FACULTY AND STAFF HANDBOOK
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THE COLLEGE NOW PROGRAM
GREETINGS FROM THE DIRECTORS

Dear College Now Colleague:

The College Now program offers tuition-free developmental and college-level coursework and a variety of related activities, opportunities and services to high school students before or after their regular school day and during the summer. The program, initiated at Kingsborough Community College in 1984, has received national recognition for its success in helping over 125,000 students prepare for the rigors of college life.

College Now alumni have had far greater success in college than non-participating students. They have entered higher education with fewer remedial needs, have earned higher grade point averages and have proven more likely to graduate. Due to such impressive levels of achievement, the College Now program was recognized as a model of educational excellence by the U.S. Department of Education in 1992 and replicated throughout New York City Public High Schools by the City University of New York in 1999. Today, seventeen branches of CUNY offer College Now programs at over 350 high schools.

As directors of the College Now program at Kingsborough Community College, we know how valuable this experience can be for students who take advantage of all it has to offer. We welcome your participation in our program and are confident that you will help your students reap the benefits of College Now and thereby make a smooth transition from high school to college.

Sincerely,

Erika Delacruz
Academic Program Director

Anna Betancourt
Associate Director

Domenick Brucculeri
Academic Program Manager

Sari Schoenfeld
Academic Program Coordinator

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A College of The City University of New York
www.collegenowlive.com
A LOOK AT COLLEGE NOW

Our College Now program is a nationally recognized school-to-college partnership between The City University of New York and The New York City Department of Education. Kingsborough Community College, a branch of the City University of New York (CUNY), currently has partnerships with 37 New York City public high schools located in the boroughs of Brooklyn, Staten Island, Queens and Manhattan. The program offers rigorous freshman-level college credit and developmental coursework without cost to high school juniors and seniors at their home schools before or after their Department of Education day, on Saturdays and summers at Kingsborough Community College to:

1) increase their awareness of the demands of higher education,
2) prepare them for a post-secondary education without remediation,
3) facilitate a smooth transition between secondary school and higher education,
4) accumulate college credits.

At the time the program was conceived in the fall of 1983, high schools and colleges rarely collaborated. When College Now became operational in fall 1984, its first class consisted of 449 students at four local high schools. Due to the excellence of its courses and its policy of offering courses at the high school site before or after the school day to all interested and qualified students, the program was immediately successful and expanded over the next five years to 17 high schools. Today, the Kingsborough College Now program serves over 9,000 students each year.

In 1992, the United States Department of Education recognized the Kingsborough College Now program as a school-to-college transition program model worthy of replication. In 1998, in response to the issues of declining high school academic performance and intensive demands on remediation at CUNY, the university replicated the College Now program at its five other community colleges. In February of 2000, the Chancellors of CUNY and the New York City Department of Education announced the creation of a citywide educational collaborative called the College Now Initiative, the purpose of which was to increase student access to the College Now program and expand its mission to include higher standards of academic achievement for all public high school students. This historic school-college partnership dramatically expanded the operations of the College Now program and now includes all 17 CUNY undergraduate colleges, both 4-year and 2-year. Today, over 22,000 students from over 470 NYC DOE high schools participate in College Now.
THE MISSION OF COLLEGE NOW

College Now is a high school-to-college transition program for high school students. Its primary purpose is to prepare all students, especially middle-range or moderate achievers, to successfully negotiate the educational and emotional changes that occur during their transformation from high school students to college freshmen. The program employs a multifaceted approach to the transition process by offering freshman-level developmental and/or credit coursework, and a counseling component aimed at the reality of the transition experience.

Elements essential to the success of this mission include:

- A rigorous core curriculum that is firmly grounded in the liberal arts, sciences and business that will actively engage high school students in intellectual inquiry that is typical of freshman year coursework.

- An academically credentialed, strongly motivated faculty whose members excel in their dual vocation as high school and college teachers; who are able to engage students in their subjects; and who continually strive to enhance their own pedagogy through professional development opportunities.

- A student body who expect to be academically challenged by College Now coursework, and who are willing to take increasing responsibility for shaping their college experience.

- A committed group of parents, administrators and counselors who are personally available to students to advise and guide them in school-to-college transition issues.

- A condensed collegiate experience that acquaints high school students with the reality of higher education’s academic requirements and procedures.

- A strong collaborative effort between high school and college administrators and faculty that is based on trust, mutual respect and the shared goal of improving students’ chances for a successful transition from a high school to a college environment.
THE GOALS OF THE KINGSBOROUGH COLLEGE NOW PROGRAM

The College Now program has set a number of goals for students. It seeks to:

Connect 11th and 12th grade students to the college experience by exposing them to college-level or preparatory coursework at their high school before or after their regular school day.

Offer students the opportunity to participate in College Planning and Career Decision-Making courses at their high school.

Let students earn college credits that are transferable to colleges and universities.

Let students sharpen their basic skills through a series of college preparatory course offerings in reading, writing and mathematics.

Educate students about the importance of understanding what is expected in college so they can plan accordingly to make a smooth transition from high school.

Give students a chance to try college without registration, tuition and book fee costs.

Encourage students to set higher levels of academic expectations for themselves.

Nurture student self-confidence by providing a support group of concerned faculty and staff dedicated to helping College Now students succeed.

Orient students to the differences between high school and college.

Widen students' perspectives about college life and procedures and their ability to survive and thrive in college.
WHAT RESEARCHERS SAY ABOUT COLLEGE NOW

The City University of New York (CUNY) Office of Institutional Research and Analysis (OIRA) has conducted several studies tracking College Now students into the University. The data points have pointed to significantly higher student performance on a number of important indices:

- The College Now program is associated with superior persistence and academic performance at CUNY. Program alumni are retained at higher rates than other students and require less remediation and earn more degree credits compared to non-College Now students, even those with similar high school academic backgrounds.

- On average, College Now alumni transfer more credits to CUNY (4.72 vs 0.70) when compared to students who did not participate in the program.

- College Now alumni who attend CUNY senior colleges significantly outperform other baccalaureate students in both retention and graduation. In one study, the 6-year graduation rates were 44.6 percent for College Now participants as compared to 33.5 percent for non-College Now students. At the associate degree level, the 3-year graduation rates were 41.7 percent and 29.2 percent respectively.

- College Now alumni were more likely to enter baccalaureate programs than non-College Now students. They took substantially less remedial coursework than other students and entered both baccalaureate and associate degree programs with considerably higher scores in reading, writing and mathematics than non-College Now students.

- College Now participants at CUNY progress toward a degree more rapidly, in part because they attend full-time and because they require less remedial work. They earn more credits in their first semester (11.51 to 8.73) and have a higher GPA after their first semester when compared to non-College Now students.

- College Now students’ retention advantages increases with time. College Now alumni are more likely than other freshmen to return after their first semester and the difference continues beyond the freshman year.

Research has also been conducted at Kingsborough Community College (OIRA, 1998) comparing College Now students to non-College Now students. It was found that:

- College Now participants earn over 40 percent more credits in their first year than non-College Now students, have an on-time graduation rate that is more than double that of non-College Now students, and have a three-year graduation rate that is 88 percent higher than that of non-College Now students.
What College Now Students Say About the Program

My only regret is that I didn't join the program earlier. It is through College Now that I realized college isn't anything I can't handle. **MR, Fort Hamilton**

College Now has made me grow as a person and has given me the opportunity to gain new experiences and become an independent young woman. **MK, Port Richmond**

Having an IEP, I didn't know if I could pursue a college education. but now I feel that I can. College Now has made me feel that I have the potential to obtain undergraduate success. **AD, Tottenville**

College Now has helped me grow academically and as an individual. The courses I took made me more knowledgeable in various areas. SD 10-11 guided me in choosing an appropriate college; BA 60 made me familiar with Microsoft Word, excel and power point; BA 10 introduced me to several successful entrepreneurs, and BSS 1 helped me to understand human behavior better. It has been an amazing journey. **MA, New Utrecht**

When I think about the most memorable and self-defining moments of high school, I come back to my College Now experience. The program has put me into an educational environment that allows me to experiment and discover the studying and learning styles that work best for me. It has given me a sense of academic maturity, and for that, I am very grateful. **MS, Rachel Carson**

As a first-generation American, I will have the opportunities that my parents did not. The College Now program is one of them, and I am grateful for it. **AR, Susan Wagner**

The Columbia University interviewer was particularly impressed with my College Now track record. **AM, Brooklyn Studio**

How would you feel if you emigrated from another country? And how would you feel about taking a test in a foreign language? You're a stranger in a strange land. College Now changed all that for me. It is not only about learning but about socializing as well. I learned the importance of communicating with people of diverse backgrounds. **MT, James Madison**

When I saw MAT 01 on my program for zero period, I was not happy, but that class helped me to get 85+ on my Algebra Regents. That's when I decided to take another College Now course the next semester. **AQ, Port Richmond**

The three courses I took, SD 10/11, BA 10 and POL 63, allowed me to explore my interests and construct an idea of the profession I want to pursue, thank you, College Now, for making me look forward to a future I was once clueless about. **MM, Sheepshead Bay Complex**

I have developed a greater interest in my education and now understand the value of a good work ethic. In my efforts to rise to my potential, I gave risen out of my comfort zone. **GN, Brooklyn Studio**

I was very excited and pleased to learn that my eight credits were transferable to the four schools that I was accepted by. **FT, International @ Lafayette**

The ELA was the only Regents exam I had ever failed, but after I took ENG BW, I passed it with a 77. I have earned nine college credits and have already begun to use the skills I have developed in my daily life. **XBC, Sheepshead Bay Complex**
College Now affected my entire attitude toward school. It showed me where my head had to be; it opened up my eyes. **GB, Tottenville**

Thanks to College Now, I am going to be the first girl in my family to continue to a higher level of education. **MW, Curtis**

Because of this program, I was able to become a more serious student and become more diligent in my work. The biggest transition I faced was in note taking. Going from copying everything on the board to figuring out what was really important was a very good preparation for college. **AN, Edward R. Murrow**

Being in the program made me prioritize my work. It made me want to reevaluate my actions and set goals I intended to accomplish. It taught me to be more independent and self-reliant and to be ready for the toughest critics I might encounter. **CL, Leon M. Goldstein**

I remember hearing that the wound is the place where the light enters you. My first two years in high school were extremely challenging and I kept failing academically. It wasn't until I let the "light" of the four College Now courses I took influence me that I finally improved as a whole and felt I was prepared to succeed in college. **AD, Susan Wagner**

College Now exposed me to various disciplines that I can carry over to my college career. I have learned the value of time management and prioritizing. It was a wonderful way for me to get accustomed to the rigor that I will be dealing with in a few months. **AD, Michael J. Petrides**

The program has helped me to grow mentally and academically and to make me realize what I really wanted out of life. **AC, Kurt Hahn Expeditionary Learning School**

As soon as I was in my first College Now class, my school mindset started to change, and I was focusing more. Doing well in College Now motivated me to do better in my high school subjects. **JB, Telecommunications**

The College Now program has made me more independent and stronger both mentally and academically. It has also given me a better understanding of how to transition into a new setting and so be more comfortable in new surroundings. **CD, UFT Charter School**

I have demonstrated significant academic growth and development as a result of my three College Now classes. **MC, Cultural Academy for the Arts and Sciences**

My three College Now classes taught me about subjects as varied as how people communicated in the past and how they do today (COM 11), the workings of a police department (POL 63) and the structures of the eye, heart and brain (SCI 1). **DM, Franklin D. Roosevelt**

By taking College Now classes, I have proven that I am motivated enough to wake up at 5:00 three days a week, not an easy task. **LC, Abraham Lincoln**

Going into my freshman year of high school, I was adamant about not going to college. When I was introduced to College Now in my junior year, my attitude about college and learning changed. **IM, Fort Hamilton**
JOB RESPONSIBILITIES
COLLEGE NOW
FACULTY JOB RESPONSIBILITIES

College Now (CN) faculty are members of a Kingsborough Community College (KCC) department who are hired by the department as adjuncts, after a competitive search is conducted, to work for the CN program at a specific high school site before or after their regular school day. They teach CUNY accredited courses to high school students, working under the direction of the KCC Course Coordinator (CC) and under the bylaws of the Professional Staff Congress (PSC) contract. The Program Coordinator (PC) serves as their on-site supervisor. Each faculty member has a number of responsibilities in the program:

A. Teaching and Professional Development
   1. Holds classes as listed on their semester calendar, with classes starting and ending as scheduled. Matters of room assignments and conditions in the classrooms are resolved between faculty and PC.
   2. Stays current in matters of course content and teaching methodology.
   3. Conducts a final exam which is in addition to the required minutes for the class.
   4. Is observed once a semester, for ten semesters, by the CC or his/her designee and thereafter upon request by the CC. Responds immediately to CC request to schedule an observation appointment.
   5. Participates in professional development meetings scheduled by the CC; volunteers for special projects sub-committee work within his/her academic discipline and presents to colleagues after deemed appropriate by the CC.
   6. Prepares a final exam that meets with the CC’s approval and complies with the format required by the CN office, as indicated on the End-of-Term Receipt.

B. Attendance
   1. Attends all required professional development meetings at KCC conducted by the CC to remain up-to-date on matters of course content and teaching methodology in the specific discipline. Contacts the CC beforehand to arrange for a make-up meeting if a meeting will be missed.
   2. Attends any CN staff meetings called by the PC at the high school.
   3. Holds all scheduled class meetings. When anticipating an absence, notifies the high school CN office and cancels classes in advance, when possible. When that is not possible, follows the notification procedures developed by the PC concerning absences and completes a Faculty Report of Absence. Where possible, arranges to make up the class.
   4. Adheres to a CN time schedule that is in addition to his/her regular Department of Education hours and does not break the school day. When any change from the regular calendar occurs, completes a Faculty Report of Absence (available from the high school CN office), immediately upon return to work; when intending to make up missed classes, indicates arrangements for make-up, i.e., extra time on several dates or make up date; secures the PC’s signature on the absence form before the PC returns it to the college.
   5. Notifies the PC if a sabbatical leave or retirement is being contemplated for the following semester or year and secures appropriate approvals from the CN Director, high school principal and/or DOE Office of Conflict Resolution if planning to work for CN while on sabbatical or in retirement.
C. Student Records
1. When the semester begins, logs into CUNY First to view the class roster. Notifies the PC of any irregularities and sends any adds/drops/questions to the CN Program Manager (Dom Bruculeri).
2. Maintains a spreadsheet roster, accurately indicating attendance, dates of class meetings, test and other grades and the final grade for each student on the roster.
3. Where feasible, devises a procedure for “make-up” with any CN student who has amassed excessive absence or lateness, but intends to return to class on a regular basis. If the situation cannot be rectified, notifies the school’s PC who in turn will email or fax the CN Program Manager to drop the student from the class. After Grade Rosters are generated by CUNY First, an official Course Withdrawal Form must be filed with the CN Office.
4. Responds to requests for class roster updates in a timely and accurate manner at anytime during the semester, whether requested by the CN office at KCC or by the PC, Counselor or Rep at the high school.
5. Understands the grading policy. Assigns valid grades via CUNY First to students. DO NOT ASSIGN STUDENTS A WU. Contact the CN Program Manager to DROP the student or assign them a W grade. See “Official Grading Policy for CN Instructors” elsewhere in this handbook or on the CN website.
6. Submits to the high school CN office a copy of the spreadsheet roster, along with all student final exam booklets or papers, 3 copies of the exam (on 8 1/2 x 11 paper) and 3 copies of the answer key by the deadline date set by KCC each semester; keeps a copy of the spreadsheet and final CUNY First grade sheets on file at the CN office at the high school.
7. Submits a Grade Change Form for any student who follows up an “incomplete” or who was incorrectly graded.

D. Student Recruitment and Retention
1. Helps the CN Directors recruit students for upcoming semesters by encouraging appropriate students to apply; with PC approval, assists the CN staff at the high school by speaking to potential students. Teachers of ESL BW, ENG BW, MAT01/03 and SD 10/11 should be especially involved in recruitment efforts.
2. Knows the student withdrawal policy at the high school and the college withdrawal dates for the semester; advises students of the attendance policy at the first class meeting and the procedure to follow if a student wishes to withdraw (at schools where withdrawal is permitted).
3. After first contacting the student, notifies the school’s CN office in a timely manner about students who have consecutive absences or are consistently late so the school can follow-up, with such notification taking place anytime during the term for a student. Students who have never appeared in class should be reported immediately so that they can be withdrawn without penalty.
4. Notify teachers should play an active role in contacting students who are late or absent.

E. Personnel, Payroll and Calendar Information
1. All new staff members must schedule an appointment with the Director in charge of hiring in the KCC CN office, prior to the first day of work, to complete all
documentation required for initial employment at KCC. Staff cannot begin working until all forms are on file, including original transcripts.

2. Before the start of each semester, submits official paperwork required by the college, i.e., Workload Schedule, Workload Reporting Form, Certification of Collection of Public Pension Funds, Payroll Mail Authorization, Change of Personal Information Form (if needed) and 12 stamped/self-addressed envelopes for receipt of checks or pay stubs (required by the KCC HR Office).

3. Prepares an Instructional Faculty Academic Calendar for each new semester, prior to the start of class, in a timely and accurate manner which does not conflict with the DOE day; signs a calendar form each semester that is approved by the PC and filed at the KCC CN office and with the school principal, revising the form during the semester if necessary.

F. Textbooks and Supplies

1. New staff members visit the CN office at KCC to receive a set of course materials prior to the first day of class.

2. New and returning staff members check with the high school CN office for textbooks, materials and equipment a few days before classes are scheduled to begin; informs the school's PC who will notify the CN office of needed items.

3. Distributes books, maintains a system of book receipts and notifies the high school CN office of any outstanding books at the end of each semester; notifies the CN office immediately when a student stops attending class and has failed to return any CN books; notifies the PC, Counselor and Rep to immediately follow up.

4. Returns unused textbooks to the high school CN office, if requested, at any time during the semester.

5. Follows procedures established by the high school CN PC for storing books and equipment between semesters; notifies the high school CN office of the location, number and condition of books and equipment if materials do not get returned to a central location.

6. Faculty who have received a set of instructor resource materials for personal use in their course are required to return the material when they stop teaching in the program or leave their high school.

7. Directs questions about changing textbooks or supplies to the CC at KCC.

8. When retiring or transferring to another school, returns all CN books and materials in his/her possession to the HS CN Office for return to the college.

G. Special Activities

1. If requested to do so by the CC, forwards 2 samples of best student work for posting on CN website, CollegeNowLive.com, in accordance with CN publication guidelines.

2. Announces CUNY contests, scholarships and activities to students (e.g., Student Advisory Board, Rob Pero Memorial Scholarship, Model City Council Project, CUNY Myself Third Scholarship, etc.) and encourages appropriate students to apply, recommending students in writing when necessary.

3. Encourage students to follow us on FaceBook: @CollegeNowLive and Instagram (handle is CollegeNowLiveKCC)
SUMMARY

FACULTY PAPERWORK and CUNY First RESPONSIBILITIES

1. Must submit the following payroll and personnel papers prior to the start of each term:
   a. Workload Reporting Form
   b. Workload Schedule
   c. Certificate of Collection of Public Pension Funds
   d. Payroll Mail Authorization Form
   e. 12 stamped, self-addressed envelopes required by KCC HR office
   f. College Now Instructional Faculty Academic Calendar

   The above items must be submitted prior to the start of each high school semester.

2. Must submit a signed and completed Report of Absence for any absence or make-up immediately upon return from an absence due to illness, jury duty or school or personal business.

3. Must satisfy the following professional development requirements each term:
   a. Attend all meetings called by the PC at the high school and the CC at the college, signing an attendance sheet at each.
   b. If requested, e-mail or call the CC about course progress.
   c. If required, make an appointment to be observed by the CC.
   d. Prepare a final exam that meets with the CC’s approval and complies with the format required by the CN office (instructor’s name, course and section, school and semester on the front page of final exams, answer keys and portfolio assignments – all on 8 ½ by 11 paper).

4. Must submit the following student-related paperwork to the CN office in a timely and accurate manner each term:
   a. Two (2) samples of “best” student work in a format appropriate for posting on the CN website, CollegeNowLive.com, if requested by the CC.
   b. Initial class rosters if requested.
   c. One completed KCC College Now Application for each student in the class if requested.
   d. Completed and signed Course Withdrawal Form for each student who should receive an official withdrawal grade of “W.” Email CN Office student “drops” before Grade Rosters generate to avoid “W.”
   e. One completed and signed Grade Change Form for each student who requires a change of grade.
   f. Completed, signed and dated spreadsheet roster. (Keep a copy for your files, as above).
   g. Three copies of the final exam, or portfolio assignment, and three copies of the answer key along with all student final exams or portfolio samples.

   Return items g and h in the end-of-term envelope provided by the college or one of the same required size.

5. Must submit the following to CUNY First:
   a. Final grades (a copy is also submitted to the PC and the End of Term envelope).

Please review this list each term to insure that you satisfy the responsibilities.
COLLEGE NOW
PROGRAM COORDINATOR JOB RESPONSIBILITIES

The Program Coordinator (PC) is the College Now (CN) program's on-site administrator at the high school and serves as the CN liaison to the school principal and Kingsborough CN directors and staff. The PC is responsible for all aspects of student management including recruitment, registration, orientation, programming, attendance and persistence, and supervises all staff who work in the CN program at the high school. The PC works several hours per week, especially during CN class time, and oversees all aspects of the program as defined below. The PC should be a full-time member of the school’s staff who works for the CN program in addition to his/her regular school day. The PC is initially selected by the high school Principal after a posting, interviewed and approved by the CN Director, and hired by Kingsborough Community College (KCC). Due to the unique nature of the program at each school, the following duties will be adjusted as necessary.

A. Liaison to the High School Principal and Kingsborough College Now Directors

1. Establishes program parameters with the Principal and CN Directors, such as course offerings, student withdrawal policy, and high school grading policy.
2. Serves as the primary source of information about the program’s operations for the Principal and CN Directors.
3. Prior to each semester, works with the Principal and CN Directors to determine the courses to be offered, faculty needs, and when and where CN classes will meet; approves and files a copy of the official CN Instructional Faculty Academic Calendar for each instructor, each term, with the Principal and CN Directors.
4. Posts and sends to the CN office, CN Faculty and Counselor vacancies when deemed appropriate by the CN Directors; informs the Principal of the search and obtains approval to initiate it; forwards applications to the college following the deadline date set for each position.
5. Provides information to the Principal and CN Directors concerning class registers on an on-going basis and completes the “CN Class Register Sheet” on the first and fifth day of all classes. In addition, submits register numbers on the first and second day for developmental and SD classes.
6. Informs the Principal and CN Directors immediately of any incident or policy infringement that occurs in connection to the program involving CN faculty, students and/or staff; prepares the necessary documentation required by the high school and college; sees that the situation in question is dealt with immediately.
7. Attends annual fall and/or spring PC planning meetings held at the college by the CN Directors and keeps the Principal informed about program activities.

B. On-Site CN Program Administrator

1. Arranges his/her CN work schedule so as to be present at the time CN classes meet; designates a CN staff member to assume the role of site supervisor when this is not possible. If on sabbatical, steps down from the PC position until he/she returns to work full-time unless approved by the principal and DOE Office of Conflict Resolution to continue CN responsibilities while on leave.
2. Maintains regular phone, text and/or email contact with the CN Directors in a timely fashion.
3. Conducts a CN staff meeting at the high school at the beginning of each semester and as appropriate during the year.

4. Visits all CN classes on their first, second and fifth class meetings to record actual head count. Reports numbers that day to CN Director via Class Register Sheet.

5. Regularly visits CN classes to be sure room conditions are appropriate; ensures that students are able to get to CN classrooms in a timely manner; certifies that teachers are present at the start of class and that they conduct their class for the scheduled amount of time. Notifies the CN Directors when problems arise and the steps taken to resolve them.

6. Monitors student persistence and coordinates activities of all staff as they relate to persistence; notifies the CN Directors when unusual persistence problems arise; works with the CN Directors and CN staff at the high school to develop, implement and evaluate intervention strategies.

7. Ensures that there is a work site for the CN Counselor, On-Site CN Representative and Visiting Representative (i.e., desk, file cabinet/drawer, phone); supervises the activities and collaboration of these staff members and conducts an end-of-year evaluation for each person, if applicable.

8. Oversees the preparation and timely submission of payroll and personnel paperwork (i.e., calendars, Workload Schedule, Workload Reporting, Certificate of Collection of Public Pension Funds, payroll envelopes, etc.) required by the college for the Program Coordinator, Counselor and CN faculty prior to each semester.

9. Oversees the preparation and timely submission of paperwork required by the college to verify student enrollment and course completion (i.e., class rosters, final grades, spreadsheet rosters, etc.); reviews and certifies all official documents submitted by faculty and staff for accuracy and completeness (i.e., spreadsheet rosters, absence forms, End of Term Packets, etc.); obtains missing information and/or corrects inaccuracies before the documents are forwarded to the college.

10. Ensures that college attendance/absence policies and reporting procedures are adhered to by CN faculty and staff; promptly notifies CN Directors of anticipated and unanticipated faculty and staff absences that may be of long duration and works with the CN Directors to locate a qualified substitute; posts notices of faculty absence on classrooms doors, distributes absence forms to faculty and staff and forwards the completed form to the college in a timely manner after signing the form.

11. Notifies the CN Directors about faculty who are taking sabbatical leave or retiring from the Department of Education; informs such faculty to complete paperwork required by the college and DOE.

12. Requests from the college books, materials and equipment needed to run the program; accepts delivery of such materials from the college and ensures the proper distribution, storage and security of the items; establishes faculty access to all CN items; maintains inventory, reports missing items to the college and oversees the return of student textbooks and/or payment for lost books.

13. Consults with CN Directors to prepare for recruitment, registration and orientation activities for new and currently enrolled students who wish to continue in the program:
   a. Schedules dates for recruitment, registration and in-school orientation for new students and re-registration for currently enrolled students interested in continuing in the program and notifies appropriate school personnel of the schedule.
   b. Works with the CN Directors to develop the recruitment, registration and in-school orientation procedures to be implemented at his/her school.
c. Provides materials needed for recruitment and registration and when conducted by the CN Office Staff such as high school Student Permanent Records, teacher programs, etc.; confirms with CN Directors the proposed Course Offering Sheet that will be used during registration.

d. Prepares and distributes notices to students and parents about recruitment, registration, attendance policies, etc. as deemed appropriate for his/her school. Distributes CN Fact Sheets at In-School Orientation.

e. Involves CN faculty in recruitment and on-site orientation activities.

f. Notifies the high school programming office and guidance counselors of students registered for CN each semester and arranges for CN classes to appear on program cards; requests high school class lists to identify and resolve programming conflicts before the semester begins.

14. Works with the CN Counselor and teachers of students with an IEP to ensure that the students receive appropriate services.

15. Provides the CN Directors with materials needed to conduct an annual analysis of the program such as results from math and English Regents used to determine the effect of CN developmental coursework on student achievement levels. Insures that faculty submits assessment forms and pre and post test results as required.

C. Coordinator of Special CN Activities

1. Coordinates an annual search for the Kingsborough CN Rob Pero Certificate of Achievement Award winner in accord with guidelines specified by the college and presents the award at the high school’s Senior Awards Assembly.

2. Identifies students to serve on the CN Student Advisory Board by following guidelines distributed each year by the college.

3. Disseminates material each spring for the Rob Pero Memorial Scholarship to seniors who have taken at least one CN class and will be attending KCC that fall.

4. Disseminates materials for students eligible to apply for the CUNY Model City Council Project and CUNY Myself Third Scholarships and attends award ceremonies when possible.

5. Supports and publicizes special activities sponsored by the Kingsborough and CUNY CN programs such as “Careers in the Culinary Arts” workshops, CN Summer Programs, CN Saturday courses, etc.

6. Provides background information about his/her school to be posted on the CN Website, www.collegenowlive.com, and periodically reviews the information to be sure it is accurate.

D. Schools Without a Counselor or Representative

1. Assumes the responsibilities as outlined under Counselor and/or Representative Job Responsibilities
PROGRAM COORDINATOR PAPERWORK and CUNY First RESPONSIBILITIES

1. Submit the following payroll and personnel papers prior to the start of each term:
   a. Workload Reporting Form
   b. Workload Schedule
   c. Certification of the Collection of Public Pension Funds
   d. Payroll Mail Authorization Form
   e. 12 stamped, self-addressed envelopes required by KCC HR Office
   f. College Now Non-Instructional Staff Calendar for Program Coordinators and Counselors

   The above items must be submitted prior to the start of each high school semester.

2. Submit a signed and completed Report of Absence for any absence or make-up immediately upon return from an absence due to illness, jury duty, school or personal business.

3. Satisfy the following professional development requirements each term:
   a. Conduct a meeting of CN staff at the high school at the beginning of each term
   b. Attend all meetings at the college called by the program's Directors

4. Review, approve and submit the following paperwork to the CN office in a timely and accurate manner each term:
   a. Class Register Sheet each term, with the actual student head count for each CN class, on the first, second and fifth day of classes
   b. Signed calendar for each faculty and staff member; copies filed with the principal
   c. Tentative and official teaching schedules
   d. Student and parent address labels as requested
   e. When required, the fall or spring recruitment schedule
   f. If recruitment is being conducted, a list of the teacher names, teaching periods and room numbers for sophomore or junior English/ESL or social studies classes to be visited by college recruiters
   g. Create and update high school policies regarding high school credit for CN classes
   h. Updated fall/spring Course Offering Sheet
   i. Signed Course Withdrawal forms
   j. Signed end-of-term envelope for each faculty member, certifying the inclusion of the official spreadsheet roll-book, class set of all final exams with three (3) samples each of the exam and answer key on 8 ½ x 11 paper
   k. Where appropriate, signed Visiting Representative time sheet (weekly)
   l. Signed absence form for any teacher or Counselor absence or make-up immediately upon the person's return from an absence
   m. Where appropriate, signed evaluation form for the Counselor and Rep (annually each spring)

Please review this list each term to insure that you satisfy the responsibilities.
COLLEGE NOW
COUNSELOR JOB RESPONSIBILITIES

The College Now (CN) Counselor is hired as an adjunct by the Kingsborough Community College (KCC) Department of Student Development after a competitive search is conducted. The Counselor works at the high school site approximately two hours per week in addition to his/her regular school day, preferably during College Now class time. The Counselor serves as the students’ advocate and works under the direction of the CN Program Coordinator and in close collaboration with the CN Representative and Faculty, particularly on matters related to enrollment management and academic performance. The Counselor also assists with the recruitment, registration and in-school orientation of new students and re-registration of enrolled students interested in continuing for another semester of CN coursework. The Counselor is encouraged to become an approved instructor of Student Development 10 and 11 so that he/she may teach such courses to CN students at the high school. Due to the unique nature of the program, these duties will be adjusted as necessary.

A. Oversees Student Persistence and Academic Performance

1. During the first week of the semester, visits all CN classes to introduce himself/herself, explains the school’s attendance and withdrawal policy, and reminds students of any CN information pertinent to their school.
2. Working with the PC and faculty, implements a procedure for CN teachers to regularly notify the Counselor or CN office at the high school about student absence, lateness and/or academic problems; speaks to referred students and notifies faculty of action taken.
3. Reviews records for all incoming CN students and secures an IEP for any student with special needs; works with the PC and CN teacher to insure that the high school provides the student with appropriate services.
4. Speaks to any student registered for a CN course who seeks to withdraw to determine if the withdrawal is warranted; makes every effort to keep all students in the program.
5. Submits Course Withdrawal Forms, where appropriate, in a timely fashion.
6. Visits all senior CN classes to remind students how to apply for transfer of credits.

B. Assists with Student Recruitment, Registration and In-School Orientation

1. Assists the PC with recruitment of students for sections of courses that are organized after the regular semester begins, i.e., SD 10/11, ENG BW, ESL BW, MAT 01, MAT 03.
2. Assists the PC with recruitment of new students and the re-registration of those currently participating in CN courses; revisits all classes in which the KCC team recruited to collect additional applications and advise absenteees about the program.
3. Assists the PC and KCC registration and advisement team whenever such activities are conducted. May be required to help students complete paperwork.
4. Resolves programming conflicts that occur between CN and high school courses and insures that every registered student has been programmed appropriately at the high school for the next semester.

C. Fulfills Professional Responsibilities as a Member of the CN Program

1. Attends all CN staff meetings called by the PC at the high school and Counselor meetings scheduled by the CN Directors at KCC.
2. Prior to the start of each semester, submits personal paperwork forms required by the college, i.e., CN Calendar(s), Workload Schedule, Workload Reporting, Certification of the Collection of Public Pension Funds, 12 stamped, self-addressed envelopes as required by the KCC HR Office. All forms must be approved by the PC and filed at the KCC CN office.
3. Assists the PC in the selection of students for special activities, awards and/or competitions, i.e., the CN Student Advisory Board, the CN Rob Pero Certificate of Achievement Award, CUNY Myself Third Scholarship Competition, Model City Council Project, Rob Pero Memorial Scholarship, etc.

D. For Counselors who also teach SD 10/SD11

1. Attends all professional development meetings at KCC conducted by the SD Course Coordinator (CC) to remain up-to-date on matters of course content and teaching methodology. When requested by the CC, participates on sub-committees related to student development (i.e., curriculum development, the evaluation of course materials, the creation of new materials, etc.)
SUMMARY
COUNSELOR PAPERWORK and CUNY First RESPONSIBILITIES

1. Submit the following payroll and personnel papers prior to the start of each term:
   a. Workload Reporting Form
   b. Workload Schedule
   c. Certification of the Collection of Public Pension Funds
   d. Payroll Mail Authorization Form
   e. 12 stamped, self-addressed envelopes required by KCC HR Office
   f. College Now Non-Instructional Staff Calendar for Program Coordinators and Counselors
   g. If appropriate, College Now Instructional Faculty Academic Calendar for SD10/11

   The above items must be submitted prior to the start of each high school semester

2. Submit a signed and completed Report of Absence for any absence or make-up immediately upon return from an absence due to illness, jury duty or school or personal business.

3. Satisfy the following professional development requirements each term:
   a. Attend all meetings called by the PC at the high school
   b. Attend all meetings at the college called by the program’s Directors

4. Submit the following student-related paperwork to the CN office in a timely and accurate manner each term:
   a. Official Course Withdrawal Forms
   b. Official Student Permanent Records, as needed
   c. KCC CN applications for all new students and as requested

Please review this list each term to insure that you satisfy the requirements.
COLLEGE NOW
REPRESENTATIVE JOB RESPONSIBILITIES

The College Now Representative (Rep) is a College Assistant hired to work for the Kingsborough Office of Collaborative Programs. This person works both on and off-campus to facilitate the distribution, collection and maintenance of student, personnel and OTPS information needed by College Now Program Coordinators at the high school and Program Directors at Kingsborough Community College and the City University of New York (CUNY). Due to the unique nature of the program, these duties will be adjusted as necessary.

Kingsborough College Assistants

A. Visiting College Assistant at Assigned High Schools

1. Maintains phone and/or email contact with the Program Coordinators at their assigned schools.
2. Works at assigned high schools for a half or full day unless scheduled by the main office to report to a different location.
3. Attends start-of-term and end-of-term staff meetings at each assigned high school.
4. Organizes and distributes faculty and staff paperwork required by the college each semester, i.e., all payroll packet forms (workload reporting, workload schedule, etc.), calendars, rosters, end-of-term materials, etc.
5. Maintains an adequate supply of College Now forms at the high school relating to recruitment, registration, publicity, withdrawal, transfer of credits, faculty absence, book receipts, Web permission forms, etc.
6. Assists with the creation and maintenance of College Now student files which includes applications, registration cards, transcripts, etc.
7. Assists with inventory control – i.e., helps distribute and collect textbooks and follows up on missing items by sending letters to students’ homes or phoning the homes; notifies Program Coordinator of students who do not comply with a request to pay for lost books; packages unused or damaged books, equipment and supplies for shipment back to the college.
8. Reviews start-of-term calendars and end-of-term materials before they are returned to the college and informs the Program Coordinator of items that need correction.
9. Makes photo copies of CN staff spreadsheet rosters for the Program Coordinator to store at the high school.
10. Assists the Program Coordinator and Counselor in the recruitment, registration and in-school orientation of new students as listed below:
   - Reviews student applications and proofs them prior to submission to the college.
   - Obtains biographical labels and Student Permanent Records from the Program Coordinator and prepares student registration and orientation packets as outlined by the staff at the Kingsborough College Now office.
11. Assists the Program Coordinator and Counselor in the recruitment and registration of current students interested in continuing in the program.
12. Completes time sheets for hours worked as required by the college’s Office of Human Resources and submits them to the PC for signature and submission to the CN office.

**DOE Staff/Assistant**

On occasion, the principal may appoint a DOE secretary, school aide or other staff member to assist the College Now program coordinator. That staff member is a Department of Education employee appointed by the school principal either as part of his/her regular school day or as an extra job for DOE compensation. He/She assists the Program Coordinator in the daily conduct of the CN program when classes are in session; answers questions about CN and collects applications from students at any time during the day.

A. On-Site Clerical Support When CN classes are in Session

1. Works under the supervision of CN Program Coordinator for 1-2 hours daily; must work when most CN classes meet in order to distribute notices, etc. to students, faculty and the counselor.
2. Assists the PC with the daily conduct of CN classes by maintaining and distributing CN forms used on a regular basis by students and faculty, such as those relating to registration, publicity, withdrawal, transfer of credits, faculty absence, counselor contact forms, books receipts, Web permissions forms, etc.
3. Assists with the creation and maintenance of College Now student files (i.e., applications and registration forms).
4. Keeps photo copies of CN staff spreadsheet rosters on file.
5. Attends start-of-term and end-of-term CN staff meetings called by the PC.
COLLEGE NOW
COURSE COORDINATOR JOB RESPONSIBILITIES

The College Now (CN) program offers a number of college-level and college preparatory courses. Each course is assigned to an appropriate department at Kingsborough Community College (KCC). The chairperson of each department designates a Course Coordinator (CC) to serve as the department’s liaison to the directors of the CN program, oversee the development of new and existing curricula and course materials, hire and observe faculty, and conduct faculty development workshops. The CC works on an annual basis for the CN program, fulfilling the time obligation in addition to his/her regular schedule or release time.

The Course Coordinators responsibilities include:

A. Faculty Selection
   1. When the Directors of the CN program identify a need for faculty in a particular subject, the CC will be notified. The Directors will arrange for the vacancy to be posted at the high school(s) and turn all applications over to the CC for review. The CC will arrange for the department’s Personnel and Budget Committee (P & B) to interview the applicants according to the department’s usual hiring procedures, and notify the program’s Directors of the department’s choice via phone or e-mail and completion of a College Now Vacancy Decision Form. The Directors will help the new employee complete the appropriate personnel and payroll forms required to finalize the hiring process.

B. Faculty Development
   1. Faculty development is critical to the success of the program and is an on-going responsibility of the CC. The program’s Directors will provide whatever assistance is needed to help the CC carry out this responsibility.
   2. The CC will meet with new faculty to provide for initial training prior to the first class meeting. Items to review include the course syllabus, materials, teaching methodologies and faculty responsibilities with respect to the maintenance of college records.
   3. The CC will call all faculty together at least once a year to discuss course materials, teaching strategies and course content. When deemed appropriate, additional meetings may be called with select faculty to discuss issues pertinent to them (e.g., use of materials by new faculty) or to develop new materials.
   4. Arrangements for meetings will be made through the CN office. The CC is responsible for recording faculty attendance at meetings, collecting time sheets, and forwarding this information to the CN office.
   5. The CC fosters discussions with teachers about the curriculum, teaching methodologies and administrative matters through the use of e-mail, memos, etc.
C. Faculty Observations
1. The CC will be notified by the program’s Directors of faculty who require observation during the coming year. The CC will set up observation appointments and notify the CN office of the dates. CN faculty must be observed at least once a semester for a total of ten semesters and then anytime thereafter at the request of the CC.
2. The CC will visit the faculty in their CN classrooms and complete the appropriate observation forms. These forms will be filed in the CN office and with the department (if that is the chair’s policy) after they are completed. As with any observation conducted in compliance with the Professional Staff Congress contract and CUNY by-laws, the observation form must be as complete as possible.
3. All post-observation conferences involving lessons that are evaluated as poor or lower must be conducted at the college with at least one or more members of the department’s P&B in attendance.
4. Course Coordinators seeking reimbursement for mileage tolls and/or parking must submit a Personal Expense Form and original receipts to the CN Directors in a timely manner.

D. Course Syllabus and Materials
1. The CC is responsible for maintaining the standards of the course for the college. In particular, the CC is charged with periodically updating the course syllabus. The CC also works with faculty to develop faculty and student resource materials. All revision is done in a collaborative manner with faculty and in accordance with college curriculum guidelines.
2. The CC must periodically update course descriptions in KCC’s catalog and CN brochures. Every year, the CC must renew and update the curriculum for his/her course.
3. The CC is responsible for identifying books, magazines and materials that faculty need to teach the course. The title of the items and all pertinent purchasing information must be sent in a timely manner to the program’s Directors. The ordering of materials is the sole responsibility of the program’s Directors.
4. The CC, in conjunction with CN faculty, will develop Web-based materials to expand the program’s instructional resources.
5. The CC will review all final exams to insure they meet the course standards and work with faculty who require guidance on test preparation.

E. Assessment and Outcomes Reports
1. Provide assessment tools/forms to College Now faculty and staff.
2. Conduct statistical analysis of assessment outcomes.
F. Support of College Now Activities

1. If the Directors plan to conduct a Staff Development Day with the Department of Education in the CC’s academic discipline, the CC will assist by working collaboratively on the scheduling and implementation of the day’s events with the Directors, the department chair and Department of Education staff.

2. The CC will attend special and/or annual CN activities, such as the Student Advisory Board End-of-Year Dinner, CN Faculty/Staff Convocations, New Faculty Orientations, Department of Education Staff Development Days, etc.

3. In an effort to support the program’s public relations needs, the CC will meet with representatives from other colleges or the media to discuss CN.

4. The CC will assign faculty members each term to serve as College Now Live Web contributors for their course, reviewing their submissions of two or more articles and forwarding them to the CN Web master for posting on the CNL Web site.

SUMMARY

COURSE COORDINATOR PAPERWORK RESPONSIBILITIES

1. Submits the following payroll and personnel papers to department chair indicating CN Course Coordinator responsibility each term that reimbursement is claimed, along with the number of hours to be worked that semester:
   a. Workload Reporting Form
   b. Workload Schedule
   c. Certificate of Collection of Public Pension Funds

2. Submits the following professional development-related paperwork each term to the CN office:
   a. “Observation and Post-Observation” forms for each faculty member observed as soon as all paperwork is completed
   b. Any student work submitted by teachers for the CNL Website that has been approved by the CC for posting

3. Submits a “Vacancy Decision” form for any interview conducted during the semester.

4. Submits time sheets to the CN Office, when required, in a timely fashion.
COURSE OFFERINGS
AND
PROFESSIONAL DEVELOPMENT
COURSE OFFERINGS

The program offers a variety of 3 and 4-credit introductory college courses and a 2-credit course in college planning and career decision-making. Students who need to strengthen basic skills prior to entering college can take non-credit college preparatory courses in writing/reading and mathematics. In addition, special workshops and foundation courses are offered for high school elective credit.

All course syllabi are available on the College Now Web site. To obtain a copy, go to www.collegenowlive.com and click on the appropriate course syllabi.

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<tr>
<th>COURSE</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
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<tr>
<td>BA 10/BA 11</td>
<td>Business Administration: Introduction to Business</td>
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<td>BA 60</td>
<td>Introduction to Computer Concepts</td>
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<td>BIO 70</td>
<td>Biology of Nutrition</td>
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<td>BSS 1</td>
<td>Behavioral and Social Science: The Individual and His/Her World</td>
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<td>Mass Communications</td>
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<td>Women in American History</td>
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<td>HUM 1</td>
<td>Modern Humanities: Arts and Ideas</td>
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<td>MAT 20</td>
<td>Elements of Statistics</td>
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<td>MCF 40</td>
<td>Film: The Creative Medium</td>
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<td>Mass Media</td>
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<td>Introduction to Criminal Justice</td>
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<td>Constitutional Law</td>
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<td>SCI 1</td>
<td>Science: Issues and Adventures in Science</td>
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<td>THA 50</td>
<td>Introduction to Theater Arts</td>
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<td>SD 10/11</td>
<td>Student Development: College Planning and Career Decision-Making</td>
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The courses listed below are not available to all College Now students. They are occasionally offered at the college or at particular high schools.

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<td>Culinary Arts I: Skills</td>
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<td>The Immigrant in American Society</td>
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<td>Popular Culture in America</td>
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<td>History of New York City</td>
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<td>Introduction to Women’s and Gender Studies</td>
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<td>MAT 14</td>
<td>Analytic Geometry &amp; Pre-Calculus Mathematics</td>
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<td>PSY 11</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SCI 70</td>
<td>Science of Nutrition</td>
<td>3</td>
<td>3</td>
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<tr>
<td>TAH 19</td>
<td>Business of Tourism and Hospitality</td>
<td>3</td>
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<td>TAH 43</td>
<td>Event Catering Management</td>
<td>3</td>
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<tr>
<td>TAH 71</td>
<td>Introduction to Professional Food Service</td>
<td>3</td>
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NON-CREDIT COURSES

<table>
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<th>COURSE</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
<th>HOURS</th>
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<td>ENG BW</td>
<td>Foundations for College-Level Writing</td>
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<tr>
<td>ESL BW 1</td>
<td>Foundations for College-Level Reading and Writing</td>
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<td>Foundations for College-Level Reading and Writing</td>
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<td>MAT 01</td>
<td>Introduction to Algebra</td>
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<td>4</td>
</tr>
<tr>
<td>MAT 03</td>
<td>Intermediate Algebra</td>
<td>0</td>
<td>4</td>
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</table>
Want to earn college credits during the summer? Check out these exciting College Now courses available at KCC JUST FOR YOU!

**College Now Courses Summer 2019**

**Dates:** July 8 – August 1, 2019, **Time:** 9am-1pm

**Maritime Technology Program**

**MT 3000 – Introduction to Maritime Technology**

(3 college credits, 2 hours of hands-on experience)

(45hrs classroom instruction, 30hrs “hands-on”, 10hrs field trips, 2hr final exam, 2hr culminating event)

An introduction to seamanship, including Maritime career opportunities and required training, nautical terminology, boating laws and regulations and types of engines. Study under an experienced Sea Captain learning how to pilot a single engine vessel, steam drive a cruise vessel, splice lines and tie knots used in seamanship. This course includes field trips to Water Taxi, SUNY Maritime College, and an event on a cruise to New York Harbor. MetroCard provided free of charge, as well as lunch stipends.

**GPA needed:** 75% or higher

**Dates:** July 8 – August 1, 2019, **Time:** 9am-2pm

**Careers in Culinary Arts Program**

**CA 990 – Culinary Concepts**

(3 college credits, 10 hours of hands-on experience in the KCC Urban Farm, 16 hours of hands-on experience in the KCC Kitchen Lab, 4 Field Trips)

(24hrs classroom instruction, 24hrs “hands-on”, 4 trip days)

Introduces core culinary procedures including reading and converting recipes, measuring and substitution ingredients, and shifting from small-scale to large-scale recipe production. Through applied recipe testing, the course will review how these foundational skills influence both the finished product and more complex restaurant operations, including menu development, purchasing, and cost control.

**GPA needed:** 75% or higher and Passing score on Algebra I Regents Exam

---

A program for high school students!

To submit your application online, please visit our website: [http://www.collegenowlive.com](http://www.collegenowlive.com)
ATTENTION 11th & 12th Grade Students

If you are interested in:
- The Culinary Arts
- Restaurant/Hotel Management
- Earning 3 College Credits at No Cost

REGISTER FOR
College Now – Saturday Course
TAH 71 – Introduction to Professional Food Service
(3 credits, 3 hours)
Kingsborough Community College

An introduction to the various components of the professional food service industry. Subjects will include the history, scope, classification, venues, food service management tools, and customer service.

Saturdays, September 14 – December 14, 2019
Kingsborough Community College
9:00 AM – 12:00 PM

Seats Are Limited. Act Immediately if Interested.
(Over for Course & Registration Information)
KINGSBOROUGH COMMUNITY COLLEGE

COLLEGENOW

ATTENTION 12th Grade Students

COLLEGE NOW SATURDAYS

If you are interested in:
- Current Themes in General Psychology
- Earning 3 college credits at No Cost

REGISTER FOR
College Now – Saturday Course
PSY 11: General Psychology
(3 credits) Kingsborough Community College

Saturdays, September 14 – December 14, 2019
Kingsborough Community College
9:00 AM – 12:00 PM

Seats Are Limited. Act Immediately If Interested.
(Over for Course & Registration Information)
ATTENTION 12th Grade Students

COLLEGE NOW SATURDAYS

If you are interested in:

- The Criminal Justice field
- Earning 3 college credits at No Cost

REGISTER FOR
College Now – Saturday Course
POL 66 – Constitutional Law and Criminal Justice
(3 credits)
Kingsborough Community College
United States Supreme Court decisions and opinions in several major areas of constitutional law with a focus on the Criminal Justice system.

Saturdays, September 14 – December 14, 2019
Kingsborough Community College
9:00 AM – 12:00 PM

Seats Are Limited. Act Immediately If Interested.
(Over for Course & Registration Information)
COLLEGE NOW STEM COURSE

ATTENTION 12th Grade Students

If you are interested in taking:

- A Science course with a Lab
- *A Science course requirement that transfers to most college degrees

(*at the discretion of the receiving university)

REGISTER FOR

College Now - Thursday and Saturday Course
SCI 70/BIO 70 – The Science of Nutrition

(3 credits, 5 hours)

Kingsborough Community College

Learn and measure the physical and chemical properties that influence the structure and function of nutritional systems. Gain experience with practical applications of nutritional science. Required Core: Life and Physical Sciences.

Thursdays & Saturdays, September 12 – December 14, 2019
Kingsborough Community College

Thursdays 4:00 PM – 7:00 PM and Saturdays 10 AM – 12 PM

Seats Are Limited. Act Immediately If Interested.
(Over for Course & Registration Information)
<table>
<thead>
<tr>
<th>COURSE</th>
<th>COORDINATOR</th>
<th>DEPT. #</th>
<th>OFFICE #</th>
<th>E-MAIL</th>
<th>DEPARTMENT OFFICE ROOM #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 10</td>
<td>Michelle Davidowitz</td>
<td>718-368-5555</td>
<td>718-368-6734</td>
<td><a href="mailto:Michelle.Davidowitz@kbcc.cuny.edu">Michelle.Davidowitz@kbcc.cuny.edu</a></td>
<td>Business M304</td>
</tr>
<tr>
<td>BA 60</td>
<td>Dominick Rivalan</td>
<td>718-368-5555</td>
<td>718-614-6385</td>
<td><a href="mailto:drivalan@kbcc.cuny.edu">drivalan@kbcc.cuny.edu</a></td>
<td>Business</td>
</tr>
<tr>
<td>BSS 1</td>
<td>Rick Repetti</td>
<td>718-368-5417</td>
<td>718-368-5226</td>
<td><a href="mailto:Rick.Repetti@kbcc.cuny.edu">Rick.Repetti@kbcc.cuny.edu</a></td>
<td>History, Philosophy and Political Science D223</td>
</tr>
<tr>
<td>BSS 1</td>
<td>Boran Beric</td>
<td>718-368-5417</td>
<td>718-368-5673</td>
<td><a href="mailto:BBeric@kbcc.cuny.edu">BBeric@kbcc.cuny.edu</a>.</td>
<td>History, Philosophy and Political Science D117</td>
</tr>
<tr>
<td>COM 11/MCM 30</td>
<td>John Acosta</td>
<td>718-368-5591</td>
<td>718-368-5205</td>
<td><a href="mailto:John.Acosta@kbcc.cuny.edu">John.Acosta@kbcc.cuny.edu</a></td>
<td>Communications and Performing Arts E323</td>
</tr>
<tr>
<td>HUM 1/THA 50</td>
<td>Paul Ricciardi</td>
<td>718-368-5849</td>
<td>718-368-5541</td>
<td><a href="mailto:Paul.Ricciardi@kbcc.cuny.edu">Paul.Ricciardi@kbcc.cuny.edu</a></td>
<td>Communications and Performing Arts E211</td>
</tr>
<tr>
<td>HUM 1</td>
<td>Michelle Turnbull</td>
<td>718-368-5849</td>
<td>646-250-7766</td>
<td><a href="mailto:mturnbull3@outlook.com">mturnbull3@outlook.com</a></td>
<td>English</td>
</tr>
<tr>
<td>MCF 40</td>
<td>Bryan Powers</td>
<td>718-368-5591</td>
<td>718-368-5288</td>
<td><a href="mailto:Bryan.Powers@kbcc.cuny.edu">Bryan.Powers@kbcc.cuny.edu</a></td>
<td>Communications and Performing Arts E313</td>
</tr>
<tr>
<td>POL 63/66</td>
<td>Libby Garland</td>
<td>718-368-5417</td>
<td>718-368-5855</td>
<td><a href="mailto:lgarland@kbcc.cuny.edu">lgarland@kbcc.cuny.edu</a></td>
<td>History, Philosophy and Political Science D309</td>
</tr>
<tr>
<td>PSY 11</td>
<td>Jason Van Ora</td>
<td>718-368-5630</td>
<td>718-368-5196</td>
<td><a href="mailto:Jason.VanOra@kbcc.cuny.edu">Jason.VanOra@kbcc.cuny.edu</a></td>
<td>Behavioral Sciences E108</td>
</tr>
<tr>
<td>SCI 1 BIO70, BIO 39</td>
<td>Mary Ortiz</td>
<td>718-368-5502</td>
<td>718-368-5724</td>
<td><a href="mailto:MOrtiz@kbcc.cuny.edu">MOrtiz@kbcc.cuny.edu</a></td>
<td>Biological Science S115</td>
</tr>
<tr>
<td>TAH/CA</td>
<td>Lisa DeLange</td>
<td>718-368-5143</td>
<td>718-368-6920</td>
<td><a href="mailto:Lisa.DeLange@kbcc.cuny.edu">Lisa.DeLange@kbcc.cuny.edu</a></td>
<td>Tourism/Hospitality V229A</td>
</tr>
<tr>
<td>THA 50</td>
<td>Ryan McKinney</td>
<td>718-368-4770</td>
<td>718-368-4809</td>
<td><a href="mailto:Ryan.Mckinney@kbcc.cuny.edu">Ryan.Mckinney@kbcc.cuny.edu</a></td>
<td>Communications and Performing Arts E210</td>
</tr>
<tr>
<td>MAT 01/03/20</td>
<td>Ron Forman</td>
<td>718-368-5931</td>
<td>718-368-5224</td>
<td><a href="mailto:RForman@kbcc.cuny.edu">RForman@kbcc.cuny.edu</a></td>
<td>Math F309</td>
</tr>
<tr>
<td>ENG BW</td>
<td>Kevin Kolkmeyer</td>
<td>718-368-5849</td>
<td>718-368-5918</td>
<td><a href="mailto:Kevin.Kolkmeyer@kbcc.cuny.edu">Kevin.Kolkmeyer@kbcc.cuny.edu</a></td>
<td>English C118</td>
</tr>
<tr>
<td>ESL BW</td>
<td>Martha Cummings</td>
<td>718-368-5849</td>
<td>718-368-5961</td>
<td><a href="mailto:Martha.Cummings@kbcc.cuny.edu">Martha.Cummings@kbcc.cuny.edu</a></td>
<td>English M388</td>
</tr>
<tr>
<td>SD 10/11</td>
<td>Marisa Joseph</td>
<td>718-368-5495</td>
<td>718-368-5115</td>
<td><a href="mailto:Marisa.Joseph@kbcc.cuny.edu">Marisa.Joseph@kbcc.cuny.edu</a></td>
<td>Career Services C102</td>
</tr>
<tr>
<td>SD 10/11</td>
<td>Ted Timmins</td>
<td>718-368-5495</td>
<td>929-275-1971</td>
<td><a href="mailto:Ted2ge@gmail.com">Ted2ge@gmail.com</a></td>
<td>Career Services</td>
</tr>
</tbody>
</table>

For further information about College Now Course Coordinators, go to www.collegenowlive.com and click on Course Coordinator Bios
KINGSBOROUGH COMMUNITY COLLEGE

Peer Review of Teaching

Kingsborough Community College values excellence in teaching. Teaching quality and effectiveness include a collaborative effort by the individual instructor and the entire faculty. This shared responsibility should be reflected within the process of evaluating teaching through peer review.

Each untenured member of the faculty is evaluated at least once a semester through classroom observation by another faculty member of equal or higher rank in his or her department. Observations of tenured faculty are required for all promotions. The observation of an instructor teaching a class and the evaluation of teaching effectiveness by a peer have two purposes. Article 18 of the CUNY-PSC Collective Bargaining Agreement states:

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 evaluations shall be to encourage the improvement of individual professional performance and to provide a basis for decisions on reappointment, tenure and promotion. ... Evaluation of a member of the teaching faculty shall be based on total academic performance, with especial attention to teaching effectiveness...

The observation and evaluation of teaching by one's peers should foster professional growth. While there is no single best way to deliver instruction, the observation and evaluation of classroom teaching should reflect practices of good teaching which the department faculty value.

The purposes of the attached form are to provide a systematic basis for classroom observation and evaluation that is as equitable as possible for all disciplines and styles of teaching, and to create a standardized record that promotes greater reliability among different observers. The form is a combination of checklist, rating sheet and written analysis. By using the form to its fullest capacity, the observer can mentor new instructors, assist colleagues and promote teaching excellence. Personnel and Budget Committee decisions regarding reappointment, promotion or tenure should not be the first time a member of the faculty hears he or she needs to improve teaching effectiveness. Observers have responsibility for providing specific feedback and suggestions via this process each time they observe someone's class.

Furthermore, the observer is in a colleague's classroom not only to evaluate, but to create a dialogue between peers. The focus of the discussion should be the theories, best practices and ideas about what constitutes excellence in teaching. It is hoped that both practitioners of the art of teaching benefit from the peer review process.

5/06

The Observation Report

In observing faculty members, we are looking to see ways in which instructors help students achieve the learning objectives of each course. We can usefully think about the teaching performance under several necessarily interrelated headings. We understand that different disciplines will entail different pedagogical emphases, and so we have allowed room for departments to create their own questions under Departmental Priorities. The following questions are meant to serve as guides in observation of faculty members.

1. Classroom Management. Is the instructor in command of the classroom? Was attendance taken? Is the atmosphere in the class conducive to learning? Did the class begin/end on time?

2. Instructional Coherence. Is the lesson under observation coherent in itself, with a clear focus which is clearly presented and reinforced by the instructor? Does the instructor provide/elicit enough depth and detail to adequately consider the subject? Is the lesson part of a coherent learning process? Is the pacing of the lesson appropriate to the course and to the students? Are topics/activities sequenced logically? What evidence is there that the class fits in with a series of lessons designed to help students achieve the objectives of the course?

3. Teaching Strategies. What teaching strategies or premises about teaching does the instructor rely on? How is the subject of the class related to the course objectives? How effectively does the instructor's teaching help
students achieve the course objectives? How does the instructor's presentation of material, including discussion, questioning, class and group activities, support learning objectives? Is the teaching of critical thinking* emphasized? Is there good use of examples/explanation to clarify points, including those questioned by students? Are student questions encouraged? Is sufficient time given for students to respond to instructor's questions? Is there opportunity for students to interact so that they may discover, discuss, or apply content points? Are graphics, chalkboard, etc. used effectively?

*Critical Thinking could include any of the following: challenging students to understand complex ideas, analyze, compare/contrast, evaluate arguments carefully considering a variety of perspectives, draw conclusions, synthesize.

4. Subject Mastery. Does the instructor demonstrate mastery of the subject matter and understanding of the learning situation (including a sense of the students themselves) in which the subject matter is presented? Is the subject matter and level of analysis being asked of the students of a degree of difficulty suitable to the course? Is the material presented relevant to the purpose of the course?

5. Instructor and Students Attitudes and Characteristics. Are interactions in the classroom respectful, positive, and educationally productive? Is it clear that both instructor and students are prepared for the class? What evidence is there of interest, enthusiasm, and engagement in class activities on the side of the instructor and of the students? Does the instructor motivate students and encourage student learning in appropriate ways? Does the instructor respond appropriately to student behaviors and concerns? Does the instructor's tone, voice, etc. contribute to engaging students?

6. Departmental Priorities. In what ways does the class support the specific educational priorities of a given department? Additional Departmental Observation Elements (if needed) will be determined annually by each departmental P&B.)
KINGSBOROUGH COMMUNITY COLLEGE
of
The City University of New York

OBSERVATION REPORT

INSTRUCTOR ___________________________ DEPARTMENT ___________________________ SUBJECT ___________________________

OBSERVER ___________________________ DATE OF OBS. ___________________________

Course _______________ Time Obs. Began _______________ Purpose: Reappointment □ Year ______

Section ___________________________ Time Obs. Ended ___________________________ Promotion □

Room _______________ Other ___________________________

What is the topic of this lesson? __________________________________________________

What are the objectives of this lesson? (Must be obtained from instructor prior to observation) ______

________________________________________________________________________________

________________________________________________________________________________

Were the objectives of the lesson communicated to the students? ___________________________

________________________________________________________________________________

Were the objectives of the lesson met? ______ Yes ______ No

What evidence was there that the instructor did or did not achieve these objectives? ______

________________________________________________________________________________

________________________________________________________________________________

Brief Summary of Lesson: __________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
Consider each teaching element below and evaluate the teaching skills of the instructor by placing a check mark under the term best describing your evaluation of the instructor’s actions. Add comments to illustrate your evaluation. Provide at least a summary evaluation in each category, and evaluations and comments on individual points where you feel you have observed enough to make them. (N.B. “Needs Improvement”, “Effective” and “Highly Effective” are to be considered satisfactory evaluations. “Not Applicable” shall not be interpreted as a negative evaluation.)

<table>
<thead>
<tr>
<th>Classroom Management</th>
<th>Unsatisfactory</th>
<th>Needs Improvement</th>
<th>Effective</th>
<th>Highly Effective</th>
<th>Not Applicable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The instructor:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Started class on time.</td>
<td>[ ]</td>
<td></td>
<td>[ ]</td>
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<tr>
<td>2. Checked attendance.</td>
<td>[ ]</td>
<td></td>
<td>[ ]</td>
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<tr>
<td>3. Maintained an atmosphere conducive to learning.</td>
<td>[ ]</td>
<td></td>
<td>[ ]</td>
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<tr>
<td>4. Ended class on time.</td>
<td>[ ]</td>
<td></td>
<td>[ ]</td>
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Summary

<table>
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<tr>
<th>Instructional Coherence</th>
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<th>Comments</th>
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<tbody>
<tr>
<td>The instructor:</td>
<td></td>
<td></td>
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<tr>
<td>5. Introduced the lesson (overview or focusing activity).</td>
<td>[ ]</td>
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<td>[ ]</td>
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<tr>
<td>6. Paced topics or activities appropriately.</td>
<td>[ ]</td>
<td></td>
<td>[ ]</td>
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<tr>
<td>7. Sequenced topics or activities logically and with continuity.</td>
<td>[ ]</td>
<td></td>
<td>[ ]</td>
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<tr>
<td>8. Related the lesson to previous or future lessons or assignments.</td>
<td>[ ]</td>
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<tr>
<td>9. Summarized or reviewed major lesson points.</td>
<td>[ ]</td>
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<td>[ ]</td>
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Summary
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<th>Teaching Strategies Used</th>
<th>Unsatisfactory</th>
<th>Needs Improvement</th>
<th>Effective</th>
<th>Highly Effective</th>
<th>Not Applicable</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>The instructor:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Presented or explained content clearly.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>11. Used examples to clarify points.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>12. Varied explanations to respond to student questions or need for clarification.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>13. Fostered critical thinking.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>14. Emphasized important points.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>15. Used chalkboard, graphics, visual aids or other enhancements to support presentation.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>16. Encouraged student participation/questions.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
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<tr>
<td>17. Asked questions to assess student understanding.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>18. Waited sufficient time for students to answer questions.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>19. Provided opportunities for students to interact together to discover/discuss or practice content points.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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Summary
### Subject Mastery

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<th>The instructor:</th>
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<th>Needs Improvement</th>
<th>Effective</th>
<th>Highly Effective</th>
<th>Not Applicable</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>20. Presented content at a level appropriate for the students.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
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<tr>
<td>21. Presented material relevant to the purpose of the course.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
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<tr>
<td>22. Demonstrated command of the subject matter.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
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</table>

**Summary**

### Instructor and Student Attitudes and Characteristics

<table>
<thead>
<tr>
<th>The instructor:</th>
<th>Unsatisfactory</th>
<th>Needs Improvement</th>
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<th>Highly Effective</th>
<th>Not Applicable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>23. Instilled appreciation for the subject.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>24. Showed respect for student questions and responses.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>25. Used appropriate voice volume and inflection, and was easy to understand.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>26. Presented information or led discussions with enthusiasm and interest.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>27. Responded appropriately to student behaviors and concerns.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

(Continued on next page)
### Instructor and Student Attitudes and Characteristics (continued)
The instructor maintained an environment where the students:

<table>
<thead>
<tr>
<th></th>
<th>Needs Improvement</th>
<th>Effective</th>
<th>Highly Effective</th>
<th>Not Applicable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. Were attentive and ready to learn.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>30. Had a positive rapport with the instructor.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

### Summary

### Additional Departmental Observation Elements (if needed)
To be determined annually by the departmental P & B.

<table>
<thead>
<tr>
<th></th>
<th>Needs Improvement</th>
<th>Effective</th>
<th>Highly Effective</th>
<th>Not Applicable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

### Summary
Evaluation of Lesson:

Comments:

Specific Recommendations for Improvement:

Additional Comments:

Overall Evaluation of Lesson:

Unsatisfactory [ ] Satisfactory [ ]

Signature of Observer ___________________________ Date ________________

I understand that my signature means only that I have read this 6-page observation report:

Faculty Member's Signature ___________________________ Date ________________

5/06
KINGSBOROUGH COMMUNITY COLLEGE
of
The City University of New York
POST-OBSERVATION CONFERENCE MEMORANDUM
Spring () Fall ()

<table>
<thead>
<tr>
<th>Post-Observation Conference</th>
<th>Names of Department Representatives Present:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation Date</td>
<td></td>
</tr>
<tr>
<td>Post-Observation Date</td>
<td></td>
</tr>
<tr>
<td>Course and Section</td>
<td></td>
</tr>
<tr>
<td>Name of Observer</td>
<td></td>
</tr>
<tr>
<td>Date Observation Report filed with Department Chairperson</td>
<td></td>
</tr>
<tr>
<td></td>
<td>P &amp; B member or other assigned by Chairperson</td>
</tr>
</tbody>
</table>

Faculty Member's Name ____________________________

Date of Discussion ____________________________ Department ____________________________

(attach additional pages, if necessary)

Signed ____________________________

Title ____________________________
(Observer, Chairperson or Chairperson's designee)

I understand that my signature means only that I have read this memorandum and that I may attach any comments I wish. I do _____ do not _____ intend to submit a rebuttal or comments. If yes, when ___________________

Faculty Member's Signature ____________________________ Date ____________________________

Original: Personnel File
Copy: Faculty Member

7/05
TO: Science College Now Faculty
FROM: Anna T. Betancourt, Office of Collaborative Programs
SUBJECT: Fall 2019 Professional Development Meeting
DATE: September 4, 2019

This letter is to inform you that the Fall 2019 Science Professional Development meeting has been scheduled as follows:

DATE: Wednesday, October 2, 2019
TIME: 4:00 PM – 5:30 PM
Refreshments 3:45 PM
LOCATION: Kingsborough Community College
Academic Village – V219

TOPICS: Welcome and Updates
Course business (syllabi, assessment, final exams, orders, etc.)
Observations

As you are aware, professional development meetings are a program requirement. If you are not able to attend, please contact Professor Mary Ortiz. Mary.Ortiz@kbcc.cuny.edu. In addition, please confirm your attendance with Maria Tomarchio at mtomarchio@kbcc.cuny.edu.

~ Present this letter at KCC’s main gate to gain access to on-campus parking ~
STUDENT SERVICES AND ACTIVITIES
COLLEGE NOW OFFICE

The main College Now office is located at Kingsborough Community College, F102, telephone 718-368-5170. It is open 9:00 a.m. – 5:00 p.m., Monday through Friday and some Saturdays. A College Now office is also located at your high school with a College Now Program Coordinator and in many schools, a College Now Counselor and a College Now Representative available. Their names, room numbers and telephone numbers will be available at the Orientation Session.

REGISTRATION

At all our schools, College Now offers a program for junior and senior students. Registration for the fall semester is conducted between February and May of a student's sophomore or junior year. The fall program runs from September through December and sometimes into January. Registration for the spring semester is conducted during the junior or senior year between the months of October and December. The spring program runs from February through May and sometimes into June. Saturday and summer course registration is conducted online at the CollegeNowLive.com website.

COLLEGE NOW COSTS

The College Now program is totally free and requires no outlay of money. All tuition, book, application, technology and student—activity fees have been waived. If the actual cost of each course were calculated, most College Now courses would range from $1500 to over $6000 per course.

START-OF-SEMESTER NOTICE

College Now is listed on your high school program card. In the event the card does not have a College Now course listed, and you receive no other form of communication about the start of classes, you should contact your school’s College Now Office during the first day of the semester for information about room, time and start date. For Saturday and summer classes, you are notified by email.

ATTENDANCE/LATENESS POLICY

Attendance and punctuality count! College Now students are required to attend all classes and to arrive on time. If you are having difficulty meeting attendance or punctuality requirements, you must contact the College Now Program Coordinator or Counselor at your high school to discuss the situation. Failure to do so can result in a lowered final grade or a penalty grade (WU), which counts as a failing grade in the course.

TEXTBOOKS

Textbooks are distributed free of charge at the beginning of each semester and collected at the end of each semester. Students may not write in any book and are expected to handle all College Now books with care. At the end of the semester, or if you stop attending a College Now class, all textbooks must be returned to your College Now Instructor or Program Coordinator. Failure to do so will result in a lost book fee charge of $50 for hardcover textbooks, $25 for softcover textbooks and $10 for softcover novels. The high school will also apply its standard procedure for handling the non-return of books.

CREDIT-BEARING AND DEVELOPMENTAL COURSEWORK

College Now classes offer students a challenging and stimulating exposure to college-level courses before or after their regular school classes. The program offers freshman-level credit-bearing interdisciplinary courses in the areas of Behavioral and Social Sciences (BSS 1), Business (BA 10), College and Career Planning (SD 10/11), Communications (COM 11), Criminal Justice (POL 63), Humanities (HUM 1), Science (SCI 1) and Statistics (MAT 20), Theatre Arts (THA 50), History of Women (HIS 68), Film (MCF 40), as well as non-credit developmental courses in college-level writing and reading (ENG BW, ESL BW) and mathematics (MAT 01, MAT 03). Several specialty credit courses are offered at some high schools.

On Saturdays, College Now courses in Criminal Justice (POL 63), Constitutional Law (POL 66), Psychology (PSY 11), & Introduction to Professional Food Services are offered on the Kingsborough campus. Both juniors and seniors who are interested in these areas; and have eligible academic credentials, can enroll in these campus-based offerings. Additional courses are offered during the summer.
All College Now courses can be found in the online catalog of Kingsborough Community College. Official course syllabi are available online at http://www.collegenowlive.com. Click on “Courses” below “About College Now.” The courses are designed to introduce students to the academic demands of higher education and the expectations of college faculty. Instructors assign readings, reports, portfolios and term projects, and administer quizzes, midterms and final exams typical of college freshman-level coursework.

**COURSE WITHDRAWAL**

Students who cannot continue in a course for personal reasons, as well as students in danger of failing a course, must contact the College Now office at their high school. In some high schools, students may officially withdraw from a College Now class without a penalty grade if they complete the appropriate paperwork prior to the last date for official withdrawal for that term. In most schools, however, students may not withdraw from the College Now program once classes begin and will receive an academic penalty grade for failure to attend class. Students should check with their College Now Instructor, Counselor or Program Coordinator for the policy followed in their high school.

**FINAL EXAM**

All students take a 2-hour final, administered in their College Now classroom, near the end of the semester.

**GRADING POLICY**

The grade awarded in a College Now course reflects the student’s academic ability, class participation, attendance and punctuality:

A+, A, A- = Excellent,
B+, B, B- = Good
C+, C = Satisfactory
C-, D+, D = Passing
F = Failure
IN = Incomplete (doing passing work but missing an assignment or exam)
FIN = Failure as a result of an incomplete
R = Minimum level of Proficiency not met for Developmental Courses
WU = Excessive Absence, counts as a failure.

Students who receive an R grade may repeat the course. Students who receive a grade of Incomplete must complete the requirements of the course by the 10th week of the next semester or the grade will automatically be changed to an F (failure). Most high schools also assign a letter or numerical grade for College Now coursework on the final report card given out at the high school at the end of the term. The grade also appears on the high school transcript. Students should check the grading policies followed by their school with their Instructor.

**TRANSFERRING COLLEGE CREDITS/ OBTAINING A COLLEGE TRANSCRIPT**

Upon graduation from high school, each College Now student will have an official college transcript on file at Kingsborough Community College. To request that a transcript be forwarded to a college, students must complete Kingsborough’s Official Transcript Request form. To obtain the form students can:

- Call the Office of Collaborative Programs at Kingsborough (718) 368-5170
- e-mail us at collegenow@kingsborough.edu for the form to be mailed
- Download the form using the link on the CollegeNowLive web page under “Resources”/Transfer CN Credits (www.collegenowlive.com)
- Order the transcript online using the link on the CollegeNowLive web page under “Resources”/Transfer CN Credits (www.collegenowlive.com)

Forward the completed form to: Kingsborough Community College, 2001 Oriental Blvd. Brooklyn, NY 11235 ATT: Bursar’s Office. If requesting that the transcript be sent to a CUNY college, there is no fee. All other transcript requests must be accompanied by a
Most students successfully transfer the credits they earn in College Now credit-bearing courses. College Now alumni have used their credits as electives or as equivalent credits at city, state, public and private colleges throughout the U.S. Of the over 4,700 colleges and universities in the United States, very few have denied students credit for their College Now coursework. On occasion, students in specialized degree programs, such as nursing and pharmacy, may find that they are unable to transfer credits due to the prescribed nature of their curriculum.

Those few students who are unable to transfer their credits are advised that College Now credits have "shelf life." This means that they have the potential to be used at another college or may be applied on jobs that base salary increments on college credit accumulation. Students who are denied credits at any school are advised to check with the appropriate department chairperson to determine if they can sit for a competency examination in the subject area, which, if passed, will generate credits. Students are also advised to contact the College Now Director of Student Records in the Office of Collaborative Programs at Kingsborough for assistance.

STUDENT ADVISORY BOARD

Two seniors from each College Now high school serve a one-year term helping the program's directors develop ways to improve the College Now experience for fellow students. They are identified during the spring of their junior year by being recommended by the College Now faculty and staff at their school. Criteria for selection include a commitment to participate in College Now coursework during the fall and spring semesters of the senior year, ability to attend meetings at Kingsborough Community College and the willingness to work on improving the program's services for current and future students. As part of their participation, students receive training in photojournalism and public speaking/social media, as well as a community project. The goal is to help students sharpen their leadership skills. Interested juniors should notify the College Now Program Coordinator at their school. The names of student representatives are posted on the CollegeNowLive Web site and are available in the College Now office at each school.

COLLEGE NOW LIVE (CNL) WEB SITE

The College Now program can be visited online at the following address: www.collegenowlive.com. The CollegeNowLive web site is an ever-changing magazine that highlights the achievements of College Now students, faculty and staff; happenings in College Now classrooms and at faculty meetings; and developments at the City University of New York (CUNY) and the New York City Department of Education that affect the program and its operations. The site includes instructional resources for College Now courses. All College Now students are invited to submit samples of work done in their College Now courses for possible posting on the CNL Web site. A CNL submission form, available from the College Now Representative or Instructor, must accompany every submission. The link to “Frequently Asked Questions” and “Transfer College Now Credits” will answer most student concerns.

THE ROB PERO COLLEGE NOW CERTIFICATE OF ACHIEVEMENT

At the end of each academic year, the College Now program presents the Rob Pero College Now Certificate of Achievement to one outstanding senior at each participating high school who exemplifies the goals and objectives of the program. The selection committee consists of the school's College Now Program Coordinator, Counselor and one Instructor. The Certificate is presented at the high school's Senior Awards Assembly. In addition to the Certificate, College Now presents a Barnes & Noble Gift Card to each recipient of the Certificate. The award is not based solely on grades. Additional criteria for selection include: two semesters of participation in College Now, significant academic growth and development as a result of the College Now experience, a significant change in attitude about enrolling in college, and submission of a 1-page essay, by the student, explaining why the student is worthy of receiving the reward.

MYSELF THIRD SCHOLARSHIPS

Each year, the City University of New York (CUNY) awards a “Myself Third” scholarship, worth $10,000, to a College Now student who plans to attend a CUNY college upon graduation from high school. Myself Third promotes the ideals of character, leadership and service, and it honors college-bound students who engage in ongoing social action and volunteerism. The scholarship winner is selected based on grades, extracurricular activities, letters of recommendation and volunteer service that demonstrates a strong commitment to helping the student's school, community or fellow citizens. Students must have completed at least 50 hours of volunteer and civic service in their community and/or school. Interested students complete an application form that is available each spring in the College Now office in their school. They must also include an essay in which they define their understanding of civic service and describe a personal experience that illustrates commitment of service to others.
THE ROB PERO MEMORIAL SCHOLARSHIP

In honor of the former Director of the College Now Program, Rob Pero, we are pleased to announce that the College Now Program will be awarding a $500 scholarship stipend to one student who will be attending Kingsborough Community College each September. Eligible students must have completed and passed at least one KCC College Now class at their school. They must also provide a recommendation from a College Now staff member, guidance counselor or college advisor, an essay and their high school transcript. Applications will be available each spring from the school's College Now Program Coordinator.

How Much Are You Saving by Participating in College Now?

SAVINGS BASED ON EACH COLLEGE NOW COURSE (PER TERM)

<table>
<thead>
<tr>
<th></th>
<th>2 hr/2 cr</th>
<th>3 hrs/3 cr</th>
<th>4 hr/0 cr</th>
<th>4 hr/4cr or 4 hr/0 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition @ $275 per credit hour (based on CUNY fees for non-matriculated, part time students)</td>
<td>SD 10/11</td>
<td>BA 10</td>
<td>MAT 20</td>
<td>ENG BW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BAG 0</td>
<td>MCF 40</td>
<td>ESL BW1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 70</td>
<td>POL 63</td>
<td>ESL BW2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSS 1</td>
<td>POL 66</td>
<td>MAT 01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COM 11</td>
<td>PSY 11</td>
<td>MAT 03</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIS 68</td>
<td>SCI 1</td>
<td>CN Summer Programs:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HUM 1</td>
<td>THA 50</td>
<td>Careers at Sea,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Culinary Concepts</td>
</tr>
<tr>
<td></td>
<td>$550</td>
<td>$825</td>
<td>$1100</td>
<td>$1100</td>
</tr>
<tr>
<td>One-Time Application Fee @ $65</td>
<td>$65</td>
<td>$65</td>
<td>$65</td>
<td>$65</td>
</tr>
<tr>
<td>Part Time Student Fees @ $93</td>
<td>$93</td>
<td>$93</td>
<td>$93</td>
<td>$93</td>
</tr>
<tr>
<td>Technology Fee @ $63</td>
<td>$63</td>
<td>$63</td>
<td>$63</td>
<td>$63</td>
</tr>
<tr>
<td>Textbooks @ $200-$250 per course</td>
<td>$200</td>
<td>$250</td>
<td>$200</td>
<td>$250</td>
</tr>
<tr>
<td>Transportation @ $82.50 per term x the # of days the course meets per week</td>
<td>$165</td>
<td>$248</td>
<td>$330</td>
<td>Transportation, snacks &amp; lunch</td>
</tr>
<tr>
<td>TOTAL SAVINGS PER COURSE</td>
<td>$1136.00</td>
<td>$1544</td>
<td>$1851</td>
<td>$2016</td>
</tr>
</tbody>
</table>

Additional savings are available through the Saturday program (up to 6 credits for a $3088 savings) and summers (up to 4 credits for a $2016 savings)

If you attend a private college, where each credit can cost from $500-$1800 and applications and fees are significantly higher, your savings can be as much as $6,000 for one course.
College Now

About College Now
- Inside College Now
- How College Now Works
- Benefits of College Now
- College Now Gets Results
- Affiliated High Schools
- Courses

Student Services & Activities
- Student Work
- Film Festival
- Advisory Board
- Photo Project
- Summer Programs
- Weekend College Now
- Liberty Partnerships Program
- Certificate of Achievement
- Model NYC Council
- Scholarship Opportunities

Faculty Services
- Forms
- How to View Class Roster
- Grade Roster Instructions
- Official Grading Policy
- Course Coordinator Bios
- Career Opportunities in College Now
- New Faculty Handbook

Resources
- Transfer College Now Credits
- Frequently Asked Questions
- KCC Travel Directions
- CUNY College Now Web Site
- Contact Us
Permission Form
Student Guidelines for Posting Photos and/or Written Material on the College Now Website or for Use in CUNY Publicity Material

Part 1: Print the following student information:
Name of Student: ______________________ High School:

Part 2: If you are submitting written materials: All written materials can be emailed to abetancourt@kbcc.cuny.edu or mailed to College Now, Kingsborough Community College, 2001 Oriental Blvd., Brooklyn, NY 11235 ATT: Anna Betancourt
Course for which this material was prepared:
Instructor’s Name:
Title of Article:

Part 3: If you are submitting photographs: All photographs must be in GIF or JPEG format and are to be emailed to abetancourt@kbcc.cuny.edu. Also, attach a WORD file describing all photos, event name and event date.

Part 4: Required Signatures. Please check all that apply and sign below
☐ I hereby give permission for my child’s work to be put on the College Now Live Website or CUNY publicity material.
☐ I hereby give permission for my child’s photograph(s) to be put on the College Now Live Website or CUNY publicity material.
☐ I understand that the information to be posted may include my child’s name and school but will not include other personal identifiable information, such as my child’s address, telephone number, or social security number.

Permission hereby granted by the undersigned to post materials submitted.

______________________________
Signature of Student
High School:

______________________________
Print name of Parent/Guardian

______________________________
Signature of Parent/Guardian
Date:

Mailing Address (Street) 
Borough 
State 
Zip

Home phone # 
Cell phone #

______________________________
Email Address
Parent Guardian Notification and Consent

I am aware that my child is participating in the Kingsborough Community College Spring/Fall (circle one) 20__ College Now Program at ____________ High School. I understand that the course takes place before or after the school day at his/her high school as follows:

M T W Th F at ____________________________ Course ____________________________
(circle days) (time)

From ____________________________ to ____________________________

Parent/Guardian Acknowledgement
I acknowledge and consent to the below named student’s participation in this program. I understand that he/she may have to travel to and from the high school by public transportation. I understand that there may be risks involved in my child’s departure from his/her home, school or college without adult supervision, and I assume those risks on behalf of my child and myself.

Print Name of Student ____________________________ High School ____________________________

Signature of Parent/Guardian ____________________________ Date ____________________________

Print name of Parent/Guardian ____________________________ Date ____________________________

Mailing Address (Street) Borough State Zip ____________________________ ____________________________ ____________________________

Home phone # Cell phone # Email Address ____________________________ ____________________________ ____________________________

Name of Emergency Contact ____________________________ Emergency contact phone # ____________________________
Fall 2019

Dear College Now Parent:

Our records indicate that your child is participating in a College Now course at his/her high school during the Fall 2019 semester. However, the College Now application that was submitted did not include a social security number. The social security number is needed to facilitate future requests for the transfer of College Now credits to the college or university of his/her choice.* If your child has a social security number, please complete the form below.

The information requested can be returned in the enclosed envelope or given to the Program Coordinator in your child’s high school as soon as possible. If you are not sure who the Program Coordinator is, visit our website at http://www.kbcc.cuny.edu/CollegeNow/Pages/affiliated_high_schools.aspx.

If you have any questions regarding this request, you may contact me at the Kingsborough College Now Program at 718/368-5170 or via mail at erika.delacruz@kbcc.cuny.edu.

Thank you for your cooperation.

Sincerely,

Erika Delacruz
Office of Collaborative Programs
Kingsborough Community College

STUDENT INFORMATION (PRINT)

LAST NAME ____________________________________________ FIRST NAME ____________________________

HIGH SCHOOL OSIS # __________________________________ SOCIAL SECURITY # (REQUIRED) ________________

HIGH SCHOOL ____________________________ DATE OF BIRTH ____________________________

\STUDENT SIGNATURE ____________________________ DATE ____________________________

2001 Oriental Boulevard I Brooklyn, New York 11235 I Telephone 718-368-5170 I Fax 718-368-3377
A College of The City University of New York
www.collegenowlive.com
Transfer Your College Now Credits

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- Download the form using the link on the www.CollegeNowLive.com website
- Order the transcript online using the link on the CollegeNowLive website

Forward the completed form to:


If requesting that the transcript be sent to a CUNY college, there is no fee if done in person or by mailed form. On-line transcript fees to CUNY schools are $2.00, paid by credit card. All other transcript requests must be accompanied by a $7.00 money order, per request, made payable to Kingsborough Community College. On-line transcript fees are $9.00 and are paid by credit card.

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### Transcript Request Form

**Office of the Registrar**

2001 Oriental Boulevard | Brooklyn, New York 11235

Telephone 718 368-5136

(please bring this form to the Bursar’s Office, Room A-205)

---

**Print your name and address in the space provided. You will receive a copy of this form when the transcript has been mailed.**

<table>
<thead>
<tr>
<th>PRINT: Last Name</th>
<th>First Name</th>
<th>Dates of Attendance - From (MM/DD/YYYY):</th>
<th>To (MM/DD/YYYY):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number</td>
<td>CUNY first Number</td>
<td>Home Phone No:</td>
<td>Cell Phone No: Work Phone No:</td>
</tr>
<tr>
<td>Name used when in attendance, if different from above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>Last Name:</td>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

**Mail Transcript to the Institution Below: (ZIP Code Required)**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City: State: Zip:</td>
<td></td>
</tr>
</tbody>
</table>

**Attention of:**

Name of Person or Office is required

---

**Please Check all Applicable Information**

- **Incomplete Requests Will Be Returned**

<table>
<thead>
<tr>
<th>Date of Birth: MM/DD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ever Enrolled in College Now Program?</td>
</tr>
<tr>
<td>Currently Enrolled at Kingsborough?</td>
</tr>
</tbody>
</table>

---

**Transcript Request Policies**

1. Transcript requests are processed on a first come, first served basis.
2. Please allow for unexpected contingencies and processing by both the Bursar's and Registrar's office. During peak periods, additional time may be required.
3. Each transcript is $7.00. There is no charge if sent to another CUNY school.
4. No Personal Checks will be accepted.

---

For Office Use Only

Bursar's Stamp/Date/Initials - Room A-205

Revised 06/2014
ROB PERO COLLEGE NOW CERTIFICATE OF ACHIEVEMENT

The purpose of the Rob Pero College Now Certificate of Achievement is to recognize improvement made by students as a result of their participation in the College Now program. It is an award that should not be solely on grades, but one that is presented to the individuals who have shown the most significant academic and personal growth and development during two or more semesters of taking part in the College Now experience. It is a means of recognizing the students who best exemplify the goals and objectives of the program.

The certificate and gift are awarded annually to one outstanding College Now student at each participating high school. The award is presented by the Program Coordinator at the school’s end-of-year Senior Awards Assembly.

Candidates are nominated by the College Now faculty at each high school. The school is then responsible for generating its own selection procedure within the guidelines of the following established criteria: The criteria for the award are intentionally broad-based because of the number of schools involved in College Now and the diversity of the student population. Please pay attention to them.

- Student has an average between 65-85 percent
- Student has been enrolled in College Now for two or more semesters
- Student has demonstrated significant academic growth and development as a result of the College Now experience
- Student has demonstrated a significant change in attitude about enrolling in college
- Student has shown great improvement in bringing his/her reading, writing and mathematics skills to the college level of performance
- Student shows great potential for undergraduate success as a result of participating in College Now

Designated recipients are required to submit an essay of 150 – 200 words in which they explain as specifically as possible the benefits of their having been part of the College Now program.

NOTE: An essay must be submitted with each completed nomination form. No award will be issued to any student who does not submit one.
ROB PERO COLLEGE NOW CERTIFICATE OF ACHIEVEMENT
FALL 2019 – SPRING 2020
NOMINATION FORM

Name of Nominee: First ______________________ Last ______________________

High School: ____________________________________________________________

Home Address: __________________________________________________________

Validated Social Security Number: __________________________________________
OR
OSIS Number ____________________________________________________________

College Student Plans to Attend: ____________________________________________

Cumulative High School Average: __________________________

College Now Courses in Which Student Participated:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
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<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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</table>

Keeping in mind the criteria for the award, please explain your reasons for nominating this student.

Name of Instructor Nominating Student: ____________________________________________

Please send the completed nomination to your College Now Program Coordinator by Friday, May 1.
ROB PERO MEMORIAL SCHOLARSHIP

Rob Pero began his distinguished career at Kingsborough Community College in 1982, starting in the Office of Evening Studies. He joined the College Now program in 1996 and became the Director of Collaborative Programs in 2004.

Under Rob’s Leadership, the program grew and prospered, thus affording thousands of students the opportunity to benefit from taking College Now courses at their high schools.

As a tribute to Rob’s dedication to servicing these students, the Rob Pero Memorial Scholarship was established. Its purpose is in keeping with Rob’s vision to provide support to deserving College Now graduates who attend Kingsborough Community College the fall following their high school graduation. Because free textbooks were such an important part of the program to Rob, it was felt an appropriate way of doing that, one which Rob would have wholeheartedly endorsed, would be giving the scholarship recipients Kingsborough Community College Bookstore Gift Cards.

If you wish to make a donation towards the Rob Pero Memorial Scholarship, please visit the website of the Office of College Advancement:

https://21409.thankyou4caring.org/online-donations

In the designated “box,” on the drop-down list, select “other” and write “in memory of Rob Pero.”

If you wish to make your donation by check, it should be made out to the Kingsborough Community College Foundation. Write “In memory of Rob Pero” on the memo line and mail your check to:

Office of College Advancement (D)
Kingsborough Community College Foundation
2001 Oriental Blvd
Brooklyn, NY 11235
Eligibility Requirements

You must be:

- a high school senior who has completed and passed at least one KCC College Now course
- accepted by and will be attending Kingsborough Community College in the Fall 2019

Required Documents

Please submit the following:

- completed and signed application to the College Now Program Coordinator by Friday, May 3, 2019
- a letter of recommendation from a College Now staff member, guidance counselor or college advisor
- typed essay following the outline provided on page 3
- high school transcript
- a signature on this application from your school verifying your acceptance by Kingsborough Community College and your plan to attend the Fall 2019 semester

Name: ____________________________________________________________

Street Address: ________________________________________ Apt ______

City, Zip: ________________________________________________________

Phone Number: ____________________________________________________

Email Address: ____________________________________________________

High School: _____________________________________________________
Kingsborough College Now Course(s) Taken:

Course ____________________________ Semester ___________ Grade _____

Course ____________________________ Semester ___________ Grade _____

Course ____________________________ Semester ___________ Grade _____

Course ____________________________ Semester ___________ Grade _____

Course ____________________________ Semester ___________ Grade _____

☐ I have applied to Kingsborough Community College for the Fall 2019 semester and have been accepted. Furthermore, I plan to attend Kingsborough Community College beginning September 2019

Date accepted to Kingsborough Community College: __________________________

Signatures

College Now Program Coordinator must verify the applicant's completion of at least one KCC College Now course, the semester and grade:

Program Coordinator's Signature ___________________________ date: __________

Verification of the applicant's acceptance and plan to attend Kingsborough Community College in the Fall 2019 semester:

PC, Guidance or College Counselor ___________________________ date: ________
Essay

To be considered for the Rob Pero Memorial Scholarship, in addition to the recommendation letter and your transcript, you must submit a typed essay (minimum of 250 words) by May 3, 2019. It must describe, as specifically as possible, the following:

1. the most important thing you have learned from each of the College Now courses you have taken

2. what the College Now experience has meant to you, including its impact on your high school academic career

3. your future academic and career plans

4. how this scholarship will help you achieve your goals

The essay must be submitted along with your application, high school transcript and a letter of recommendation.

This completed application, essay, letter of recommendation and high school transcript should be returned to your high school's College Now Program Coordinator before Friday, May 3, 2019.

Applicant's Signature

Date Submitted
Student Advisory Board for the 2019-2020 school year.

The new SAB members can be current juniors OR seniors and be willing to participate in the workshops being offered. In the past, students have received training in photojournalism and public speaking/social media, as well as a community project. One goal is to help students sharpen their leadership skills.

We are currently revamping our Student Advisory Board and have many events and exciting workshops scheduled for this year.

This is a great opportunity for students going into their senior year to build their credentials for college applications.

*Note that our student advisory board members must attend meetings throughout the academic year; therefore, students will have to make the commitment to attend and have the availability to be present on campus for these mandatory meetings.

If you are interested in joining the College Now Student Advisory Board, please contact Ms. Sari Schoenfeld via phone or email at (718) 368-5170 or sari.schoenfeld@kbcc.cuny.edu.
Model NYC Council Project
A unique Public Service Project for College Now Students

About Model New York City Council Project

In 2002, the City University of New York and City Council leaders developed the Model NYC Council Project as a way to expose high school students to the intricacies legislative democracy and the realities associated with policy making and representation in a diverse urban setting like New York City.

This project provides a rare opportunity for College Now students to work closely with the Edward T. Rogowsky Internship Program in Government and Public Affairs by working on a legislative agenda that they themselves develop. The students who participate in the Model City Council Project play a central role in their own pursuit of a public service education. They are introduced to a “hands-on” approach to understanding how political and policy processes affect them and their communities while developing leadership, research, and public-speaking skills.

The students come together in the Chamber of the New York City Council to debate and vote on public policies that concern New York City residents.

This project is open to high school students who will:
- Be a high school junior or senior enrolled in or who has completed at least one College Now course or activity
- Be able to attend all the Training Sessions and the final event
  - Saturdays - 10/29, 11/05, and 11/12 from 11am-4pm
  - Final Event in the Council Chambers, City Hall – 11/19 from 10am-5pm

How can students apply? Submit the following:
- Completed and signed application
- Typed essay
- List of work, volunteer and extracurricular activities
- Official academic transcript

For applications, contact your local College Now program. Contact information for all campus-based College Now offices can be found at http://collegenow.cuny.edu/participating-colleges/.
THE MYSELF THIRD SCHOLARSHIP

The Myself Third scholarship has been made possible through a generous gift provided by City College alumnus, Robert Friedman. The scholarship was established in 2002 in tribute to those who participated in the rescue effort following the World Trade Center tragedy. It aims to encourage and reward civic involvement of high school students.

In 2019, two one-time awards of $5,000 will be awarded to two CUNY-bound students.

Eligibility:

- Be a high school senior who has completed at least one College Now credit course
- Be scheduled to graduate in June 2019
- Be accepted at a CUNY college as a full-time matriculated undergraduate planning to attend in fall 2019

Interested students must submit an application by March 22, 2019. The application includes an essay, two letters of recommendation (one from a teacher/counselor and one from a volunteer supervisor). Students must also submit an official academic transcript.
Eligibility Requirements

Student must be:
- A high school senior who has completed at least one College Now credit course
- Scheduled to graduate in June 2019
- Accepted at a CUNY college as a full-time matriculated undergraduate student planning to attend fall 2019

Required Documents

Please submit the following:
- Completed and signed application
- Typed essay on civic involvement (instructions on the following page)
- List of extracurricular activities
- Letters of recommendation from a teacher or guidance counselor and a volunteer supervisor using the printable forms
- Official academic transcript

Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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<tr>
<th>OSIS Number</th>
<th>Date of Birth</th>
<th>Gender</th>
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<th>Street Address</th>
<th>Apt #</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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High School

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<th>College Now Courses completed with a grade of C or better</th>
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<th>College Now program that offered the course</th>
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<tr>
<th>Have you applied to Macaulay Honors College?</th>
<th>CUNY College you plan to attend</th>
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**Work, Volunteer and Extracurricular Activities:** List volunteer, work, and extracurricular activities such as student government, community service, and leadership positions. Feel free to attach a separate sheet with additional experiences. Keep in mind that volunteer service must go beyond the minimum high school community service requirement, and demonstrate your initiative and leadership.

<table>
<thead>
<tr>
<th>Name of organization (e.g., Citizen's Community Center)</th>
<th>Year(s) &amp; duration (e.g., 2016, 3 months)</th>
<th>Briefly describe activity and number of hours per week (e.g., Tutored 3rd graders after school, twice a week, 4 hrs. total)</th>
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**Essay:** The attacks of 9/11, and other similar tragedies highlight the strong oppositional forces that still exist in our society. Our world feels more connected in some ways yet more divided in others. We hear stories about communities that are continually strengthened by acts of selflessness while extremist views and acts of hatred and violence threaten global stability and a personal sense of security. **In a minimum of 500 words, respond to the following:**

- What motivates your love of America and the freedoms that it offers?
- How have you become involved in strengthening your community, school, and/or fellow citizens by volunteering?
- What has been the impact of this experience on the way you view society?; and
- How might your service or actions in the community today help build a culture that opposes the extremism that exists in our society?

**Letters of Support/Recommendation:** Use the Teacher/Guidance Counselor Letter of Support form and the Volunteer Supervisor Letter of Support form available on the College Now website, and submit them along with all the other required documents. **Do not mail them in separately.**

**High school transcript:** Attach an updated copy of your high school transcript.

**Signatures:** College Now liaison or coordinator must verify student's registration in, or completion of, at least one College Now credit course. Principal's signature is also required.

College Now Liaison / Coordinator Signature: ______________________________ Date:

Principal's Signature: ______________________________ Date:

**Instructions for Submitting Application**

Upon completion, return application packet by **March 22, 2019** to your high school's College Now liaison. In cases where there is no CN liaison, please return directly to the College Now program in which you participated. Contact information for all campus-based College Now offices can be found at k16.cuny.edu/collegenow.

*Myself Third: Spirit of New York Scholarship Competition — Spring 2019*
PAYROLL
AND
PERSONNEL INFORMATION
PAYROLL/PERSONNEL INFORMATION FOR FACULTY

NEW PERSONNEL MUST COMPLETE THE FOLLOWING UPON INITIAL APPOINTMENT TO THE COLLEGE NOW PROGRAM:

1. **Employee Eligibility Verification (Form I-9)** – Complete and sign page 1. For page 2, fill in your passport or Permanent Resident Card for List A. If you do not have these items, present one item from list B and one item from list C, filling in the appropriate document numbers. Original documents must be provided for A, B or C. **Sign and date the form.**  
   **NOTE:** If your current name is different from any of the documents submitted, please enclose a copy of your marriage certificate or divorce papers.
2. **W-4 Form** – Complete numbers 1-7, indicating the number of exemptions. **Sign and date the form.**
3. **Employees Withholding Allowance Certificate (IT-2104)** – Complete form as per directions. **Sign and date the form.**
4. A copy of your **Social Security card.** The card must match the name on all other documents provided.
5. **Direct Deposit of Net Pay Form** – If you wish to have your paycheck deposited directly into your bank account, complete the form. Attach a voided or canceled check to the form. This form is submitted once to activate the transfer.

THE FOLLOWING MUST BE SUBMITTED BY ALL STAFF MEMBERS EACH TERM THAT YOU WORK FOR THE COLLEGE NOW PROGRAM:

1. **Workload Schedule Form:** The top, “personal information” and the bottom, “Schedule of Teaching” chart must be completely filled out including the Reference Number (found on your DOE or KBCC paystub) and your CUNY First ID. List your course title code/number, section, contact hours and credits (0,1,2,3,4).
2. **Workload Reporting Form:** Fill in name, semester, department (College Now), and title (Adjunct Lecturer or Assistant Professor). List the course you are teaching and all pertinent information. **Sign and date the form.**
3. **Certification of Collection of Public Pension Form:** Fill in your name. **Sign and date the form.**
4. **Payroll Mail Authorization Form:** Submit with 12 stamped, self-addressed envelopes with return address.
5. **Payroll Distribution:** Pay dates for adjunct faculty and staff vary each semester and will be announced at the start of each term. Three pay options are available.  
   a. **Direct deposit of payroll to your bank account,** also known as Electronic Funds Transfer, using the Direct Deposit of Net Pay Authorization Form. HR requires that you must submit twelve (12) stamped, self-addressed envelopes with your return address each semester to receive pay stubs.
   b. **Payroll by Mail:** – You must submit an Mail Authorization Form and twelve (12) stamped self-addressed envelopes with your return address each semester as indicated above.
   c. **Payroll pick-up at KCC:** – To pick up checks in person, a valid ID card must be presented in Room A-206 on payroll distribution dates after 3:00 PM on Thursday and between 9:30 AM – 4:15 PM on any day thereafter.

**IMPORTANT**

IF THERE ARE ANY CHANGES IN THE ABOVE INFORMATION, ESPECIALLY ADDRESS AND/OR HOME PHONE NUMBER, PLEASE NOTIFY THE COLLEGE NOW OFFICE AT 718-368-5170 AND USE THE FORM FOUND ON A FOLLOWING PAGE
TO: College Now Faculty

FROM: Erika Delacruz, College Now Program

SUBJECT: Fall 2019 Payroll Information

As you are tentatively scheduled to teach this fall, the following are the payroll dates for the Fall 2019 semester. Please note that there will be ten (10) payroll dates for most* College Now Instructors this term:

October 4, 18
November 1, 15, 29
December 13, 27
January 10, 24
February 7

*Notes:
1) If you do not receive your paycheck on the first pay date, please e-mail me and Maria Tomarchio at edelacruz@kbcc.cuny.edu and maria.tomarchio@kbcc.cuny.edu. We will respond to your concern via e-mail.
2) Faculty who begin teaching more than two weeks after the official start of the term will receive fewer paychecks.
3) Student Development 10 and 11 instructors’ pay periods may begin later than those of other faculty members; for further information, contact the College Now Office at 718 368 5170.

ENVELOPES, PAYROLL AND PERSONNEL FORMS: The college’s Payroll Distribution office requires that all faculty who receive their checks by mail or who use the Electronic Direct Deposit method submit twelve (12) stamped (Forever stamps are best) self-addressed, legal-size envelopes for receipt of their paychecks or paystubs. Envelopes must also have your return address.

CHANGE OF NAME, ADDRESS OR OTHER PERTINENT INFORMATION: As a CUNY employee, your W2 statement, which includes both your College Now and DOE work, will be issued by Kingsborough Community College and forwarded to your address on file at the college. If any of your personal information has changed, including a change of address since last semester, notify CN secretary Maria Tomarchio by completing and faxing (718-368-5377) the College Now Change of Personal Information Form on page 3. Upon receipt of this form, Ms. Tomarchio will forward an official Kingsborough Change of Personal Information form to you. If you have changed your name, you must bring, your original marriage
license, social security card and driver’s license in your new name directly to the college’s Office of Human Resources to complete this process.

**CALCULATING YOUR PAY:** To calculate the gross amount of each check, Teachers should multiply the number of course hours they work during the term by their instructional rate of pay. For example, if you teach a 3-credit course, multiply 45 hours by your pay rate and divide the result by the number of checks per term to determine your salary for each pay period. Those teaching ENG BW, ESL BW, MAT 01, MAT 03 or any 4-credit course, should multiply by 60 hours. SD 10/11 teachers should use 15 hours for each 1-credit course they teach. You can find the adjunct salary schedule at [www.pse-cuny.org](http://www.pse-cuny.org).

**FACULTY DEVELOPMENT MEETINGS:** Attendance at these meetings is a requirement of the CN program. In order to be compensated, faculty must complete a timesheet at the professional development session. Please keep track of your hours. They are paid at the 60% rate and are usually included in your regular check. On occasion, a separate check may be issued.

**FINAL PAYCHECK OF THE SEMESTER:** The Director of the Collaborative Programs office is required to certify the receipt of final grades, roll-books, required Assessment Data Forms (for ENG BW, ESL BW, MAT 01, HUM 1, SCI 1), final exams, sample exams and answer keys for each faculty member before final paychecks are issued. Failure to submit end-of-term materials on time may result in the delay of your last paycheck. In accordance with college policy, these documents must be returned to your program coordinator no more than 72 hours after the final exam. The program coordinator must submit the final grade packets to Kingsborough College Now office to complete the certification process.

**FOR COLLEGE NOW WORK TO BE PENSIONABLE:** It is our understanding that TRS Tier I members must work 45 hours per year for three or more years, not necessarily in consecutive order, and must be employed for 45 hours during their last year of full-time work. Different formulas exist for teachers in other tiers. We encourage you to contact TRS to confirm this policy.

**PAYROLL QUESTIONS:** If you have any questions about payroll at any time during the term, please contact me at (718) 368-5170 or via email at Erika.Delacruz@kbcc.cuny.edu, before you contact any other office on campus.
CHANGE OF PERSONAL INFORMATION FORM
FOR
THE OFFICE OF COLLABORATIVE PROGRAMS

Directions: If any of the information below has changed since last semester:

1. Complete the form below and put a star (*) before the information that is new.

2. Fax the form to the College Now office, 718-368-5377, attention:
3. Maria Tomarchio, or mail it to Ms. Tomarchio, care of KCC, Office of Collaborative Programs, 2001 Oriental Boulevard, Brooklyn, NY 11235.

4. Upon receipt of this form, an official KCC Change of Personal Information Form will be forwarded to you for completion

Name: (Print) First ___________________________ Last ___________________________

School: __________________________________________

Home Address: __________________________________

_____________________________________________

Home Telephone: ________________________________

Cell Phone: ________________________________

E-Mail Address: __________________________________

Signature: ______________________________________

Date: _______________________________________

If you have changed your name, you must bring the official form, your original marriage license, social security card and driver’s license with your new name to the college’s Office of Human Resources to complete this process.
PAYROLL – MAIL AUTHORIZATION FORM
Kingsborough Community College

NAME ____________________________

SOCIAL SECURITY #

ADDRESS ____________________________

Position: P/T CN Adjunct Faculty/Staff

City ___________ State ___________ Zip Code

This is to authorize that my payroll checks and/or payroll stubs be mailed to the above address. It is understood that the College assumes no responsibility for any check lost in the mail.

Envelopes should be addressed to you, using your name from your paycheck, and must include your return address which is required by the College. If you have them, use address labels!

__________________________  ____________________________
Signature                  Date

I have included twelve (12) stamped, self-addressed envelopes with this form.

NOTE:

Payroll checks and/or payroll stubs will be mailed no later than the first working day AFTER the date of scheduled distribution. A list of payroll dates will be distributed to you. We cannot mail checks to your bank for deposit, BUT Direct Deposit is available. Direct Deposit participants must also include envelopes for paystubs. A return address must be on every submitted envelope.

Revised 4/17/19
KINGSBOROUGH ABSENCE POLICY FOR COLLEGE NOW FACULTY AND STAFF

Program Coordinators, Counselors and Faculty work under the guidelines set by Kingsborough Community College’s Office of Human Resources and Labor Relations and are required to adhere to the following rules and regulations:

1. All staff members work a set number of hours for the College Now program each semester as indicated on their College Now calendar created at their high school under the Program Coordinator’s supervision. This calendar must be signed by both the Program Coordinator and staff member and filed by the college at the start of each semester.

2. All staff members are responsible for notifying the Program Coordinator about any absence from this schedule and the anticipated length of the absence as early as possible. In the event of a long-term absence (three [3] or more consecutive classes), staff members must notify their Program Coordinator and the College Now office at Kingsborough. Substitute appointments will be made if warranted.

3. In the event of absences, faculty may not make arrangements for class coverage. They must confer with the Program Coordinator who will discuss the issue with Erika Delacruz to determine if a coverage assignment is needed. If approved, only College Now staff members can be assigned coverage.

4. All Program Coordinators, counselors and faculty must complete a Report of Absence Form for all absences and changes to their calendars. (See #5a for exceptions.) The Program Coordinator must give a Report of Absence to any Counselor or Faculty member immediately upon his/her return from an absence. If the absence is long term, the Report of Absence must be mailed to the absentee’s home for immediate completion.

5. Program Coordinators, counselors and faculty have two options regarding absences or calendar changes:
   a. **Making Up the Time or Class**: Missed classes are rescheduled with the Program Coordinator’s approval. If the calendar change or absence is being made up, an email may be sent by the PC (only) to Judy Berger (simikado@aol.com) regarding the date(s) to drop from and add to the calendar. This would be in lieu of the Report of Absence Form. If the Report of Absence Form is used, the make-up dates selected must be indicated on the Form which must be signed and dated by the teacher and Program Coordinator who will forward it to the College Now office at Kingsborough.

   b. **Not Making Up the Time or Class**: Missed classes are not rescheduled and the teacher takes the day(s) as an absence. In this situation, the form must be completed in its entirety, signed and dated by both the teacher and Program Coordinator who will forward it to the College Now office at Kingsborough Community College.

6. Program Coordinators and Counselors have regularly scheduled office hours and can apply either of the above options for handling their absences.

7. For absences that are not made up, the Report of Absence Form will be forwarded upon receipt by the College Now Office to Kingsborough’s Office of Human Resources and Labor Relations and to the Provost so that payroll adjustments can be made, if appropriate.

8. Strict adherence to these regulations is required in order to maintain the integrity of the College Now program. We thank you for keeping this information on file and for following the guidelines if you are absent.
KINGSBOROUGH COMMUNITY COLLEGE
OF
THE CITY UNIVERSITY OF NEW YORK
REPORT OF ABSENCE

DATE HIGH SCHOOL NOTIFIED OF ABSENCE

Name: ___________________________ Title: ___________________________ Dept: ___________________________

Anticipated Length of Absence From: ___________________________ To: ___________________________

Reason: ____________________________________________ ___________________________________________

TO BE COMPLETED BY COLLEGE NOW FACULTY MEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Classes and/or Duties</th>
<th># of Hours</th>
<th>Name of Substitute OR Make-Up Date(s)</th>
<th>Notice of Cancellation</th>
<th>Program Coordinator's Initials</th>
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PLEASE FORWARD REPORT TO THE COLLEGE NOW OFFICE AT K.C.C. FOR IMMEDIATE PROCESSING

To Be Completed Upon Absentee's Return to Duties

First Date of Absence ___________________________ Date of Return ___________________________

Total Days Absent ___________________________ ________________

Signature of Faculty Member ___________________________ Date ___________________________

Signature of Program Coordinator ___________________________ Date ___________________________

Signature of College Now Director ___________________________ Date ___________________________

White Copy: Provost
Canary Copy: Human Resources
Pink Copy: Faculty Member
Goldenrod: KCC College Now Office
Green Copy: Human Resources Immediately Upon Report of Absence

10/01
May 2019

Dear College Now Faculty and Staff:

The attached payroll materials, for the fall 2019 semester, represent a tentative teaching schedule for your school. There may be classes added or dropped as we get closer to the new semester. As required by HR, we now must submit payroll materials well in advance so payrolls can be promulgated before the term begins. After you complete the portions which have not already been filled out, please return them to your Program Coordinator by the due date set by your school. All forms must be in the CN office by Tuesday, May 21st, including your 12 stamped, self-addressed envelopes. Please be sure to do the following before submitting them:

**CALENDARS:**
The "total # of minutes" includes both the class time and final exam time. The back of the calendar shows the way to determine the # of class meetings for your class. We encourage you to administer your final before the end of the semester so the marked exam can be reviewed with the student before being submitted with your end term work. **Please make sure to sign and date your calendar and have your PC approve it.** Make sure you have also completed all the personal information at the top.

For all other forms, most information has already been filled in for you and only requires you to do the following:

**WORKLOAD SCHEDULE:**
Complete the personal information at the top.
Fill in your "Schedule of Teaching" (or office schedule) at the bottom.
If missing, add your reference # (from paystubs) and CUNY First (Employee) ID.
Add any additional CUNY courses you may teach below your listed course, along with the schedule(s) at the bottom of the form.

**WORKLOAD REPORTING:**
Sign and date the form
Add any additional CUNY courses you may teach below your listed course.

**CERTIFICATION OF COLLECTION OF PUBLIC PENSION FUNDS:**
Sign and date the form (which is correct as checked for all DOE employees and DOE retirees).
If you will be retiring for the spring semester, your PC has a sample for retirees.

**PAYROLL MAIL AUTHORIZATION:**
Add personal info, last 4 digits of your SS, plus sign and date the form.
Include 12 stamped, self-addressed envelopes plus your return address. You can use personal address labels for both as long as your paycheck name appears.

If you have any questions, please do not hesitate to contact me or Judy Berger.

Thank you for your cooperation,

Erika Delacruz, Academic Director
### COLLEGE NOW PROGRAM
Kingsborough Community College - City University of New York
Instructional Faculty Academic Calendar - Fall 2019

**PLEASE PRINT:** You must fill in all blank spaces

<table>
<thead>
<tr>
<th>High School:</th>
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<tbody>
<tr>
<td>Name: Last</td>
<td>First</td>
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<tr>
<td>School Tel #:</td>
<td>Home Tel #</td>
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<td>E-mail Address:</td>
<td>Cell #</td>
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<tr>
<td>Home Address</td>
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</tbody>
</table>

#### COURSE INFORMATION
(see separate instruction sheet)

<table>
<thead>
<tr>
<th>CN Course Code (not hs code)</th>
<th>CUNY First Code + Section</th>
<th># of Class Meetings + Final</th>
<th>(must match # of dates circled)</th>
</tr>
</thead>
</table>

- @ Min/class = Total # of Min.
- which includes final
- THE FINAL EXAM MINUTES ARE INCLUDED WITH THE COURSE HOURS
- AM

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
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### CIRCLE DAYS CLASS USUALLY MEETS

| M | T | W | Th | F | S |

### ROOM:

Explain & list class meeting dates that have a different number of minutes than regular class meeting days.

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### Date of Last Class Meeting:

Final Exam Date(s):

By signing below, DOE employees acknowledge that the listed CN teaching hours do not conflict with their required DOE daily time schedule.

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Date</th>
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Approved by:

<table>
<thead>
<tr>
<th>Program Coordinator</th>
<th>Date</th>
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### CLASS MEETINGS + FINAL

CIRCLE THE DATES OF CLASS MEETINGS WHICH MUST MATCH THE NUMBER OF CLASS MEETINGS PLUS THE DAY/DAYS FOR THE FINAL

#### September 2019

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</table>

### Copies retained by:

Principal, Course Coordinator, Program Coordinator

**Total # indicated** (must match # of class meetings including final exam days)
## COLLEGE NOW COURSE HOURS INCLUDING FINAL EXAM

### TOTAL # OF MINUTES PER COURSE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CLASS MINUTES + FINAL = TOTAL MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG BW, ESL BW 1, ESL BW 2, MAT 01, MAT 03, MAT 14, BA 60</td>
<td>2800 + 120 = 2920</td>
</tr>
<tr>
<td>BA 10, BIO 39, BIO 70, BSS 1, CA99, COM 11, HIS 20, HIS 21, HIS 62, HIS 66, HIS 68, HUM 1, MAT 20, MCF 40, MCM 30, MT 30, POL 63, POL66, PSY11, SCI 1, TAH 1, TAH12, TAH 19, TAH43, TAH71, TAH 50</td>
<td>2100 + 120 = 2220</td>
</tr>
<tr>
<td>CA 21</td>
<td>1400 + 120 = 1520</td>
</tr>
<tr>
<td>SD 10, SD 11, SD 12</td>
<td>700 + 60 = 760</td>
</tr>
</tbody>
</table>

To determine the number of class meetings for your course, divide the total course minutes (which includes the number of minutes for the final) by the number of minutes/day that your class meets. Enter that information in the space provided on the calendar. The number of class meetings entered must equal the number of class meetings circled.

For example:
- BSS meets 2100 minutes + 120 final minutes = 2220 total minutes
- Your CN class meets 47 minutes per class meeting
- 2220 minutes divided by 47 minutes = 47.2 = 48 class meetings which includes the final
COLLEGE NOW PROGRAM
Kingsborough Community College - City University of New York
Non-Instructional Staff Calendar for Program Coordinators & Counselors - Fall 2019
PLEASE PRINT: You must fill in all blank spaces

High School: ____________________________

Name: Last: ____________________________ First: ____________________________

School Tel #: ____________________________ Ext. ____________________________ Home Tel #: ____________________________

E-mail Address: ____________________________ Cell #: ____________________________

Home Address: ____________________________

SCHEDULE (see below for details)

Total Semester Hours: __________ = Total # of minutes __________

Start / End Time M ______ to ______ AM ______ to ______ PM ______ M
T ______ to ______ AM ______ to ______ PM ______ T
W ______ to ______ AM ______ to ______ PM ______ W
Th ______ to ______ AM ______ to ______ PM ______ Th
F ______ to ______ AM ______ to ______ PM ______ F

PC & Counselor time sheets must match the time and days on this calendar

Room: ____________________________

Circle Dates of Office Hours

<table>
<thead>
<tr>
<th>September 2019</th>
<th>October 2019</th>
<th>November 2019</th>
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<tbody>
<tr>
<td>S  M  T  W  T  F  S</td>
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<td>27 28 29 30 31</td>
<td>24 25 26 27 28 29 30</td>
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</table>

# days circled ______ # days circled ______ # days circled ______

<table>
<thead>
<tr>
<th>December 2019</th>
<th>January 2020</th>
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<td>28 29 31</td>
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</table>

# days circled ______ # days circled ______

By signing below, DOE employees acknowledge that the listed CN hours do not conflict with their required DOE daily time schedule.

Total # circled ______

(When multiplied by minutes/day must equal your allotted total # of minutes)

Date __________ Approved: Program Coordinator __________

PC or Counselor Employee

NOTE: Your CN Time Schedule must be before or after your DOE day. Days worked for CN do not have to be the same each week. That should be reflected in the scheduled dates you circle. Your schedule must extend through the end of the College Now semester and should extend through the entire DOE semester. Hours for the dates circled cannot exceed the total semester hours allocated to you. copies retained by: Principal, Program Coordinator
WORKLOAD SCHEDULE FORM

PERSONAL INFORMATION (PLEASE PRINT ALL INFORMATION)

DATE: ____________________ TERM/YEAR: ____________________ REFERENCE #: ____________________

LAST NAME: ____________________ FIRST NAME: ____________________ DEPARTMENT: ____________________

RANK: ADJUNCT LECTURER ____________________ F/T [ ] P/T [ √ ] CURRENT EMPLOYEE ID #: ____________________

HOME ADDRESS: ____________________ ________________ ________________ ________________ ________________ 2P: ____________________

HOME TEL: ____________________ EMERGENCY TEL: ____________________ E-MAIL ADDRESS: ____________________

<table>
<thead>
<tr>
<th>COURSE ABBREVIATION</th>
<th>CLASS #</th>
<th>SECTION #</th>
<th>CONTACT HOURS (*Please Tally)</th>
<th>CREDITS/UNITS (*Please Tally)</th>
<th>OVERLOAD (Y/N)</th>
</tr>
</thead>
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REASSIGNED TIME

No. of Hrs. Reassigned Time: ____________________
Reassigned Time Duties: ____________________________________________

No. of Compensated Hrs. Reassigned Time: ____________________
Compensated Hrs. Reassigned Time Duties: ____________________________________________

<table>
<thead>
<tr>
<th>SUB-TOTALS:</th>
<th>A</th>
<th>B</th>
<th>TOTAL (A + B):</th>
<th>Hrs. Carried Fall to Spring:</th>
</tr>
</thead>
</table>

DEPARTMENT CHAIRPERSON: ____________________ DATE: ____________________

SCHEDULE OF TEACHING AND OFFICE HOURS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CLASS #</th>
<th>DAY &amp; TIME (Start and End Time)</th>
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PLEASE INDICATE OFFICE HOURS: (Day, time, room # & tel. ext.) ____________________

Date Received by Academic Affairs: ____________________
THE CITY UNIVERSITY OF NEW YORK  
Adjunct Instructional Staff and Graduate Assistant  
Workload Reporting Form ¹

Sections 15.2 and 15.3 of Article 15 of the Agreement between The City University of New York and the Professional Staff Congress/  
CUNY states:

15.2 WORKLOAD FOR THE PART-TIME MEMBERS OF THE INSTRUCTIONAL STAFF:

A person appointed to an Adjunct title is not a full-time employee of The City University of New York. Employment in an  
adjunct position or a combination of adjunct positions shall not constitute a full-time position. Adjunct lecturers or adjuncts in  
other titles, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a  
semester in one unit of The City University of New York. In addition, such adjunct may be employed to teach a maximum of  
one course of not more than six (6) hours during a semester at another unit of The City University of New York.

For persons in non-teaching adjunct titles, the limitations noted above are equated to not more than 225 hours per semester at one  
college and not more than 150 hours per semester at a second college of The University.

15.3. WORKLOAD FOR STAFF IN THE GRADUATE ASSISTANT TITLE SERIES:

Graduate students holding the title of Graduate Assistant A shall have an assignment of a maximum of 240 contact teaching  
hours or 450 hours of non-teaching assignments during the work year. Graduate students holding the title of Graduate  
Assistant B shall have an assignment of a maximum of 120 classroom teaching hours or 225 hours of non-teaching  
assignments in the B Title during the work year. If a Graduate Assistant B holds an adjunct or other hourly position, his or her  
total combined assignment may not exceed 240 contact teaching hours or 450 hours of non-teaching assignment during the  
work year. Graduate students holding the title Graduate Assistant C shall have an assignment of a maximum of 180  
classroom teaching hours during the work year. If a Graduate Assistant C also holds an Adjunct teaching position, his or her  
total combined assignment may not exceed 270 contact teaching hours during the work year.

---

To be filled out by adjunct instructional staff member or Graduate Assistant:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SEMESTER</th>
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<tbody>
<tr>
<td>DEPARTMENT</td>
<td>COLLEGE NOW</td>
</tr>
</tbody>
</table>

List all courses being taught or non-teaching hours (including Graduate Assistant A, B and C assignments) assigned within  
The City University including Kingsborough Community College.

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>Course Title</th>
<th>Course/ Section</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>KCC</td>
<td>COLLEGE NOW</td>
<td>KCC CN class name</td>
<td></td>
<td>#credits</td>
</tr>
<tr>
<td></td>
<td>add ANY ADDITIONAL CUNY CLASSES</td>
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</table>

I certify that I have read the above provisions and that I have not accepted and will not accept an assignment with any college  
or unit of CUNY that will exceed the contractual limitations, unless such limitations have been explicitly waived by CUNY and  
the PSC. I further certify that, if there are any changes in this information during the semester, I will submit an updated form to  
the Department Chair to reflect these changes.

Signature

Date

---

Review by Department Chair

I certify that I have reviewed this form and that it accurately reflects the course(s) and/or non-teaching hours assigned at this college.

Signature of Department Chair

Date

¹Not to be completed by any person having a full-time instructional staff position.

OFSR 5/08
THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION - PART THREE

CERTIFICATION OF NEW YORK STATE OR NEW YORK CITY PUBLIC SERVICE
CERTIFICATION OF COLLECTION OF PUBLIC PENSION FUNDS

Under the New York State Retirement and Social Security Law, retirees collecting a pension from New York State or New York City cannot (with certain exceptions) work at the University and continue to collect their pension. Accordingly, The City University of New York requires individuals seeking University employment to disclose their public employment and pension plan history for the purpose of establishing eligibility for employment. An employee who fails to disclose such information will be subject to appropriate action, which may include disciplinary action to terminate their employment and/or suspension or diminution of the retiree's public pension benefits.

Note: Retirees who are under age 65 and are collecting a pension may receive an annual income of up to $30,000 (Thirty thousand only) in a position in public employment without diminution of their pension benefits.

1. Candidates for employment must submit this form at the time of hire, prior to any appointment.
2. All full-time and part-time employees are responsible for submitting this form, should their status change.
3. Adjuncts must submit this form every semester in which their employment continues.

Last Name ___________________________ First Name ___________________________ Middle Initial ___________________________

College ___________________________ Department ___________________________

Contract Title ___________________________ FULL TIME ☐ PART TIME ☑

Current positions in Public Service (Please check appropriate box):
☐ I am not currently working for another public service agency, organization, or jurisdiction funded by New York City or New York State, nor have I worked at any such entity during the calendar year.
☒ I am now working for another public service agency, organization, or jurisdiction funded by New York City or New York State.

Name of Employer ___________________________ High School ___________________________

☐ I am a statewide elected official of New York State.
☐ I am a New York State Legislative employee.
☐ I am a member of the New York State Legislature.
☐ I am a New York State officer or employee (other than CUNY employee) and I receive compensation other than on a per diem basis.

Prior positions in Public Service (Please check appropriate box):
☒ I have no prior service with a public service agency, organization or jurisdiction funded by New York City or New York State.
☐ I am former employee of ___________________________ of the City/State of New York, and

☐ I am collecting a retirement benefit from a public pension system (including ORP) maintained by the State or City of New York.

Name of Pension Plan ___________________________

☒ I am not collecting retirement benefit based upon this public service.

I hereby attest that the information I have provided above is correct to the best of my knowledge.

Signature ___________________________ Date ___________________________

Office of Human Resources

Name ___________________________ Signature ___________________________ Date ___________________________

(CUNY Certification of New York Public Service Collection of Public Pension Funds Rev. 1/2012)
THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION - PART THREE

CERTIFICATION OF NEW YORK STATE OR NEW YORK CITY PUBLIC SERVICE
CERTIFICATION OF COLLECTION OF PUBLIC PENSION FUNDS

Under the New York State Retirement and Social Security Law, retirees collecting a pension from New York State or New York City cannot (with certain exceptions) work at the University and continue to collect their pension. Accordingly, The City University of New York requires individuals seeking University employment to disclose their public employment and pension plan history for the purpose of establishing eligibility for employment. An employee who fails to disclose such information will be subject to appropriate action, which may include disciplinary action to terminate their employment and/or suspension or diminution of the retiree’s public pension benefits.

Note: Retirees who are under age 65 and are collecting a pension may receive an annual income of up to $30,000 (Thirty thousand only) in a position in public employment without diminution of their pension benefits.

1. Candidates for employment must submit this form at the time of hire, prior to any appointment
2. All full-time and part-time employees are responsible for submitting this form, should their status change
3. Adjuncts must submit this form every semester in which their employment continues

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>College Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingsborough Community College</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contract Title: Adjunct Lecturer

[ ] Full-time  [X] Part-time

Current positions in Public Service (Please check appropriate box)

[X] I am not currently working for another public service agency, organization, or jurisdiction funded by New York City or New York State, nor have I worked at any such entity during the calendar year.

[ ] I am working for another public service agency, organization, or jurisdiction funded by New York City or New York State.

Name of Employer: ____________________________

[ ] I am a statewide elected official of New York State

[ ] I am a New York State Legislative employee

[ ] I am a member of the New York State Legislature

[ ] I am a New York State officer or employee (other than CUNY employee) and I receive compensation other than on a per diem basis

Prior positions in Public Service (Please check appropriate box)

[ ] I have no prior service with a public service agency, organization or jurisdiction funded by New York City or New York State

[X] I am former employee of NYC DOF of the City/State of New York, and

[ ] I am collecting a retirement benefit from a public pension system (including ORP) maintained by the State or City of New York

Name of Pension Plan: TRS

[ ] I am not collecting retirement benefit based upon this public service

I hereby attest that the information I have provided above is correct to the best of my knowledge.

Signature: ____________________________ Date: ____________

Office of Human Resources

Name: ____________________________ Signature: ____________________________ Date: ____________

[Signature of Officer of University]

[Signature of Officer of Human Resources]
ID CARDS

The College Now Office provides new employees with a letter to bring to Human Resources. HR will then prepare a form for the Office of Public Safety (L-202, Ext. 5069) who will issue a photo I.D. card. Please Note: All individuals on campus are required to carry I.D. cards and must present these at the request of faculty and staff. In the event a faculty member loses his or her ID Card, HR must issue another employee verification letter before the card can be replaced.
VACANCY NOTICE

SAMPLE

ISSUE DATE: ______________________

CLOSING DATE: ____________________

COLLEGE: Kingsborough Community College

POSITION: Adjunct Lecturer in the Department of Business [____ position(s)].

QUALIFICATIONS: A baccalaureate or graduate degree (master’s degree preferred) in Business (Finance, International Business, Accounting, Marketing, Management) or Economics. A minimum of three years of teaching experience is recommended and previous business experience is preferred.

DUTIES: To teach a 3-credit, 3-hour college-level course to junior and/or senior students at this high school entitled BA 10: Business Administration - Introduction to Business. The course introduces students to the dynamic world of business, from the sole proprietor (entrepreneur) to the corporation. Through discussion, case studies and the Internet, students explore the fundamentals of management, marketing, human resources, finance and business in the global environment. This class is in addition to the teacher’s regular Department of Education day and is tentatively scheduled to meet on (days) __________________ from (start time) ____________ to (end time) ____________.

SALARY: Rank and Salary commensurate with qualifications and experience. Starting hourly rate is $71.59.

EFFECTIVE DATE: ____________

APPLICATIONS ARE AVAILABLE IN ROOM ______

FROM ________________________________

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/ AMERICAN DISABILITY ACT EMPLOYER

Vacancy.BA

2001 Oriental Boulevard 1 Brooklyn, New York 11235 1 Telephone 718-368-5170 1 Fax 718-368-5377 KINGSBOROUGH

A College of The City University of New York

www.clenogenowlive.com

KINGSBOROUGH COMMUNITY COLLEGE

A PROGRAM FOR HIGH SCHOOL STUDENTS

Abraham Lincoln
Brooklyn Studio
Canarsie
Channel View
Clara Barton
Cobble Hill
Curtis
Edward R. Murrow
Fort Hamilton

Food and Finance
Franklin D. Roosevelt
HS Hospitality Management
HS Sports Management
International
James Madison
John Dewey
Lafayette
Leon M. Goldstein
Michael J. Petrides
New Dorp
New Utrecht
New York Harbor
Port Richmond
Rachel Carson
Ralph McKee
Sheephead Bay
South Brooklyn
South Shore
Staten Island Technical
Samuel J. Tilden
Susan E. Wagner
Telecommunication
Tottenville
William E. Grady
STUDENT INFORMATION/
CLASS MANAGEMENT RECORDS
DIRECTIONS: Print one letter or number in each box. Leave a blank box to indicate a space.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Apt. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Borough</th>
<th>State</th>
<th>Zip Code</th>
<th>Your Home Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>High School</th>
<th>Your Cell Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Sex (M or F)</th>
<th>Social Security No.</th>
<th>Student ID/CSIS #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Select one or More:</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Do you have an IEP?</th>
<th>Yes / No</th>
<th>Have you ever filled out this College Now form before?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Are you currently in ESL?</td>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

If you just started at this school, list the name of your previous NYC school, state or country.

<p>| | | | |</p>
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<thead>
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</table>

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Contact Period __________ Teacher __________________________ Room ________

FOR OFFICE USE ONLY: Date ______ Average ________ Credits ________
### Part 1

**High School:**

- **Fall** ☐
- **Spring** ☐
- **20** ☐

**Biographical Label**

**Social Security #**

<table>
<thead>
<tr>
<th>Courses</th>
<th>1st Choice</th>
<th>Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 10</td>
<td></td>
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<tr>
<td>BA 60</td>
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<tr>
<td>BSS 1</td>
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<td>COM 11</td>
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<td>HUM 1</td>
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<td>MAT 20</td>
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<td>POL 63</td>
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<td>MAT 01/03</td>
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<tr>
<td>SD 10/11</td>
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</tbody>
</table>

**Student Signature**  
**Date**

**Comments**

### Part 2

**High School:**

- **Fall** ☐
- **Spring** ☐
- **20** ☐

**Biographical Label**

**Social Security #**

<table>
<thead>
<tr>
<th>Courses</th>
<th>1st Choice</th>
<th>Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 10</td>
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<tr>
<td>BA 60</td>
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<td>MAT 01/03</td>
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<tr>
<td>SD 10/11</td>
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**Student Signature**  
**Date**

**Comments**
<table>
<thead>
<tr>
<th>CREDIT COURSES:</th>
<th>Initial &quot;Paper&quot; Register (From Reg Cards)</th>
<th>1st Class Meeting</th>
<th>5th Class Meeting</th>
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<tbody>
<tr>
<td></td>
<td>Date</td>
<td>Register</td>
<td>Date</td>
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<tr>
<td>(Include Instructors Names)</td>
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<tr>
<td>BA 10</td>
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<tr>
<td>Teacher</td>
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<td>DEVELOPMENTAL COURSES:</td>
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<td>ENG BW*</td>
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<tr>
<td>ESL BW*</td>
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<td>Teacher</td>
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<td>MAT 03*</td>
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<td>Teacher</td>
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</tbody>
</table>

*All Development Course Rosters must be forwarded to Erika Delacruz following the 2nd class meeting.

<table>
<thead>
<tr>
<th>STUDENT DEVELOPMENT:</th>
<th>Initial &quot;Paper&quot; Register (From Reg Cards)</th>
<th>1st Organizational Meeting</th>
<th>2nd Class Meeting (live #s and rosters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td>Register</td>
<td>Date</td>
</tr>
<tr>
<td>SD 10</td>
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<td>SD 11</td>
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<tr>
<td>Teacher</td>
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</tbody>
</table>
WITHDRAWAL PROCEDURES

Directions: At the beginning of each semester, the dates for each item listed below will be announced. In most schools, the dates do not apply to the high school portion of the grade.

- First and last day of class: determined by the high school
- Deadline for submission of student names to add/drop from a class
- Last day to withdraw from a class
KINGSBOROUGH COLLEGE NOW BOOK POLICY

All books and materials provided by the program for College Now students are the property of Kingsborough Community College. Students must complete their high school’s book receipt and return these items at the end of the semester. Faculty and College Now staff at the high school are required to follow up with students who fail to return their books or materials in a timely manner. Please check with your Program Coordinator for the book collection procedure that is in place in your school.

Students are required to reimburse the program for lost items. They must issue a check or money order, payable to Kingsborough Community College, as follows:

- Hardcover Textbook $50
- Softcover Textbook $25
- Softcover Novels $10

Please make all effort to collect books and materials that were distributed to students, as the College Now program cannot easily replace items that are lost.
KINGSBOROUGH COMMUNITY COLLEGE
OFFICIAL GRADING POLICY
For Credit Courses

GRADE
A+, A, A-
B+, B, B-
C+, C
C-, D+, D
F
INC

DEFINITION
Excellent
Good
Satisfactory
Passing
Note that the grade of “D-“ is not a valid grade.
Failure
Doing Passing Work, but Missing an
Assignment or an
Examination; Changes to a “FIN” if Work is
Not Made
Up by the 10th Week of the Next Semester

THE FOLLOWING GRADE CAN BE ASSIGNED ONLY BY THE REGISTRAR:

W
the
from the
when an “Official
deadline date

This is a non-penalty grade used to indicate that
student’s name has been officially withdrawn
class roster. This grade is assigned only
Withdrawal” form has been filed by the
specified each semester.
**OFFICIAL GRADING POLICY**

For Developmental Courses

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>Good</td>
</tr>
<tr>
<td>C+, C</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

*Note that the grade of "C-" is not a valid grade.*

| R | Repeat (Passing grade for students who have not achieved required minimum level of proficiency to test out of the course) |

| INC | Doing Passing Work, but Missing an Assignment or an Examination; Changes to a "R" if Work is Not Made up by the 10th Week of the Next Semester |

**THE FOLLOWING GRADE CAN BE ASSIGNED ONLY BY THE REGISTRAR:**

| W | This is a non-penalty grade used to indicate that the student's name has been officially withdrawn from the class roster. This grade is assigned only when an "Official Withdrawal" form has been filed by the specified each semester. |
How to View My Schedule & Class Roster

1. Login to CUNYfirst at https://home.cunyfirst.cuny.edu
2. Select HR/Campus Solutions, then Self Service followed by Faculty Center
3. Click My Schedule. The current term will show.

**Note:** For future terms or to show other CUNY colleges select “Change Term” button and select appropriate term/college.

**My Schedule**

2014 Spring Term | Borough of Manhattan CC

Select display option: [ ] Show All Classes  [ ] Show Enrolled Classes Only

**Icon Legend:**
- [ ] Class Roster
- [ ] Grade Roster
- [ ] Learning Management

**My Teaching Schedule > 2014 Spring Term > Borough of Manhattan CC**

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYE 1-001 (52474)</td>
<td>FRESHMAN YEAR EXPERIENCE</td>
<td>12</td>
<td>M-F 8:00AM - 12:30PM</td>
<td>Main Bldg S719</td>
<td>Jan 27, 2014 - Feb 20, 2014</td>
</tr>
</tbody>
</table>

4. To view your class roster, select the Class Roster icon next to the course. You will be directed to a listing of all student enrolled in your class with their corresponding CUNYfirst ID# and program.

**Notes:**
1. If you are teaching more than one class, select “Change Class” button to select the next class roster you want to view.
2. Students who have officially withdrawn from your class will not appear on your “Enrolled” roster.

**FYE 1 - 001 (52474)**
Freshman Year Experience (Message)

**Enrollment Status**
- Enrolled

**Enrollment Capacity**
- 40

**Enrolled**
- 12

5. If you wish to download the roster into Excel format, click the download icon. Roster will open up in a new window or new tab (depending on browser).

<table>
<thead>
<tr>
<th>Notify</th>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
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<td>NOG</td>
<td>0.00</td>
<td>Undergraduate - Early Childhood Education</td>
<td>Lower FR</td>
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</tbody>
</table>
CN CLASS: SAMPLE official attendance/grades SPREADSHEET ROSTER

<table>
<thead>
<tr>
<th>Name</th>
<th>CN Class</th>
<th>Semester</th>
<th>Year</th>
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</thead>
</table>

<table>
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<tr>
<th></th>
<th>9/10</th>
<th>9/11</th>
<th>9/12</th>
<th>9/17</th>
<th>9/18</th>
<th>9/24</th>
<th>9/25</th>
<th>9/26</th>
<th>9/30</th>
<th>(cont. dates)</th>
<th>last date</th>
<th>exams</th>
<th>final grade</th>
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</tbody>
</table>

Please make sure your class attendance/grade roster contains the following:

1. Your name, CN class and semester (including year)
2. An indication of present or absence for each day the class meets
3. The last date of attendance, if a student officially withdraws from the class
4. Any test grades, project grades, etc. the student has taken which can be recorded below the attendance dates, columns at the end, or on a separate spreadsheet.
5. The student’s final official grade as recorded on CUNY First.

THIS IS JUST A SUGGESTED SAMPLE. You may use any design or a format from the DOE as long as it contains items 1-5 listed above.
FINAL EXAMS

1. All faculty are required to administer a 2-hour final exam unless otherwise instructed by their course coordinator.

2. What constitutes a “good” final exam is a departmental matter to be outlined by the College Now course coordinator. In most cases, the exam covers the entire semester’s work and includes essays as well as multiple choice, completion and or T/F questions.

3. All final examinations must be typed on 8 ½ x 11 paper only. The first page should clearly indicate the faculty member’s name, school, semester, course and section. Pages should be clearly numbered in the following manner: page 1 of 2, page 2 of 2, etc.

4. Student exams may be written in essay booklets, provided by the CN Office, or on any paper the faculty member choses to use. For short answers, Scantron sheets may be used. If anyone wishes to use the essay booklets, PCs must request them from the CN Office at least two (2) weeks in advance of their school’s final exams.

5. Final exams should show evidence of having been evaluated.
Grade Roster

Final grades must be submitted on CUNYfirst at the end of each semester. You will receive an email notification in your KBCC email account informing you of the availability of the Grade Rosters and the deadline dates. Please note that the grade rosters may contain some grades already assigned by the Registrar, such as official withdrawal (W). Please make sure to follow the steps below to submit your students’ grades as there are a few steps that are very specific.

□ HOW TO SUBMIT GRADE ROSTER ON CUNYFIRST □

1. Login to your CUNYfirst account, and Click on Faculty Center in the CUNYfirst MENU, and then My Schedule. (If you do not see Faculty Center on your account, contact the IT Helpdesk @ 718.368.4840.)
2. Make sure that the term displayed is correct. If not click on change term button to switch the term/school.

3. Your My Schedule page should list all of your current classes. Click on the Grade Roster icon next to the class for which you are entering grades.
4. In order to start entering the grades, Grade Roster Type should be set to Final Grade and Roster Action *Approval Status needs to be set to Save but Not Submit.
5. The default display shows the first twenty students. To see every student on the grade roster, click the View All link below the last row.

6. Select the grade from the dropdown box to the right of each student's name in the column labeled Roster Grade.

7. Once you're done entering grades, click on the Save button at the end of the page. You may save a roster as many times as you wish. It is recommended that you save early and save often.

8. Once you save the grades entered, scroll up to the top of the page, and change the *Approval Status from Save but Not Submit to Submit Grades to Registrar, and click on the Save button next to it. This will only work, if grades for ALL students have been entered.

9. After you have saved the status of the grade roster as Submit Grades to Registrar, a Post button will appear at the bottom right hand side of the page. Clicking the Post button will submit the grades to the registrar and also make the grades immediately available to the students in the class.

10. Click on Return button, and repeat the same process for the rest of your classes.
NOTE: Completed grade change forms should be forwarded to the Office of Academic Scheduling after being signed by the Chair of the Department.

STUDENT NAME: (Please Print) Last Name First Name
Student CUNYfirst ID#__________________________

Provide an explanation of why the grade is being changed. If a clerical error, please explain (e.g., miscalculation of grades).

☐ Dean of Students: Check if Medical Withdrawal
Last Date of Attendance: ________________________ Office location where documentation will be stored___________

Grade Change Submitted by:
Approved: Instructor Signature _______________________________ Date: __________________
Approved: Dept. Chair Signature _______________________________ Date: __________________
Approved: Dean of Students Signature __________________________ Date: __________________
Approved: Chair, Committee for Academic Review __________________________ Date: __________________

For Use by Registrar:
Student Number: _______________ Date Received: _______________ Processed by: _______________ Date Processed: _______________

The grade previously recorded for this student should be changed as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject Area</th>
<th>Catalog Number</th>
<th>Class Number</th>
<th>Class Section</th>
<th>Credits</th>
<th>Original Grade*</th>
<th>New Grade*</th>
<th>WAC</th>
<th>Women's Studies</th>
</tr>
</thead>
</table>

* NOTE: If Deleting *WN, leave the new grade column blank. If Changing *WN to an earned grade, indicate new grade.

Student Messages:
- If a transcript has been recently sent and you would like the College to forward a CORRECTED COPY, please make the request in writing to the Transcript Dept., Registrar’s Office.
- If you are a potential graduate for this semester, you must contact the Graduation Dept., Registrar’s Office, Room A101, (718) 368-5089, to advise them of the grade change.
- If you have any questions about this grade change, please contact the Registrar’s Office, Room A101, (718) 368-4971.

Kingsborough Community College
2001 Oriental Boulevard, Brooklyn, NY 11235

Revised January 2013
PART 1: FACULTY

☐ FINAL GRADES – SUBMITTED VIA CUNYFIRST

☐ We will no longer be using a roll-book to record student attendance and grades. Please see its replacement, the enclosed sample spreadsheet form, or create an alternation option.

☐ FINAL EXAMS
1. Use 8 ½ x 11 paper only for final exams and answer keys. Larger paper causes a storage problem. If the envelope we provide you is not big enough for all your materials, be sure that any additional envelope you use is the same size.
2. List your name, course, school and semester on the front page of all final exams and portfolio assignments.
3. Submit each student’s final exam booklet or other answer paper, three (3) copies of the final exam and three (3) copies of the answer key.
4. If a portfolio is used as the final exam, submit three (3) examples of each student’s work along with the assignment. Remove portfolio samples from their folders. Do not send the folders.
5. Please use the end-of-term envelope for the return of all final exams and portfolio materials and for any required HUM 1, SCI 1, ENG BW, ESL BW and MATH 01 assessment data. You should also send a copy of the HUM 1 and SCI 1 to the appropriate Course Coordinators, Ms. Michelle Tumbull or Professor Mary Ortiz. If you need a second envelope, it must be the same size.
6. Please do not include any extraneous materials, such as course outlines, assignment due dates, student evaluations, etc., in the envelope.

PART 2: PROGRAM COORDINATOR

My signature indicates that I have personally checked that all required end-of-term materials have been submitted and have been completed as required.

Signature, Date

endoftermreceiptfall2019
CUNY &
KINGSBOROUGH COMMUNITY COLLEGE
OFFICIAL POLICIES
THE CITY UNIVERSITY OF NEW YORK POLICIES AND PROCEDURES ON
EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND
AGAINST SEXUAL HARASSMENT

Policies on Equal Opportunity and Non-Discrimination, and Against Sexual Harassment

 Procedures for Reporting Discrimination, Harassment and/or Retaliation

 Charge of Discrimination Form

I. Policy on Equal Opportunity and Non-Discrimination

The City University of New York ("University or "CUNY"), located in a historically diverse municipality, 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 the mission of the University.

It is the policy of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city laws.¹

It is also the University’s Policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Prohibited Conduct Defined

Discrimination is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, gender, national origin, or any of the other bases prohibited by this Policy.

Harassment is unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be verbal, written, visual, or physical.

Retaliation is adverse treatment of an individual because he or she made a discrimination complaint, opposed discrimination, or cooperated with an investigation of a discrimination complaint.

¹ As a public university system, CUNY adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not
included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.

II. Policy Against Sexual Harassment

Sexual harassment, a form of sex discrimination, is illegal under federal, state, and city laws, and will not be tolerated within the University. Members of the University community who believe they have been sexually harassed are strongly encouraged to report the allegations as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult to investigate the allegations.

Sexual Harassment Defined

Sexual harassment consists of unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing;

- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or

- such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (such as a student sexually harassing a faculty member).

Examples of Sexual Harassment

Sexual harassment may take different forms. Using a person’s response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, favorable grades, or recommendations);

- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.
Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target finds, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment include, but are not limited to, the following:

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse of a sexual nature;
- graphic or sexually suggestive comments about an individual's attire or body;
- graphic or sexually suggestive gestures;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexual touching, brushing up against another in a sexual manner, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

**Consensual, Intimate Relationships**

1. Relationships between faculty or employees and students.

Amorous, dating or sexual activity or relationships ("intimate relationships"), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this section, professional responsibility for a student means responsibility over academic matters, including teaching, counseling, grading, advising for a formal project such as
a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

2. Relationships between supervisors and employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have a consensual relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

Retaliation

This Policy prohibits retaliation for reporting or opposing sexual harassment, or cooperating with an investigation of a sexual harassment complaint.

III. Discrimination, Sexual Harassment and Retaliation Complaints

The City University of New York is committed to addressing discrimination and sexual harassment complaints promptly, consistently and fairly. There shall be procedures for making and investigating such complaints, which shall be applicable at each unit of the University.

IV. Academic Freedom

These policies shall not be interpreted so as to constitute interference with academic freedom.

V. Responsibility for Compliance

The President of each college of the University, the CUNY Executive Vice Chancellor and Chief Operating Officer, and the Deans of the Law School and Graduate School of Journalism will have ultimate responsibility for overseeing compliance with these policies at their respective units of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility must promptly consult with the Chief Diversity Officer if they become aware of conduct that may violate this policy. All members of the University community are required to cooperate in any investigation of a
discrimination, sexual harassment, or retaliation complaint.

Policies adopted by CUNY Board of Trustees on November 26, 2012. These Policies supersede CUNY’s prior non-discrimination and sexual harassment policies and became effective upon adoption.
PROCEDURES IMPLEMENTING THE CITY UNIVERSITY OF NEW YORK’S POLICIES ON EQUAL OPPORTUNITY, NON-DISCRIMINATION AND AGAINST SEXUAL HARASSMENT

1. Reporting Discrimination, Harassment and/or Retaliation

The University is committed to addressing discrimination, including harassment, and retaliation complaints promptly, consistently and objectively.

Members of the University community may promptly report any allegations of discrimination, including sexual harassment, or retaliation as specified below:

- Applicants, employees, and students with discrimination complaints should raise their concerns with the Chief Diversity Officer at their location.

- Applicants, employees, and students with sexual harassment complaints should raise their concerns with the Sexual Harassment Coordinator or Deputy Coordinator at their location.

- Students with complaints of sexual assault, stalking, domestic and intimate violence should follow the Policy and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students.

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2 These Procedures govern any complaint of discrimination, sexual harassment, and/or retaliation whether addressed by the Chief Diversity Officer, Title IX Coordinator, Sexual Harassment Coordinator or Deputy Coordinator, or 504/ADA Coordinator. Additionally, these procedures are applicable to all of the units and colleges of the University. The Hunter College Campus Schools may make modifications to these procedures, subject to approval by the University, as appropriate to address the special needs of their elementary and high school students.

These Procedures are intended to provide guidance for implementing the University Policies on Equal Opportunity, Non-discrimination, and Against Sexual Harassment. These Procedures do not create any rights or privileges on the part of any others.

The University reserves the right to alter, change, add to, or delete any of these procedures at any time without notice.

3 Depending on the campus or location, the Chief Diversity Officer often serves the additional roles of 504/ADA Coordinator, addressing disability reasonable accommodation concerns, Title IX Coordinator, addressing sex discrimination allegations of students, and Sexual Harassment Coordinator or Deputy Coordinator.
There are separate procedures under which applicants, employees, and students may appeal a decision concerning reasonable accommodations for a disability, which are set forth in CUNY's *Procedures on Reasonable Accommodation.*

2. Preliminary Review of Employee, Student, or Visitor Concerns

Individuals who believe they have experienced discrimination, harassment, and/or retaliation should promptly contact the Chief Diversity Officer at their location to discuss the issues, with or without filing a complaint. Following the discussion, the Chief Diversity Officer will inform the complainant of the options available. These include seeking informal resolution of the issues the complainant has encountered or asking that a full investigation be conducted. Based on the facts of the complaint, the Chief Diversity Officer may also advise the complainant that his or her situation is more suitable for resolution by another entity within the University.

3. Filing a Complaint

Following the discussion with the Chief Diversity Officer, individuals who wish to pursue a complaint of discrimination, harassment, and/or retaliation should be provided with a copy of the complaint form. Complaints should be in writing whenever possible, including in cases where the complainant is seeking an informal resolution.

4. Informal Resolution

Individuals who believe they have been discriminated or retaliated against may choose to resolve their complaints informally. Informal resolution is a process whereby parties can participate in a search for fair and workable solutions. The parties may agree upon a variety of resolutions, including, but not limited to, modification of a work assignment, training for a department, or an apology. The Chief Diversity Officer will determine if informal resolution is appropriate in light of the nature of the complaint. Informal resolution requires the consent of both the complainant and the accused and suspends the complaint process for up to thirty (30) working days, which can be extended, at the discretion of the Chief Diversity Officer, upon consent of both parties.

Resolutions should be agreed upon, signed by, and provided to both parties. Once both parties reach an informal agreement, it is final. Because informal resolution is voluntary, sanctions may be imposed against the parties only for a breach of the executed voluntary agreement.

The Chief Diversity Officer or either party may at any time, prior to the expiration of thirty (30) working days, declare that attempts at informal resolution have failed. Upon such notice, the Chief Diversity Officer may commence a full investigation.

If no informal resolution of a complaint is achieved, the complainant may request that the Chief Diversity Officer conduct a full investigation of the complaint.
5. Investigation

A full investigation of a complaint may commence when it is warranted after a review of the complaint, or after informal resolution has failed.

It is recommended that the intake and investigation include the following, to the extent feasible:

a. Interviewing the complainant. The complainant should be informed that an investigation is being commenced, that interviews of the accused and possibly other people will be conducted, and that the President\(^4\) will determine what action, if any, to take after the investigation is completed.

b. Interviewing the accused. The accused should be advised that a complaint of discrimination has been received and should be provided a copy of the complaint unless circumstances warrant otherwise. Additionally, the accused should be advised that an investigation has begun, which may include interviews with third parties, and that the President will determine what action, if any, to take after the investigation is completed. An accused employee who is covered by a collective bargaining agreement may consult with, and have, a union representative present during the interview.

The accused must be informed that retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited under these policies and federal, state, and city laws. The accused should be informed that if retaliatory behavior is engaged in, he/she may be subject to disciplinary charges, which, if sustained, may result in penalties up to and including termination of employment, or permanent dismissal from the University if the accused is a student.

c. Interviewing witnesses. The Chief Diversity Officer should determine if, in addition to the complainant, the accused, and those persons named by them, there are others who may have relevant information regarding the events in question and whether there is documentary evidence that may be relevant to the complaint. Persons interviewed should be advised to maintain confidentiality over discussions had during the investigative interview.

6. Withdrawing a Complaint

A complaint of discrimination may be withdrawn at any time during the informal resolution or investigation process. Only the complainant may withdraw a complaint. Requests for withdrawals must be submitted in writing to the Chief Diversity Officer. The University reserves the right to continue with an investigation if it is warranted. In a case where the University decides to continue with an investigation, it will inform the complainant.

\(^4\) References to the President in these Procedures refer to the Executive Vice Chancellor and Chief Operating Officer and the Deans of the Law School and Graduate School of Journalism wherever those units are involved, rather than a college.
In either event, the accused will be notified in writing that the complainant has withdrawn the complaint and whether University officials determined that continuation of the investigation is warranted for corrective purposes.

7. Timeframe

While some complaints may require extensive investigation, whenever possible, the investigation of complaints should be completed within sixty days of the receipt of the complaint. If there is an undue delay in completing the investigation, the Chief Diversity Officer should send the parties the Delay Notification Letter.

8. Action Following Investigation of a Complaint

   a. Promptly following the completion of the investigation, the Chief Diversity Officer will report his or her findings to the President, and in the event that the accused or complainant is a student, also to the Chief Student Affairs Officer.

   b. Following such report, the President will review the complaint investigation report and, when warranted by the facts, authorize such action as he or she deems necessary to properly correct the effects of or to prevent further harm to an affected party or others similarly situated. This can include commencing action to discipline the accused under applicable University Bylaws, policies or collective bargaining agreements.

   c. The complainant and accused should be apprised in writing of the outcome and action taken as a result of the complaint.

   d. For each investigation, the President will sign a form that will go into the investigation file, stating what, if any, action will be taken pursuant to the investigation.

   e. If the President is the accused, the Vice Chancellor of Human Resources Management will appoint an investigator who will report his/her findings to the Chancellor or his/her designee, who will determine what action will be taken and whose decision will be final.

9. Immediate Preventive Action

The President may take whatever action is appropriate to protect the college community.

10. False and Malicious Accusations

Members of the University community who make false and malicious complaints of discrimination, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.
11. Anonymous Complaints

In the event that a complaint is anonymous, the complaint should be investigated as thoroughly as possible under the circumstances.

12. Responsibilities

a. Responsibilities of the President:

1. Appoint a Chief Diversity Officer, a Sexual Harassment Coordinator and at least one Deputy Coordinator, a Sexual Harassment Awareness and Intake Committee, a 504/ADA Compliance Coordinator, and a Title IX Coordinator. The Chief Diversity Officer may be appointed to serve in multiple roles, such as Sexual Harassment Coordinator or Title IX Coordinator.

2. Ensure that the individuals appointed to handle allegations of discrimination, including sexual harassment and retaliation, are fully trained and equipped to carry out their responsibilities.

3. Ensure that supervisors receive training on these Policies.

4. Annually disseminate these Policies to the entire college community and include the names, titles and contact information of all appropriate resources at its location. Such information should be widely disseminated, including placement on the college website.

b. Responsibilities of Supervisors

Supervisory personnel exercise authority on behalf of the University. They include deans, directors, department chairpersons, executive officers, administrators, or other persons with supervisory responsibility. They must take steps to create a workplace free of discrimination, harassment and retaliation, and must take each and every complaint seriously. Supervisors must promptly consult with the Chief Diversity Officer if they become aware of conduct that may violate these Policies.

c. Responsibilities of the University Community-at-Large

1. Members of the University community who become aware of allegations of discrimination, including sexual harassment or retaliation should encourage the aggrieved individual to report the alleged behavior.

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5 It is recommended that a Sexual Harassment Awareness and Intake Committee consist of a minimum of five (5) persons, all of whom will be appointed by and serve at the pleasure of the President. Further, it is strongly recommended that the Committee reflect the diversity of the college and be composed of faculty members, staff, and students.
2. All employees and students are required to cooperate in any investigation.

d. **Responsibilities of the Chief Diversity Officer**

As the President's designee, the Chief Diversity Officer is responsible for providing consultation, informal complaint resolution, and investigation of all internal complaints of discrimination, harassment, and/or retaliation.

e. **Responsibilities of the Sexual Harassment Coordinator, Deputy Coordinator and Sexual Harassment Awareness and Intake Committee ("SHAIC")**

1. As the President's designee, the Sexual Harassment Coordinator is responsible for reviewing all complaints of sexual harassment from any member of the college community and for making efforts to resolve those complaints informally, if possible. When informal resolution is not possible, the Sexual Harassment Coordinator will investigate the complaint in accordance with these complaint procedures. The Sexual Harassment Coordinator will report to the President (and the Chief Student Affairs Officer, if the accused/complainant is a student) the results of the investigation. A Deputy Coordinator may also assume responsibility for the informal resolution or investigation of complaints, as assigned by the Sexual Harassment Coordinator.

2. SHAIC is responsible for educating employees about sexual harassment and its potential consequences to the University community, and for overseeing the sexual harassment training.

3. SHAIC members may explain the University complaint procedures and receive complaints and report them to the Sexual Harassment Coordinator or Deputy Coordinator, but not conduct any investigation. SHAIC members have an obligation to maintain confidentiality to the fullest extent possible.

13. **Some Relevant Laws Concerning Non-discrimination and Equal Opportunity**

The CUNY community should be aware of the following laws relating to non-discrimination and equal opportunity:

*Section 1324b of the Immigration and Nationality Act* prohibits employers from intentional employment discrimination based upon citizenship or immigration status, national origin, and unfair documentary practices or “document abuse” relating to the employment eligibility verification or Form I-9 process. Document abuse prohibited by the statute includes improperly requesting that an employee produce more documents than required by the I-9 form, or a particular document, such as a “green card”, to establish the employee’s identity and employment authorization; improperly rejecting documents that reasonably appear to be genuine during the I-9 process; and improperly treating groups of applicants differently when completing the I-9 form.
Executive Order 11246, as amended, prohibits discrimination in employment by all institutions with federal contracts and requires affirmative action to ensure equal employment opportunities.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other terms, conditions, and privileges of employment) on the basis of race, color, religion, national origin, or sex.

Title VI of the Civil Rights Act of 1964 prohibits discrimination or the denial of benefits because of race, color, or national origin in any program or activity receiving federal financial assistance.

Equal Pay Act of 1963, as amended, prohibits discrimination in compensation on the basis of sex.

Title IX of the Education Amendments of 1972 prohibits discrimination or the denial of benefits based on sex in any educational program or activity receiving federal financial assistance.

Age Discrimination in Employment Act, as amended, prohibits discrimination against individuals who are age 40 or older.

Section 504 of the Rehabilitation Act of 1973 defines and forbids acts of discrimination against qualified individuals with disabilities in employment and in the operation of programs and activities receiving federal financial assistance.

Section 503 of the Rehabilitation Act of 1973 requires government contractors and subcontractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

Vietnam Era Veterans' Readjustment Act of 1972, as amended, requires government contractors to take affirmative action to employ and advance in employment disabled and other protected veterans.


Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability.

Genetic Information Nondiscrimination Act of 2008 prohibits employment discrimination based on genetic information.

New York City Human Rights Law prohibits discrimination based on age, race, creed, color, national origin, gender, disability, marital status, partnership status, sexual orientation, alienage or citizenship status, arrest or conviction record, or status of an individual as a victim of domestic violence, sex offenses or stalking.
*New York City Workplace Religious Freedom Act* clarifies the employer’s obligation to provide religious accommodation.

*New York State Human Rights Law* prohibits discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age, marital status, domestic violence victim status, disability, predisposing genetic characteristics or prior arrest or conviction record.

*These Procedures became effective on November 27, 2012 and supersede prior procedures.*
THE CITY UNIVERSITY OF NEW YORK
Charge of Discrimination Form

This form is to be used to file a complaint of discrimination based on race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or for retaliation, or any other legally prohibited basis in accordance with federal, state and city laws.

Campus________________________________________

Received by_________________________________ Date________

PART A (PLEASE PRINT OR TYPE)

Name_________________________________________Phone No.

Email address_______________________________Mobile No.

Status (Faculty, Staff, Graduate Student, Undergraduate Student)

Campus Address (Bldg, dept, etc)

Home Address

City___________________________State________Zip Code____________

PART B

1. ALLEGED DISCRIMINATION IS BASED ON (please check all that apply):

☐ Race or color ☐ National or Ethnic Origin ☐ Religion/Creed ☐ Age
☐ Sex ☐ Document Abuse ☐ Gender Identity ☐ Gender
☐ Sexual Orientation ☐ Sexual Harassment ☐ Disability ☐ Retaliation
☐ Pregnancy ☐ Genetic Information ☐ Marital or Partnership Status
☐ Ancestry ☐ Alienage or Citizenship Status

☐ Military or Veteran Status

☐ Status as Victim of Domestic Violence, Sex Offenses, or Stalking

2. Alleged discrimination took place on or about: Month________Day________Year_________

Is alleged discrimination continuing? ☐ Yes ☐ No
3. Accused Name(s)__________________________________________

Title (if known)__________________________________________

PART C

1. Please check the appropriate box:
   Have you previously filed a complaint?   □ Yes   □ No
   If yes, when?  (Date)__________________________
   With whom? ________________________________

2. Have you filed this charge with a federal, state or local government agency/court?   □ Yes   □ No
   If yes, with which agency/court? _________________ When? __________________

3. Briefly summarize the events, facts or other bases for your complaint. (Attach extra sheets if necessary).

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. Please identify any witnesses or other individuals with information regarding about your allegations.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

5. Please identify any documents or evidence that would support your allegations.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

6. I affirm that the above allegation is true to the best of my knowledge, information and belief.

Signature: ____________________________ Date: ____________________________
Academic Integrity Policy

Kingsborough Community College strives to promote academic integrity among students to help prepare them for their future endeavors. The International Center for Academic Integrity defines academic integrity by 5 core values. These values are as follows:

1. **Honesty**: The quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.
2. **Trust**: Academic institutions must foster a climate of mutual trust in order to stimulate the free exchange of ideas.
3. **Fairness**: All interactions among students, faculty, and administrators should be grounded in clear standards, practices, and procedures.
4. **Respect**: Learning is acknowledged as a participatory process, and a wide range of opinions and ideas is respected.
5. **Responsibility**: A thriving community demands personal accountability on the part of all members and depends upon action in the face of wrongdoing.

To reach academic success, one needs to uphold the 5 core values of honesty, trust, fairness, respect, and responsibility. Failure to do so may result in charges of academic dishonesty. Academic dishonesty is prohibited by CUNY and Kingsborough Community College and is punishable by penalties, including failing grades, suspension, and expulsion. Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, internet plagiarism, obtaining unfair advantages, and falsification of records.

**Definitions and Examples of Academic Dishonesty**

1. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communications during an academic exercise. Examples of cheating include but are not limited to:
   a. Copying from another student during an examination or allowing another to copy your work.
   b. Unauthorized collaboration on a take home assignment.
   d. Changing a graded exam and returning it for more credit.
   e. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
   f. Preparing answers or writing notes in a blue book (exam booklet) before an examination.
   g. Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
   h. Giving assistance to acts of academic misconduct/dishonesty.
   i. Fabricating data (in whole or in part).
   j. Falsifying data (in whole or in part).
   k. Submitting someone else’s work as your own.
   l. Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

2. **Plagiarism** is the act of presenting another person’s ideas, research, or writings as your own. Examples of plagiarism include but are not limited to:
   a. Copying another person’s actual words or images without the use of quotation marks and footnotes attributing the words to their source.
   b. Presenting another person’s ideas or theories in your own words without acknowledging the source.
   c. Failing to acknowledge collaborators on homework and laboratory assignments.
   d. Internet plagiarism, including submitted downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or “cutting and pasting” from various sources without proper attribution.
3. *Obtaining Unfair Advantage* is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include but are not limited to:
   a. Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
   b. Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
   c. Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the month.
   d. Intentionally obstructing or interfering with another student’s work.

4. *Falsification of Records and Official Documents.* Examples include but are not limited to:
   a. Forging signatures of authorization.
   b. Falsifying information on an official academic record.
   c. Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

**Reporting Suspected Incidents of Academic Dishonesty**

Once a faculty member suspects that a student has committed a violation of the CUNY Academic Policy, he or she shall review with the student the facts and circumstances of the suspected violation whenever feasible. If a faculty member concludes that there has been an incident of academic dishonesty sufficient to affect the student’s final course grade shall report the incident on the Faculty Report Form for Suspected Incidents of Academic Dishonesty.

The Academic Integrity Officer shall update the Faculty Report Form for Suspected Incidents of Academic Dishonesty after a suspected incident has been resolved to reflect the resolution. Unless the resolution exonerates the student, the Academic Integrity Officer shall place the form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication shall also be placed in the student’s academic integrity file.

For more information regarding CUNY’s Academic Integrity Policy please refer CUNY’s Manual for General Policy.
THE CITY UNIVERSITY OF NEW YORK

KINGSBOROUGH COMMUNITY COLLEGE WORKPLACE VIOLENCE

PREVENTION PROGRAM

In accordance with the University’s commitment to the prevention of workplace violence, Kingsborough Community College adopts the following as its Workplace Violence Prevention Program (the “Program”):

1. **Purpose**

   The University’s Workplace Violence Prevention Program provides information to the College community about preventing and responding to incidents of workplace violence at the College’s worksites and facilities and seeks to develop programs which will prevent or reduce the likelihood of threats or acts of workplace violence. The Program seeks to ensure that any incident, complaint, or report of workplace violence is taken seriously and dealt with appropriately. The Program implements the Workplace Violence Prevention Policy adopted by the Board of Trustees on February 28, 2011. As set forth therein, workplace violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

   i. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
   
   ii. Any intentional display of force that would give an employee reason to fear or expect bodily harm;
   
   iii. Intentional and wrongful physical contact with an employee without his or her consent that entails some injury; and
   
   iv. Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

2. **Scope**

   All College employees are required to comply with the Program. In addition, since students and visitors to the College are required to conduct themselves in conformity with existing law, employees who observe or experience students or visitors engaging in violent or threatening behavior should follow the procedures in the Program for reporting such behavior.

3. **Workplace Violence Advisory Team (“WVAT”)**

   a. The WVAT reports directly to the College President and consists of the following members as designated by the President.

   November 1, 2015
b. The WVAT Chair, selected by the President, sets the times and agendas for meetings and establishes sub-committees, as necessary, to fulfill the WVAT responsibilities set forth herein and in sections 4, 7 and 12.

c. The Chair and members of the WVAT and their contact information are listed in Appendix I.

d. The WVAT will coordinate the Workplace Violence Prevention training at the Colleges.

4. Risk Assessment and Evaluation Process

a. On an annual basis, the WVAT will:

i. Examine the prior year’s relevant records that concern workplace violence incidents to identify patterns in the type and cause of injuries.

ii. Assess relevant policies, work practices, and work procedures that may impact the Workplace Violence Prevention Program.

iii. Review survey responses received from employees of the College. Survey forms are available to employees on the College’s website and in hard-copy at the College’s Office of Public Safety and Office of Human Resources. Completed survey forms are to be forwarded to the Director of Public Safety, as the physical site evaluation team leader.

b. The WVAT will conduct a physical site evaluation of the College’s workplace to determine the presence of factors that may place employees at risk of workplace violence. Each authorized employee representative organization with employees at the College will be given advance notice, in writing, from the Vice President for Administration of the date(s) and time(s) of the site visit(s). Each authorized employee organization may designate a representative to participate in the site visit(s) by notifying the WVAT Chair in writing of the designated representative. In addition to the authorized employee representative(s), an employee may also request to participate directly in the site visit for his/her work area by contacting the WVAT Chair. The authorized employee representative(s) will be provided with incident reports (without names) for the previous year. The authorized employee representative(s) may submit to the WVAT Chair any comments regarding situations in the workplace that pose a threat of workplace violence.

c. Following the physical site evaluation, the WVAT will prepare a report of the findings, including a list of the high risk factors identified during the physical site evaluation and recommendations on appropriate work practice control measures to address identified risk factors. The report will be submitted to the President for appropriate action. Copies of the report will be made available, upon request, to employee(s), their authorized representatives(s), and the New York State Department of Labor.

November 1, 2015
d. Physical site evaluation/risk assessment evaluations will be conducted after an incident of workplace violence, as needed and as identified by the Department of Labor, or if it is determined that a significant trend of workplace violence is identified.

5. **High Risk Locations/Risk Factors**

Kingsborough Community College invited representatives from each union to participate in a physical site evaluation of the campus on March 1, 2011. Factors that might place an employee at risk include but are not limited to:

- Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar; Kingsborough Community College Performing Arts Center Box Office, Panda House Cafeteria, Follet Bookstore, KCC Auxiliary Enterprises, College Advancement (fundraising).
- Offices that handle issues stressful to students (Counseling Center, Health Services, Library, Registrar, Bursar, Academic Advising Offices, Office of Services for Students with Disabilities and Offices of the Deans).
- Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources, Office of the Labor Designee and Health Services.
- Work sites containing employees who work alone or in small groups: academic offices, faculty offices, buildings and grounds staff, media technicians, IT support.
- Work sites containing employees who work late at night or early in the morning or on weekends: Buildings and Grounds staff and Public Safety staff, Continuing Education staff, Library faculty and staff, faculty.

In response, the College must consider the following hierarchy of control measures to eliminate or reduce workplace violence hazards:

i. **Engineering controls.**
   i. Safes (Bursar/Public Safety/KCC Performing Arts Center Box Office, KCC Auxiliary Enterprises).
   ii. Card Access to Kingsborough’s Data Centers.
   iii. Outside Events – Metal Detectors.
   iv. Video Cameras – Elevator Lobbies, Exterior of campus (parking lots), Interior of campus (corridors, cafeteria) strategically placed around the campus.
   v. Emergency Call Station (Two-Way Speaker system) and Emergency pull boxes are located in corridors and stairwells throughout the campus.
   vi. Public Address system for both interior and exterior usage, capable of isolating buildings, or of making campus-wide announcements.

ii. **Administrative or work practice controls.**
   i. Sign-in/Sign-out procedure for off-hour access.
   ii. Vertical and Continuous Patrol rounds.
iii. Personal protective equipment (PPE).
   i. Walkie-Talkies (Public Safety/Buildings & Grounds/IT and Continuing Education).
   ii. Cell Phones (Essential Administrative Staff/IT/Media Staff).
   iii. Emergency Contact for Public Safety from any phone on campus.
   iv. Panic Buttons.
      - Each Counselor’s Office in the Counseling Center.
      - Child Development Center.
      - Office of the Vice President of Student Affairs.
      - Director of Human Resources and Receptionist of Human Resources.
      - Other offices as deemed appropriate by Public Safety.
      - Emergency phones in Elevators.

6. Employee Information and Training

   All employees must participate in training on the risks of workplace violence in their workplace at the time of initial employment and at least annually thereafter. The employee training and information program includes information regarding how to locate the Policy and Program as well as survey forms.

   The College provides training to its employees. The training program addresses the following essential topics:

   a. An overview and definition of workplace violence;
   b. The College’s commitment to providing a safe workplace;
   c. Instructions regarding how to obtain a copy of the written Policy and Program;
   d. A listing of significant identified risk factors;
   e. Techniques on how to recognize and avoid potentially violent situations, including de-escalation techniques;
   f. How employees can protect themselves and how employees can suggest improvements to the Program;
   g. The importance of reporting incidents and how to report such incidents;
   h. Where employees can seek assistance during a dangerous situation; and
   i. Resources, such as trauma counseling, that may be available to employees after an incident has occurred.

   Additional training will be conducted as necessary and as determined by the needs of the College.

7. Reporting Process/Procedures to Report Incidents of Workplace Violence

   In order to maintain a safe working environment, incidents of workplace violence must be reported promptly to a supervisor and/or the Office of Public Safety. The phone number of the College’s Office of Public Safety is (718) 368-5069. Members of the College community are also encouraged to report other behavior they believe may lead to potential workplace violence. After an incident occurs or upon receipt of a complaint, an investigation will be conducted by the

   November 1, 2015
Office of Public Safety. Complaints involving the Office of Public Safety will be investigated by the Office of Human Resources.

a. The College will use a form maintained by the University’s Office of Public Safety to record incidents of workplace violence. The College Office of Public Safety will maintain all records of initial reports and the results of any investigative reports relating to Workplace Violence at the College. As set forth therein, investigative reports must include:

i. Workplace location where the incident occurred;
ii. Time of day/shift when the incident occurred;
iii. A detailed description of the incident, including events leading up to the incident and how the incident ended;
iv. Names and job titles of employees involved;
v. Name or other identifier of other individual(s) involved;
vi. Nature and extent of injuries arising from the incident; and
vii. Names of witnesses.

b. The WVAT reviews the investigation results of incidents and complaints, determines whether there is a violation of the Policy and provides a report to the President.

c. The WVAT, with the participation of the authorized employee representative(s), conducts a review of the Campus Workplace Violence Incidents Report at least annually to identify trends in the types of incidents in the workplace and reviews the effectiveness of the mitigating actions taken.

8. Confidentiality of Certain Information

Nothing in this Program requires the disclosure to any person or entity, other than to the Commissioner of the Department of Labor as directed by the New York State Labor Law, of information otherwise kept confidential for security reasons, such as information that if disclosed may:

i. Interfere with law enforcement investigations or judicial proceedings;
ii. Deprive a person of the right to a fair trial or impartial adjudication;
iii. Identify a confidential source or disclose confidential information relating to a criminal investigation;
iv. Reveal criminal investigative techniques or procedures, except routine techniques and procedures; or
v. Endanger the life or safety of any person.

9. Report of Violations of the Workplace Violence Prevention Policy and Program

Any employee or authorized employee representative who believes that the College’s Workplace Violence Prevention Program is in violation of CUNY’s Workplace Violence
Prevention Policy, New York State Department of Labor Regulation Section 800.6 and New York State Labor Law Section 27(b), should bring their concerns to the attention of the proper authorities.

Events involving the threat of imminent danger should be immediately brought to the attention of the College’s Department of Public Safety.

Events relating to concerns of other types of reportable incidents should be reported as detailed in Paragraph 7, above, and brought to the attention of the University’s Senior University Executive Director of Human Resources Strategic Planning, 535 East 80th Street, New York, NY 10075.

If a matter has been brought to the proper College authority and the College has had a reasonable opportunity to correct the activity, policy or practice, the matter has not been resolved, and an employee or authorized employee representative still believes that serious violation of the program remains, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation. This notice to the Commissioner must be in writing and shall set forth with reasonable particularity the grounds for the notice and shall be signed by the employee or authorized employee representative in compliance with New York State Labor Law Section 27(b) and its implementing Regulations.

10. Retaliation

No employee is subject to criticism, reprisal, retaliation or disciplinary action by the College for good faith reporting pursuant to the Program. Individuals who make false and malicious complaints of workplace violence, as opposed to complaints that, even if erroneous, are made in good faith, may be subject to disciplinary or other appropriate action.

11. Recordkeeping

All recordkeeping and reporting shall be made in compliance with the applicable law and regulation (currently New York Labor Law Sections 27-a and 27-b and 12 NYCRR Part 800.6) and the Policy and Program.

12. Program Effectiveness and Evaluation/Post-Incident Response

At least annually or after serious incidents, the WVAT, together with the participation of the Authorized Employee Representatives, evaluates the effectiveness of the Workplace Violence Prevention Program, including post-incident responses and evaluation processes. The review focuses on incident trends and the effectiveness of the control measures taken by the College. The review also assesses whether the reporting and recordkeeping systems are effective in collecting relevant information.