documents establishing both your identity and employment authorization before you start working. An Employment Eligibility Verification form (I-9) will be provided before your interview and must be brought to the Office of Human Resources along with required documentation prior to your interview.
- **Background Check Information and Release Forms**
- **Affirmative Action/Human Resources Post Employment Survey**
Orientation Meeting

New part-time lecturers are required to attend an orientation meeting prior to the start of the semester in which they begin teaching at DCC. Academic departments will conduct discipline-specific orientation meetings which new faculty are required to attend.

Home Phone Numbers, Address Change

Please be sure to notify Human Resources of any changes in your address, phone number(s) and personal email.

E-mail and myDCC

Upon assignment, each instructor will receive a DCC e-mail account. E-mail and the College’s student information management system, Banner, can be accessed through the College’s website. Click on “myDCC” and sign in using your e-mail ID and password. Communication from the College will be via this e-mail account. All official business with the College should be conducted utilizing your DCC e-mail account.

Similar access is available to College Connection students. Directions will be provided to you to assist your students in setting up access to their DCC e-mail account which was established when they completed the on-line College Connections application.

Photo-Identification Cards

All part-time faculty should pick up a SUNYCard authorization form from the Office of Academic Affairs, Bowne Hall, Room 210. The SUNYCard is prepared in the Security Office, Student Services Center, Room 114, and also at the DCC South office. Your SUNYCard is an ID, a library card (good in any SUNY library across the state).

Part-time Faculty Evaluation

The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluation for part time faculty shall be to recognize and encourage outstanding teaching performance. Through the evaluation process, faculty are able to identify areas of excellent performance and areas for improvement, and supervisors and peers are able to provide useful feedback for consideration. College Connection faculty will receive written evaluations of their work in each of their first two semesters of course offerings at the College. Evaluations will include, but are not be limited to, classroom visit(s) by the departmental supervisor or assigned qualified department member and students’ survey of teaching. The instructor will also be provided with the results of the student evaluation of teaching. Copies of the Student Survey of Teaching form and the Part-time Faculty Evaluation form are located in the Appendices A and C.

These evaluations are not intended to be shared with High School administrators; rather they constitute a relationship between the adjunct lecturer and DCC.
Site Visits

A DCC Academic Department supervisor will observe your class on a regularly scheduled basis. They will complete a site visit report and file it with the College Connection office in the Office of Academic Affairs. A copy of the Site Visit report is appended to this handbook.

Professional Development

College Connection faculty are encouraged to take advantage of professional development opportunities offered by the college. The College Connection office will conduct two meetings annually, specifically for high school faculty. You are required to attend at least one meeting per year but strongly encouraged to attend both meetings.

DCC’s Policies

You will find many important DCC Policies in the “Board of Trustees Manual Bylaws, Structure and Responsibilities, Policies and Presidential Evaluation Procedure”. Here is an example of some of the policies you will find there:

- Academic Dishonesty
- Sexual Harassment and Sexual Violence
- Anti-bullying Policy
- Firearms and Weapons Policy

The “Board of Trustees Manual” can be found on myDCC, in the “Faculty Tab” under “Informational Links” or copy the link below:

INSTRUCTIONAL INFORMATION

Syllabus

Your course syllabus is a critical component of the learning process for students. It is also an informal contract between you and your students that provides them with the objectives and expectations that shape the learning environment. Students need clearly defined course guidelines to help them to meet faculty expectations, to help them master the course material, and to help them balance multiple commitments. A copy of the syllabus should be provided to each student at the beginning of each semester.

A copy of your syllabus should also be filed with the department supervisor or department secretary each semester. Each should include the following information:

Approximate test dates: Students need to be able to plan their semester and should be given notice regarding test dates. Early and frequent testing is recommended; basing a course grade solely on a mid-term exam and a final exam is strongly discouraged.
Course requirements: Students should be told what the requirements of the course include.
For instance:
  o Is there a paper(s) or research project?
  o Is homework graded?
  o Does class participation count?
  o How many tests/quizzes will there be?
  o What other kinds of work are required?

Grading procedures: It is crucial that students understand how final grades are determined.
You should specify what percentage of the final grade is covered by each assessments and/or
course requirements.

Attendance requirements and makeup policies: Your policy regarding absences and making up
work/tests must be stated clearly and unambiguously. It is important to remember that there
are valid reasons for absences; however, absence does not mean that the work does not have
to be done, or that an alternate assignment does not have to be completed.

Each syllabus must include the following required elements:

1. Name of course, semester, section, and/or CRN number
2. Faculty names and contact information (must include DCC email as a primary form of
   contact outside of class)
3. Class meeting time and place
4. List of required textbook(s) and/or other required materials
5. Catalog course description (may also include additional course description detail
   specific to the instructor but shall not contradict or conflict with the catalog description)
6. Course Student Learning Outcomes
7. Institutional Student Learning Outcomes (when applicable)
8. Outline of course and course requirements
9. Grading criteria indicating how final grade is determined
10. Statements regarding academic accommodations, Title IX, and academic honesty.

Each department maintains a file of syllabi and course outlines for all current course offerings. You
must submit a copy of the syllabus for each of your sections to the department secretary at the
beginning of each semester.

Textbooks and Support Materials

The DCC approved textbooks for the course are the only textbooks that may be used in College
Connection course sections. The High School is responsible for establishing a system that provides
students with access to required textbook and support materials. Textbooks may be purchased by
the school district for use in the course and distributed to students. Textbooks are replaced
periodically, often on a three-year or four-year cycle, and College Connection classes are expected to
adopt new textbooks or support materials in a timely manner. The College Departmental Supervisors
will notify instructors of changes in textbooks and/or support materials. High school teachers are
encouraged to maintain contact with their College Academic department head or supervisor regarding
a change in the text or in course content. It is the intent of the College to maintain the integrity of the
college courses offered at the high schools, but cause no undue financial hardship for the school
district or the students. If the school district is unable to provide access to the new textbook in a timely manner, the appropriate Departmental Supervisor must be contacted to request approval to continue using the current textbook for up to two years.

Instructors must follow the College academic department policy regarding regular use of required textbooks and/or associated technology. Access to current textbooks and instructional materials can be obtained through the College academic department.

Instructors are required to use the approved textbook for their respective course(s).

Final Exams

Some DCC courses require a departmental final or a common final format. Instructors are encouraged to communicate with their department high school supervisor regarding course requirements. A copy of your final exam along with the answer key or scoring rubric must be given to the appropriate DCC department secretary. If you do not give a final, you should submit a brief statement about your capstone project or portfolio review.

When requested, your final exams answer booklets must be submitted to the department secretary. Final exam booklets will be kept for three years by the department. Please include a copy of the prompt used for the final exam.

Admission to Class/Registration Procedure

At the start of the school year, each instructor will be supplied with a registration packet. The registration packet will include registration forms, an affirmation of legal residency form, A FERPA waiver form, and instructions to complete and return the forms. Students who live in a county outside of the county of the school that they attend will be required to get a certificate of residence from the Treasurer’s Office of their home county. The registration forms should be completed by the students as soon as your class begins and should be returned to the high school liaison in the envelope provided. All forms must be returned by the due date indicated on the instruction sheet. Please ensure that the forms are legible and that all information is complete. A high school generated class list must be included with your registration packet.

Student registrations will be entered into the DCC system and they will become visible on your class list located on the “My Courses” tab of myDCC. Please review your class for accuracy and immediately report any discrepancies to the high school liaison. Instructors are encouraged to review their class lists frequently during the semester or academic year for full year courses. Any inconsistencies should be reported immediately to the high school liaison.

Rosters/Attendance Records/Grade Reports

Instructors will receive, via DCC e-mail, a permanent official roster during the fourth week of classes. Instructors should print the roster and begin using it immediately to record grades for each student for assignments utilized to determine final grades. DCC is a non-attendance recording institution and therefore we will not require you to hand in your attendance records. However, please record your attendance on a separate roster and keep that for your record. Final course grades must be recorded on your official course roster and entered online using Banner. Generally final grades may be entered
no more than one week before the deadline. The permanent official roster is submitted at the end of the semester, along with the final grade determination sheet, and becomes the College’s permanent record of the course. The course instructor must submit to the high school liaison or the College course academic department by the designated due date the permanent roster and grade determination sheet.

A complete list of all grades used to determine the final course grade must be entered for each student.

**Withdrawal from Courses**

Students may withdraw from courses by completing a withdrawal form with their DCC course instructor or Guidance Counselor who will forward the approved form to the College Connection Program staff. Students who fail to attend classes or who give notice only to an instructor will not be considered officially withdrawn. College Connection instructors will be provided with calendar dates with withdrawal deadlines. Students who withdraw from a course in the first three weeks of the course will normally be deleted from the course so that there is no official record of attendance. Students may withdraw from a course, without academic penalty, with a grade of "W" through the 70% completion of the course (withdrawal dates will be available for each semester). Except in special circumstances (with supporting documentation), students are not allowed to withdraw with a ‘W’ grade after the 70% completion of the course and should receive a grade of “F” for the final course grade. Initiation of withdrawal notice is the responsibility of students, but instructors and Guidance Counselors must notify the college of any drop requests via forms provided and communication with the College Connections High School Liaison.

**Student Absence**

The College expects all students to attend class regularly. Excessive absences or tardiness may affect the quality of a student’s academic performance. Students should be notified at the beginning of the semester if excessive absence from class will affect their final grade. Students should be aware that non-attendance at classes will not result in automatic withdrawal from a course.

For a detailed description of College policy regarding absences due to inclement weather or religious beliefs, refer to the Dutchess Community College Catalog. Attendance policies should be non-punitive for absences due to documented illness, adverse weather conditions or religious observances.

**Students Requiring Accommodative Services**

Should classes have students in need of accommodative services, instructors and students will adhere to High School guidelines for application of appropriate measures.

**Grading System**

As many measurements as possible should be used to evaluate students. Constant feedback contributes to a student’s progress and success. Grade reports and unofficial transcripts are available to students through myDCC.
The scale of grades for DCC's concurrent enrollment program are as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY</th>
<th>GRADE POINTS</th>
<th>NUMERICAL EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>Good/Above Average</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>Good/Average</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory/Average</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory/Average</td>
<td>2.00</td>
<td>70-76</td>
</tr>
<tr>
<td>D</td>
<td>Acceptable but below graduation</td>
<td>1.00</td>
<td>60-69</td>
</tr>
<tr>
<td></td>
<td>standards. If received in a</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>prerequisite course, student may</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>not qualify for the next course in</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the sequence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
<td>0-59</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. A temporary grade given</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>in cases where students have not</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>completed course requirements due to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>reasons beyond their control.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The course requirements must be</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>completed and a grade submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>within the first four weeks of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>following semester (fall or spring)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>or the “I” would automatically</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>become an “F”.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/A</td>
<td>Administrative Withdrawal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grade Reporting

*It is extremely important that part-time instructors submit final grades on time and as indicated.* Lateness on the part of a single individual disrupts the entire process of generating grade reports.

STUDENT SUPPORT SERVICES

College Connection concurrently enrolled students are considered to be DCC students and are provided with all of the opportunities available to DCC students. This includes student support services, as well as student activities. Students and faculty are encouraged to take advantage of featured speakers, workshops and forums.

Writing Center

The Writing Center is located in Hudson Hall, Room 503 (431-8095). Peer and professional tutors work with students on writing assignments from all disciplines. Part-time faculty may review a variety of writing-related books in the Center’s library or seek advice from the Center’s director. Students may drop in or sign up for an appointment for tutoring. The Center’s computer lab, staffed by a teaching lab assistant and student aides, offers free assistance to both day and evening students.
Typically, students use the lab to write papers, research the Internet, and prepare other class assignments. Online tutoring is offered from the Writing Center’s web page at http://writingcenter.sunyduchess.edu.

Day part-time faculty are welcome to call the Writing Center and schedule their classes for a brief visit and orientation. Also, they may schedule class periods in the fifth floor computer classrooms with the Center’s teaching lab assistant.

Additionally, the Writing Center sponsors professional development activities that might be of interest to part-time faculty. Notices of these activities are distributed regularly. It also presents lectures by writers and runs a writing contest for students. Information is posted on the Center’s website.

The Math & Science Center

The Math & Science Center, in Washington Center, room 224, is a place for students to work on math or science related homework and projects. Tutors are available for math, physics, chemistry, biology, and computer science courses. There are tables for students to work in groups, on their own or one-on-one with a peer or professional tutor, as well as a room of fully networked computers with a printer and a scanner. No appointment is needed to use the Center: students may drop in when it’s convenient, and work on their own or ask one of the tutors for help. In addition to the drop in services, tutoring appointments are available for students enrolled in Statistics, Precalculus, Calculus I, and Calculus II. The computers in the Math & Science Center are equipped with the necessary tools for students working on math and science assignments and projects. Textbooks and calculators are available for use while in the Center, and a limited supply of calculators may be taken out for quizzes and tests. For more information, visit the website at https://www.sunyduchess.edu/academics/academicsupport/tutoring/math_and_science_center/

The Francis U. and Mary F. Ritz Library

The Ritz Library is dedicated to providing high quality service and support for the instructional and research needs of our diverse college community. Our collection of books, periodicals, newspapers and media support the instructional programs offered at DCC.

The Library is located in Hudson Hall and provides ample study areas, computers and convenient access to a wide variety of multi-media and print resources. Our homepage is: https://www.sunyduchess.edu/academics/library

Library hours may be viewed at: http://sunyduchess.libguides.com/calendar
For additional information on hours, please phone 431-8630.

Collections
The Ritz Library supports a book collection of over 80,000 hardcopy books and 150,000 e-books, available online. The Library also subscribes to more than 100 databases containing millions of journal, magazine and newspaper articles in all academic disciplines which can be accessed through myDCC. Logon to myDCC through Blackboard and click on the library banner which allows you to search and peruse our available research guides and databases.
The Library maintains an extensive collection of instructional media programs, including DVDs, CDs and audio books in the form of Playaways. Media may be checked out by faculty for use in campus classrooms and may be reserved for pickup by calling Circulation.

Media items may be needed by more than one instructor or department, so faculty are asked to be considerate of the needs of others and return items in a timely fashion. Media can be borrowed for 2 weeks and renewals are allowed if the item has not been requested by another instructor.

Faculty are reminded that they are responsible for an item until its return. As a convenience, a drop box is located at the Creek Road entrance to Hudson Hall.

**Borrowing**
A current Dutchess Community College ID card is needed to borrow books, print or use group study rooms. Books, including Nooks and calculators may be borrowed for a three-week period and most items may be renewed. All borrowed books must be returned at the end of the semester.

SUNY reciprocity borrowing agreements exist.

**Information Literacy**
The Library offers Information Literacy programs to our students as requested by instructors. Classes will be held in H224 unless there is a scheduling conflict or the class meets at DCC South. Offerings include:
- Overviews of the Library’s resources and services
- Tours of the Ritz Library
- Smart Internet Searching
- In-depth subject-specific research methods

To schedule a class, fill out the form at [http://sunydutchess.libguides.com/orientations](http://sunydutchess.libguides.com/orientations), call Ext. 8642, or the Reference Desk at X8634.

**Library Liaison Program**
Faculty are encouraged to make purchase recommendations for books, journals, media or databases to enhance the Library’s collection. To make recommendations, contact your department’s library liaison. A list of faculty and library liaisons can be found at: [http://sunydutchess.libguides.com/liaison](http://sunydutchess.libguides.com/liaison).

**Interlibrary Loan (ILLIAD)** Interlibrary Loan permits the borrowing of items in other libraries’ collections. Current faculty, staff and DCC students enrolled in credit-bearing coursework are eligible to use this service. Logon to the Library through myDCC and select the Library banner, scroll to the bottom of the screen and select the link for Interlibrary Loan (ILLIAD). Your first use of the system will have you set up an account. **Use of your SUNY Dutchess email is required.**

**Placing Items on Reserve**
The Ritz Library provides the current textbook on reserve for those courses with the highest enrollments. Students are allowed to use a reserve textbook for one hour within the library. When possible, faculty are encouraged to donate a textbook desk copy for the reserve collection.

A faculty member can place materials such as books, magazines or other items on reserve. To do so, fill out the form located at: [http://sunydutchess.libguides.com/coursereserves/faculty](http://sunydutchess.libguides.com/coursereserves/faculty). Please allow a
minimum of 24 hours for a reserve request to be processed. All reserve items must comply with copyright regulations. The responsibility for copyright clearance rests with the requesting instructor. Questions regarding copyright compliance should be directed to the Library's Head of Access Services.

SUPPORT SERVICES FOR PART-TIME FACULTY

Help Desk
The Information Technology department provides implementation and support services for all faculty and staff members. Please use the Help Desk as the primary access point to services provided by the department.

The Help Desk can be reached by:

- Phone on main campus at ext. 4357 (HELP)
- Phone from off campus at (845) 431-8000 (say Help Desk at the prompt)
- Email – helpdesk@suny dutchess.edu
- Web – Look for the Help Desk Module in Blackboard

Hours of operation are posted in the DCC Wiki http://wiki.suny dutchess.edu

myDCC Blackboard Portal
The myDCC Blackboard campus portal provides features designed to help you interact more effectively with the college via email, calendar, course tools, and other features. Content is displayed through modules that provide easy access to information, applications and web resources you may wish to access. You can access myDCC Blackboard from any page on the campus website http://www.suny dutchess.edu/

Banner
The College uses the Banner student information management system. This system allows students to register online and to view their grades, financial obligations, courses and other information about their status as a DCC student. Faculty can view class lists online and are required to enter student grades online. Students and faculty can access Banner through the myDCC Blackboard portal on the College’s. For additional training on Banner and other technology related resources, contact the Teaching Learning Center (TLC).

DCC Information Security Standards
- Information security is the responsibility of EVERYONE who has access to information contained in college administrative systems. That information may reside on computer systems or on paper reports.
- The protection of DCC student and employee information is REQUIRED BY LAW
  - The college must adhere to Federal Family Educational Rights and Privacy Act (FERPA) and Health Insurance and Portability and Accountability Act (HIPAA) laws.
  - New York State requires the college to adhere to a minimum set of information security standards. The NYS policy can be viewed in myDCC on the Working@DCC tab.
• What data is “confidential”?
  – Information maintained in college administrative systems should be assumed to be confidential unless otherwise specified.
  – MOST personal student and employee data is confidential and must be protected.
  – Only directory information is considered public information.
• Directory information is limited to: Name, Email, Dates of attendance, Date of graduation, Degree Enrollment status.
  – A student may submit a waiver prohibiting the college from releasing his/her directory information, so even releasing directory information requires judgment.
• Employees are responsible for understanding and complying with policies regarding to access, and the secure disposal of information they have access to.
  – Staff employees should discuss and review policies with their supervisor.
  – Faculty should review policies with the Office of Academic Affairs.
  – College policies can be viewed from the Working@DCC tab on myDCC by selecting the Campus Documents link. Policies are found under the Technology and Security Documents heading.
• Employees should raise an alarm if they think information is not being properly handled. They should notify their supervisor or the Associate Dean of Information Technology.
• Employees are accountable for their actions.
• Employees should have no expectation of privacy regarding the information stored on college computer systems.

Information Security Best Practices

• NEVER release information over the phone unless you can positively confirm the identity of the caller.
• Be vigilant and protect access to your computer account - NEVER allow ANYONE to use your computer account and password
• NEVER download college data to laptops or removable storage (CDs, diskettes or flash drives).
• Be sure records on your desk cannot be viewed by the public. Always keep reports an arm’s length away from public areas.
• ALWAYS keep reports locked up when not in use.
• ALWAYS shred or discard in secure disposal containers any forms and printouts with student information
• Save the MINIMUM data required by the NYS Records Retention and Dispersal Schedule available in your office. Make a particular effort to dispose of old records.
• Faculty must be vigilant and keep each student’s information (grades, schedule, etc.) private.
• ALWAYS lock your computer screen when you step away (Windows Key/L) or Ctl, Alt, Delete.
• Voice your concerns about information security questions or if you witness any security breaches. Report any security breaches to the Associate Dean of Information Technology.
• Dutchess Community College emails will never ask you to download an attachment or a software program. Attachments contained in fraudulent emails often contain viruses that may harm your computer or compromise your account.

REMEMBER, without YOUR diligence and support, student and employee information cannot be protected.
### WHERE TO GET ANSWERS

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>OFFICE</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement</td>
<td>Advisement Center</td>
<td>S-301</td>
<td>431-8042</td>
</tr>
<tr>
<td>Activities</td>
<td>Student Activities</td>
<td>D-201</td>
<td>431-8050</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>Bookstore</td>
<td>D-211</td>
<td>431-8080</td>
</tr>
<tr>
<td>Car Registration &amp; Parking</td>
<td>Security Office</td>
<td>S-114</td>
<td>431-8070</td>
</tr>
<tr>
<td>Certificate of Residence</td>
<td>Student Financial Services</td>
<td>S-202</td>
<td>431-8060</td>
</tr>
<tr>
<td>Disabled Student Concern</td>
<td>Accommodative Services</td>
<td>S-104</td>
<td>431-8058</td>
</tr>
<tr>
<td>Dutchess South</td>
<td>Hollowbrook Office Center</td>
<td>Myers Corners Rd. 790-3610</td>
<td></td>
</tr>
<tr>
<td>Early Admission</td>
<td>Admissions</td>
<td>S-101</td>
<td>431-8010</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Security</td>
<td>S-114</td>
<td>431-8070 or 4911</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Student Financial Services</td>
<td>S-202</td>
<td>431-8030</td>
</tr>
<tr>
<td>First Aid</td>
<td>Health Office</td>
<td>S-110</td>
<td>431-8075</td>
</tr>
<tr>
<td>Immunizations</td>
<td>Health Office</td>
<td>S-110</td>
<td>431-8075</td>
</tr>
<tr>
<td>Matriculation</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Parking</td>
<td>Security</td>
<td>S-114</td>
<td>431-8070</td>
</tr>
<tr>
<td>Proficiency credit/exams</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Security</td>
<td>Security</td>
<td>S-114</td>
<td>431-8070</td>
</tr>
<tr>
<td>Student I.D. Cards</td>
<td>Security Office</td>
<td>S-114</td>
<td>431-8070</td>
</tr>
<tr>
<td>Test Scanner</td>
<td>Computer Center</td>
<td>C-201</td>
<td>431-8920</td>
</tr>
<tr>
<td>Transcripts, final grades</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>Registrar’s Office</td>
<td>S-201</td>
<td>431-8020</td>
</tr>
<tr>
<td>Transfer Counseling</td>
<td>Advisement Center</td>
<td>S-301</td>
<td>431-8695</td>
</tr>
<tr>
<td>Tuition Costs</td>
<td>Student Financial Services</td>
<td>S-202</td>
<td>431-8060</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Academic Services</td>
<td>H-315</td>
<td>431-8090</td>
</tr>
<tr>
<td>Veteran’s Benefits</td>
<td>Veteran’s Office</td>
<td>H-212</td>
<td>431-8339</td>
</tr>
</tbody>
</table>

Locations:

C – Center for Business & Industry
D – Dutchess Hall
H – Hudson Hall
S – Student Services Center
Administrative Offices & Hours

Office of Academic Affairs, Bowne Hall, Room 210
Monday through Friday, 8:30AM to 5PM

Dr. Ellen M. Gambino, Provost/Vice President of Academic Affairs & Student Services, 431-8954, egambino@sunydutchess.edu
Dr. Holly Molella, Dean, 431-8953, molella@sunydutchess.edu
Ms. Maria Boada, Associate Dean, 431-8966, maria.boada@sunydutchess.edu
Dr. Susan Rogers, Associate Dean, 431-8952, susan.rogers@sunydutchess.edu
Mr. Tim Decker, Director, DCC South, 431-3614, tdecker@sunydutchess.edu
Ms. Roza Makhmudova, Director or Secondary and Post-Secondary Partnerships, 431-8987, roza.makhmudova@sunydutchess.edu
Mr. John Ruggi, High School Liaison, 431-8000 ext. 2054, john.ruggi@sunydutchess.edu

Admissions Office, Student Services Center, Room 101
Monday through Friday, 8AM to 5PM

Mr. Michael Roe, Assoc. Dean and Director of Admissions, 431-8018, michael.roe@sunydutchess.edu

Business Office, Bowne Hall, Room 205
Monday through Thursday, 8AM to 8PM; Friday, 8AM to 5PM

Ms. Donna R. Rocap, Associate Dean of Administration, 431-8066, rocap@sunydutchess.edu
Ms. Debra Ramsay, Assistant Dean of Administration for Payroll and Purchasing, 431-8307, ramsay@sunydutchess.edu

Counseling Services, Student Services Center, Room 301
Monday through Friday, 9AM to 5PM

Dr. Mark Balaban, Director of Counseling and Career Services, 431-8044, mark.balaban@sunydutchess.edu
Ms. Linda Bertolozzi, Program Coordinator for Accommodative Services, 431-8058, bertolozzi@sunydutchess.edu

Financial Services, Student Services Center, Room 202
Monday, Wednesday, Thursday, Friday, 8AM to 5PM; Tuesday, 8AM to 7PM

Ms. Susan L. Mead, Assistant Vice President of Financial Services, 431-8036, mead@sunydutchess.edu

Office of Academic Services, Hudson Hall, Room 315
Monday and Tuesday, 9AM to 9PM; Wednesday, Thursday & Friday, 9AM to 5PM

Dr. Jennifer Wragge, Director of Academic Services and Testing, 431-8092, jennifer.wragge@sunydutchess.edu

Registrar’s Office, Student Services Center, Room 201
Monday through Thursday, 8AM to 9PM; Friday, 8AM to 5PM

Ms. Angela Romano, Registrar, 431-8096, romano@sunydutchess.edu

Security Office, Student Services Center, Room 114
Monday through Friday, 8AM to 11PM

Mr. Edward P. Cox, Director of Campus Safety, 431-8071, ecox@sunydutchess.edu

Information Technology, Telecommunications & Instructional Media, Center for Business & Industry
Associate Dean of Administration for Info Technology, 431-8939
Departmental Contacts

Departmental Supervisors assist the Academic Department heads in supervision of course sections taught by adjunct faculty. They can be a source of support for adjuncts by providing course outlines, sample syllabi and by sharing a written evaluation with the adjunct faculty of observations of their classroom. Departmental Supervisors are appointed on an annual basis. Please contact your Academic Department Head or Department Secretary for the name and contact information for your Departmental Supervisor.

Department Supervisors

<table>
<thead>
<tr>
<th>Department</th>
<th>Supervisor(s)</th>
<th>Email(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Jacqueline Goffe-McNish</td>
<td><a href="mailto:mcnish@sunydutchess.edu">mcnish@sunydutchess.edu</a></td>
</tr>
<tr>
<td>BHS</td>
<td>Michael Hall, Cathleen Greenan</td>
<td><a href="mailto:hall@sunydutchess.edu">hall@sunydutchess.edu</a>, <a href="mailto:greenan@sunydutchess.edu">greenan@sunydutchess.edu</a></td>
</tr>
<tr>
<td>HGE</td>
<td>Dr. Michael Boden, Karen Riedl</td>
<td><a href="mailto:Michael.boden@sunydutchess.edu">Michael.boden@sunydutchess.edu</a>, <a href="mailto:Karin.riedl@sunydutchess.edu">Karin.riedl@sunydutchess.edu</a></td>
</tr>
<tr>
<td>Business</td>
<td>Ahmed Ismail</td>
<td><a href="mailto:aismail@sunydutchess.edu">aismail@sunydutchess.edu</a></td>
</tr>
<tr>
<td>Speech</td>
<td>Michael Adams</td>
<td><a href="mailto:adams@sunydutchess.edu">adams@sunydutchess.edu</a></td>
</tr>
<tr>
<td>Math</td>
<td>Sandra DeGuzman, Maryanne Johnson, PJ Darcy</td>
<td><a href="mailto:sandra.deguzman@sunydutchess.edu">sandra.deguzman@sunydutchess.edu</a>, <a href="mailto:Maryanne.johnson@sunydutchess.edu">Maryanne.johnson@sunydutchess.edu</a>, <a href="mailto:darcy@sunydutchess.edu">darcy@sunydutchess.edu</a></td>
</tr>
<tr>
<td>Biology</td>
<td>Teresa Burke</td>
<td><a href="mailto:Teresa.burke@sunydutchess.edu">Teresa.burke@sunydutchess.edu</a></td>
</tr>
<tr>
<td>Languages</td>
<td>Dr. Ornella Mazucca, Dr. Craig Stokes</td>
<td><a href="mailto:mazucca@sunydutchess.edu">mazucca@sunydutchess.edu</a>, <a href="mailto:cstokes@sunydutchess.edu">cstokes@sunydutchess.edu</a></td>
</tr>
</tbody>
</table>

Department Heads and Department Secretaries

<table>
<thead>
<tr>
<th>DEPT</th>
<th>DEPT HEAD</th>
<th>EXT</th>
<th>SECRETARY</th>
<th>EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHBS</td>
<td>Karen A. Ingham</td>
<td>8321</td>
<td>Stewart, Alyson, <a href="mailto:Alyson.stewart@sunydutchess.edu">Alyson.stewart@sunydutchess.edu</a></td>
<td>8310</td>
</tr>
<tr>
<td>BHS</td>
<td>Michael Hall</td>
<td>8341</td>
<td>Ackerman, Deborah K., <a href="mailto:Ackerman@sunydutchess.edu">Ackerman@sunydutchess.edu</a></td>
<td>8340</td>
</tr>
<tr>
<td>BUS</td>
<td>Joan McFadden</td>
<td>8388</td>
<td>Byrum, Maureen, <a href="mailto:maureen.byrum@sunydutchess.edu">maureen.byrum@sunydutchess.edu</a></td>
<td>8370</td>
</tr>
<tr>
<td>ENG</td>
<td>Dr. Joseph Allen</td>
<td>8451</td>
<td>Vitulli, Rita, <a href="mailto:rita.vitulli@sunydutchess.edu">rita.vitulli@sunydutchess.edu</a></td>
<td>8430</td>
</tr>
<tr>
<td>HGE</td>
<td>Dr. Laura Murphy</td>
<td>8522</td>
<td>Townsend, Andrea, <a href="mailto:Andrea.townsend@sunydutchess.edu">Andrea.townsend@sunydutchess.edu</a></td>
<td>8510</td>
</tr>
<tr>
<td>MCS</td>
<td>Sara Taylor</td>
<td>8557</td>
<td>Rambo, Anne Marie, <a href="mailto:rambo@sunydutchess.edu">rambo@sunydutchess.edu</a></td>
<td>8550</td>
</tr>
<tr>
<td>PVAC</td>
<td>Joseph V. Cosentino</td>
<td>8618</td>
<td>Vivirito, Marie C., <a href="mailto:vivirito@sunydutchess.edu">vivirito@sunydutchess.edu</a></td>
<td>8610</td>
</tr>
</tbody>
</table>
GRADE APPEAL PROCESS

Informal Appeal Process

If a student wishes to discuss a grade that he/she has received for a test or an assignment or the final grade in a course, this step is for the student to meet with the instructor to resolve the concern in an informal manner.

Formal Appeal Process

Introduction

It is the responsibility of Dutchess Community College faculty members to establish clear grading policies and standards for academic performance in their courses. These policies must be stated in writing. Individual approaches to grading are valid, as long as faculty members evaluate student work fairly and consistently, there should be no need for students to challenge their grading.

Grounds for Formal Appeal

Students may appeal grades in DCC courses on the following grounds, provided that they have evidence, or believe that evidence exists, to support their claims:

A. Failure by the instructor to explain clearly the method by which grades in the course would be determined.

B. Assignment of a course grade by substantial departure from the announced method.

C. Capricious or prejudiced grading.

Step 1

To initiate a formal appeal, the student must obtain a Grade Appeal Form from the academic department secretary, the Office of Student Services, or the Office of Academic Affairs. Complete the first portion of the Grade Appeal Form and submit it to the instructor and request a meeting. This meeting should normally take place within fourteen days of the instructor’s receipt of the Grade Appeal Form. If the student goes first to the Dean, Academic Department Head or Departmental Supervisor, that person should refer the student to the instructor as the first step in the process. Under extraordinary circumstances, the Department Head may choose to waive the first step and proceed to set up a meeting with the student and the instructor as outlined in Step Two.

The formal appeal of a grade for a test or assignment must begin within thirty calendar days of the receipt of the grade. If the appeal is related to the grade for a course, the process is similar to that for an assignment or test grade, except that the student has until the end of the second week of the following semester to begin the process.
Step 2
If the meeting with the instructor does not result in a solution satisfactory to the student, the student has fourteen calendar days to appeal to the Department Head.

The Department Head will review the Grade Appeal Form and attached materials, and meet with the student and the instructor to discuss the matter. The Department Head will report his/her decision and rationale in writing to both the student and the instructor within fourteen days of meeting with the student and the instructor.

Step 3
If the decision of the Department Head does not result in a satisfactory resolution, the student or instructor may submit, within fourteen days of receiving the decision of the Department Head, the Grade Appeal Form to the Dean of Academic Affairs, as an appeal to an Academic Review Committee. The Committee, consisting of three members, will be chaired by an Associate Dean of Academic Affairs, appointed by the Dean of Academic Affairs. The Associate Dean will choose the two additional members of the committee from the faculty on the Academic Standards Committee. The faculty selected for the committee will be from outside the academic department with which the appeal is concerned.

The Academic Review Committee will meet and consider all the documentation provided by the Department Head, the student and the instructor. Both the student and the instructor will be given an opportunity to appear before the Academic Review Committee. The Committee will report its decision and rationale in writing to the student, the Department Head and the instructor normally within fourteen days of the Committee meeting. A copy of the Academic Review Committee's decision and rationale will also be sent to the Dean of Academic Affairs.

Step 4
If the student or instructor does not accept the decision of the Committee, that decision may be appealed to the Dean of Academic Affairs within fourteen days for final review. The Dean of Academic Affairs, with full access to all documentation from previous levels of appeal, and any additional conferences with involved parties, will be the final College arbiter of the appeal. The Dean's decision will normally be made within fourteen calendar days of the date on which the appeal was received from the student or instructor.

The Dean will report his/her decision and rationale in writing to the student, the Department Head, the instructor, and the members of the Academic Review Committee.

NOTE: The timetable noted above assumes no interruptions in the regular college calendar, such as semester or spring breaks, which would alter the timetable. For an appeal of a grade for a spring semester course, the “following semester” is defined as the following fall semester.
GRADE APPEAL FORM – Step 1
DUTCHESS COMMUNITY COLLEGE
GRADE APPEAL FORM – Step 1

To be completed by the Student:

Name: ___________________________  Student ID # ___________________
Telephone # __________________________

Course for which appeal is requested: _______________________________________
Reason for grade appeal
☐ Failure by the instructor to explain clearly the method by which grades in the course would be
determined.
☐ Assignment of the course grade by substantial departure from the announced method.
☐ Capricious or prejudiced grading.

Attach typewritten supporting statement if more space is needed.

Signed: ___________________________ Date: ______________________
Student

To be completed by the Instructor:

Date Appeal Received: ____________________
I have met with the student and reviewed his/her appeal. Attach
 typewritten supporting statement.

☐ The issue was resolved to the satisfaction of both parties.
☐ There was no resolution. The student may appeal to the Department Head within 14 days by

________________________

Signed: ___________________________ Date: ______________________
Instructor

Distribution:  White – Dean of Academic Affairs  Yellow – Student
Pink – Instructor  Gold – Department Head

appeal_grd rev 2/05
GRADE APPEAL FORM – Step 2-4
DUTCHESS COMMUNITY COLLEGE
GRADE APPEAL FORM – Steps 2 - 4

To be completed by the Department Head:

Date Appeal Received: ____________________

I have met with the Instructor and the Student and reviewed the appeal.
Attach typewritten supporting statement.

☐ The issue was resolved to the satisfaction of all parties.
☐ There was no resolution. The Student and/or the Instructor may appeal to the Academic Review Committee within 14 days by ____________________. 

Signed: ___________________________ Date: ________________
Department Head

Signed: ___________________________ Date: ________________
Instructor

Signed: ___________________________ Date: ________________
Student

To be completed by the Dean of Academic Affairs:

Date Appeal Received: ____________________

I have agreed to convene an Academic Review Committee, chaired by Associate Dean ___________________________ Date: ________________

To be completed by the Associate Dean of Academic Affairs:

Date Appeal Received: ____________________

The Academic Review Committee has reviewed the appeal.
Attach typewritten supporting statement

☐ The issue was resolved to the satisfaction of all parties.
☐ There was no resolution. The Student and/or the Instructor may appeal to the Dean of Academic Affairs within 14 days by ____________________. 

Signed: ___________________________ Date: ________________
Associate Dean of Academic Affairs

Signed: ___________________________ Date: ________________
Instructor

Signed: ___________________________ Date: ________________
Student

To be completed by the Dean of Academic Affairs:

Final disposition:
Attach typewritten supporting statement

Distribution:  White – Dean of Academic Affairs  Yellow – Student
Pink – Instructor  Gold – Department Head

appeal_grd rev 2/05
Appendix A:  
Part Time Faculty Educator Evaluation Form

Name of Part Time Faculty Educator:  Click or tap here to enter text.

Name of Part Time Faculty Supervisor:  Click or tap here to enter text.

Department:  Click or tap here to enter text.

Date:  Click or tap here to enter text.

Overall Evaluation:

☐ Meets Expectations
☐ Requires Significant Improvement. 
Attach Formal Improvement Plan (Found in separate document).

Essential Components of Evaluation:  Verify that each attachment is included.

• Attachment A: Syllabus and Other Procedural Responsibilities of Part Time Faculty Educator

• Attachment B: Supervisor’s Observation Report of Part Time Faculty Educator

• Attachment C: Summary of Student Surveys of Teaching

• Signature Page

Also include a Formal Improvement Plan only when you have checked “Requires Significant Improvement” box above.

NOTES:

1. Best practice is to make sure that the Part Time Faculty Educator is aware of the evaluation form and requirements before the term begins.
Attachment A: Syllabus and Other Procedural Responsibilities of Part Time Faculty Educator

Instructions:
1. The Supervisor should fill out the checklist below, and engage the Part Time Faculty Educator in discussion of these elements as appropriate.

2. If you respond N or NA to any item, please provide a very brief clarification in the Supervisor Comment box after the table.

<table>
<thead>
<tr>
<th>EACH CURRENT SYLLABUS INCLUDES THE FOLLOWING ITEMS</th>
<th>Y/N/NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of course, semester, section and/or CRN number</td>
<td>Click or tap</td>
</tr>
<tr>
<td>2. Faculty name and contact information including DCC email (or appropriate email for concurrent courses.)</td>
<td>Click or tap here to</td>
</tr>
<tr>
<td>3. Class Meeting Time and Place</td>
<td>Click or tap</td>
</tr>
<tr>
<td>4. List of required textbooks(s) and/or other required material</td>
<td>Click or tap</td>
</tr>
<tr>
<td>5. Catalog Course Description (may also include additional course description detail specific to the instructor but shall not contradict or conflict with the catalog description.)</td>
<td>Click or tap here to</td>
</tr>
<tr>
<td>6. Course Student Learning Outcomes</td>
<td>Click or tap</td>
</tr>
<tr>
<td>7. Institutional Student Learning Outcomes (when applicable)</td>
<td>Click or tap</td>
</tr>
<tr>
<td>8. Outline of course and course requirements</td>
<td>Click or tap</td>
</tr>
<tr>
<td>9. Grading criteria indicating how final grade is determined.</td>
<td>Click or tap</td>
</tr>
<tr>
<td>10. Statement provided by the College regarding academic honesty.</td>
<td>Click or tap</td>
</tr>
<tr>
<td>11. Statement provided by the College regarding academic accomodations.*</td>
<td>Click or tap</td>
</tr>
<tr>
<td>12. Statement provided by the College regarding Title IX.*</td>
<td>Click or tap</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROCEDURAL RESPONSIBILITIES</th>
<th>Y/N/NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Submits class syllabi to the department on time.</td>
<td>Click or tap</td>
</tr>
<tr>
<td>14. Submits the grade justification on time.</td>
<td>Click or tap</td>
</tr>
<tr>
<td>15. Submits the grade report on time.</td>
<td>Click or tap</td>
</tr>
<tr>
<td>16. Administers Student Surveys of Teaching as required.</td>
<td>Click or tap</td>
</tr>
<tr>
<td>17. Submits final grades on time.</td>
<td>Click or tap</td>
</tr>
<tr>
<td>18. Uses DCC email to communicate with College and students.*</td>
<td>Click or tap</td>
</tr>
<tr>
<td>19. Submits class census data on time.*</td>
<td>Click or tap</td>
</tr>
<tr>
<td>20. Submits midterm grades on time. *</td>
<td>Click or tap</td>
</tr>
<tr>
<td>21. Completes mandatory obligations such as Human Resources training on time. (As appropriate based on when mandatory training was required.)*</td>
<td>Click or tap here to</td>
</tr>
<tr>
<td>22. Signs employment contract(s) on time. *</td>
<td>Click or tap</td>
</tr>
</tbody>
</table>

* Starred categories are not required for Concurrent Enrollment Courses. These should be marked as NA.

Comments by Supervisor:
Click or tap here to enter text.
Attachment B: Supervisor’s Observation Report of Part Time Faculty Educator

1. Classroom Observation

Date of class visit: Click or tap here to enter text.

Department/Course/Section: Click or tap here to enter text.

Communication with Part Time Faculty Educator:
- Contacted Part Time Faculty Educator before observation (Can be by email, phone or in person.):
  ☐ Yes ☐ No
- Consultation with Part Time Faculty Educator after observation (Preferably in person.):
  ☐ Yes ☐ No

Class Narrative: This area is a reflection of what occurred during the class time. Click or tap here to enter text.

Address each of the following areas:
- Command of the subject matter
- Ability to organize and present course materials
- Ability to engage students in the learning environment

Include specific supporting details/examples. Comments may include recommendations for continued development as an effective Educator. Click or tap here to enter text.

2. Other Comments/Observations may address items such as departmental standards, management of the learning environment, and may include information gathered outside of the classroom observation. Click or tap here to enter text.

Comments of Part Time Faculty Educator (Optional):
(May include additional materials as per the Part Time Educator Contract 2016 – 2020 Appendix F: 4)

Click or tap here to enter text.
Attachment C: Summary of Student Surveys of Teaching

The intent and purpose is to use information from Student Surveys of Teaching to assist the faculty member in his/her growth and development as an educator. Consideration of data from these surveys shall be with the understanding that student feedback is an important but limited vehicle for understanding the effectiveness of an individual’s teaching. Data can be used to guide future professional development and shall not be used to initiate disciplinary procedures. (See Part Time Educator contract for 2016-2020 Appendix I.)

Any comments in this section may not be the basis for a Formal Improvement Plan.

**Supervisor:** Provide written comments summarizing the contents of student surveys of teaching completed each semester that the Part Time Faculty Educator taught since the last evaluation. No surveys should be directly attached here.

  Click or tap here to enter text.

**Part Time Faculty Educator:** (Strongly Recommended). Provide a brief written reflection on these same student surveys.

  Click or tap here to enter text.
The completed evaluation must be signed by the Part Time Faculty Educator, the Supervisor, and the Department Chair, and shall be submitted to Office of Academic Affairs within four weeks of the last day of classes in the semester/term of the evaluation.

The signatures below indicate that:

- The Part Time Faculty Educator Evaluation has been completed, including all appropriate attachments.
- The Part Time Faculty Educator has had the opportunity to review the entire evaluation document and include comments as s/he deems appropriate.

* The Part Time Faculty Educator may indicate that he/she is electronically signing this evaluation by writing an email from his/her DCC account indicating that s/he had the opportunity to review the entire evaluation document and had the opportunity to include comments as s/he deemed appropriate directly in the document Attachment B (optional) and C (strongly recommended). This email should be attached to this evaluation by the supervisor.
Appendix B:
Site Visit Report
Dutchess Community College (DCC)
“College Connection” Concurrent Enrollment Program

The purpose of the site visit is to foster a collegial relationship between the high school and college faculty and to ensure that the course taught in the high school adheres to the standards of the College Connection program.

High School

Course and Section

Instructor

Date of Visit

Please indicate Yes or No

1. ______ The students in this class are juniors and seniors in good academic standing in high school, who have completed prerequisite course work or placement testing and are recommended to take college level courses by high school faculty and guidance counselors.

2. ______ The instructional facility is appropriate to the course and adequate for the number of students.

3. ______ The instructor is following the DCC extended course outline and is using required instructional support materials and technologies as selected by the College.

4. ______ The instructor is following DCC policies regarding grading, submission of grades, attendance records and final examinations.

5. ______ The instructor is using the approved textbook(s) designed for the course by DCC.

Supervisor’s comments/suggestions:

Supervisor’s Name          Signature_______________________________

Instructor’s comments/suggestions:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Instructor’s Signature/Date______________________________________________________________

Please sign and return in the envelope provided. A signed copy will be returned to you.
Appendix C:
STUDENT SURVEY OF TEACHING FORM

DRAFT

Mark as shown: ☐ ☐ ☐ ☐ Please use a ball-point pen or a thin felt tip. This form will be processed automatically.
Correction: ☐ ☐ ☐ ☐ Please follow the examples shown on the left hand side to help optimize the reading results.

1. Instructions
This form provides an opportunity to give feedback about this class. Your instructor will tell you how to fill out the form and should then leave the room. After final grades are turned in, these forms will be reviewed by the instructor with his/her supervisor. Your participation is important to and valued by the College.

2. Reason
2.1 Reason for taking this course:
☐ Elective
☐ Requirement

3. Part A of the Student Survey of Teaching Form
3.1 The instructor provided a syllabus, either hard copy or electronically, that included a course outline. (Check Not Applicable if LAB section only.)
☐ Yes
☐ No
☐ Not Applicable

3.2 The instructor provided his/her DCC email address and how best to contact them outside of class.
☐ Yes
☐ No

Use the scale below to express your opinion on each of the statements listed. Enter your response below:

3.3 The instructor clearly communicated how the course grade was to be determined.

3.4 The instructor usually begins class on time as scheduled.

3.5 The instructor usually uses the instructional time available.

3.6 The instructor expects students to use the required course materials (such as textbooks, online resources, films, software).

3.7 The instructor is responsive to students' questions and concerns.

3.8 The instructor gives clear explanations.

3.9 I had a strong desire to take this course.

3.10 I was able to access the resources required for the course.

3.11 I was able to commit the time and effort necessary to be successful in the course.

3.12 I feel my prior knowledge in the subject matter was a significant factor in my ability to be successful in the course.

DRAFT

02/12/2016, Page 12
## 4. Part B of the Student Survey of Teaching Form

Enter your comments for each of the prompts provided below.

### 4.1 Please comment on your impression of the instructor's teaching effectiveness.

### 4.2 Please comment on the organization and structure of the course.

### 4.3 Please comment on your interactions with the instructor.

### 4.4 Please comment on the textbook and materials used in the class.

### 4.5 Please add any other comments you would like to make, including your overall summary of the course and suggestions for improvement. Give examples where you can.
Instructor: _________________________  
Course Number: ____________________  
Section Number: ____________________  
Semester: (Check box and fill in year)  
☐ Fall __________
☐ Winter __________
☐ Spring __________
☐ Summer __________

**FINAL GRADE DETERMINATION**

<table>
<thead>
<tr>
<th>Type(s) of evaluation used (please list)</th>
<th># GIVEN</th>
<th>% OF FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g: quizzes exams homework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>term paper/project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>lab work written work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mid-term final</td>
<td></td>
<td></td>
</tr>
<tr>
<td>class participation other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The individual scores for each student type of evaluation must be included on this grade report.

1.  
2.  
3.  
4.  
5.  

Signature:___________________________ Date: ___________

Reminder: Please submit the Grade Justification with this Grade Report.
Appendix F:

CAMPUS MAP

Welcome to Dutchess Community College

1. Allyn J. Washington Center for Science and Art (Art Gallery)
2. Bowne Hall
3. Center for Business and Industry
4. Conklin Hall (Student Housing)
5. Drumlin Hall (Dining)
6. Dutchess Hall (Bookstore, Student Lounge, Theatre)
7. Falcon Hall (Gymnasium)
8. Hudson Hall (Library)
9. Louis Greenspan Day Care Center
10. Orcutt Student Services Center (Admissions, Financial Aid, Registration, Student Accounts)
11. Taconic Hall

P - Parking
P - Parking for Persons with Disabilities
Blue Light Emergency Phones

Proud to be a smoke- and tobacco-free campus.

53 Pendell Road, Poughkeepsie, NY 12601 | Campus Information: (845) 431-8000 | Campus Security: (845) 431-8070 | www.sunyducches.edu

32