



# Faculty Handbook

## 2024-2025

Kingsborough Community College  
City University of New York

Please note that the information contained herein in no way abrogates the CUNY Board of Trustees Bylaws or contractual agreements between the City University of New York and the Professional Staff Congress, nor any subsequent policy changes implemented by such aforementioned parties. Moreover, College policies and procedures described herein are not conditions of employment. The College reserves the rights to modify, revoke, suspend, terminate, or change any or all of its policies or procedures, in whole or in part, at any time, with or without notice.

The Faculty Handbook is published by the Office of Faculty Affairs in the Office of the Academic Affairs. The Handbook is intended to be a living document; it is revised annually and updated as KCC and/or CUNY policy developments demand. Any corrections and/or additions should be sent to [RPTMatters.KCC@kbcc.cuny.edu](mailto:RPTMatters.KCC@kbcc.cuny.edu)

September 2024

Dear Colleagues,

Welcome back to Fall 2024 at Kingsborough Community College! As we begin a new academic year, I am happy to be able to share the latest version of our KCC Faculty Handbook, updated for 2024-2025. This handbook is a resource for all faculty members as it provides information regarding Kingsborough/CUNY policies, procedures, and expectations. This handbook represents part of our commitment to providing clear access to information as we strive to create a college community where excellence in teaching, research, and service are paramount.

As CUNY's only community college in Brooklyn, Kingsborough Community College's tradition of excellence is directly attributable to the efforts of you, our faculty. I am honored to be the Dean of Faculty to a faculty that have earned prestigious distinctions, including awards for excellence in teaching, research, and service. You set the bar for college teaching, mentorship, research by committing to ongoing professional development on the latest advancements in curriculum development and andragogy and by contributing to creative works, scholarship, applied research, and service projects locally, nationally and internationally.

To facilitate your professional journey our latest Faculty Handbook is designed to be clickable. Rather than try to provide all the information on a topic or resource in one guide, we hope that the hyperlinks spread throughout its pages will connect you to the people, policies, documents, and webpages that will help you to find the answers to your questions. Maybe some of these links will introduce you to ideas and information that you might not have thought about yet but that I know you will use in your future at KCC.

In closing, on behalf of Faculty Affairs I wish you a productive and enriching academic year. As you consult the pages of the handbook, if you think of any information that you would like to see included in future updates, please don't hesitate to email your suggestions to [RPTMatters.KCC@kbcc.cuny.edu](mailto:RPTMatters.KCC@kbcc.cuny.edu) and we will consider how we can best act on your suggestion.

We wish you all a successful 2024-25 academic year!

A handwritten signature in blue ink that reads "Gordon Alley-Young". The signature is written in a cursive, flowing style.

Dean of Faculty

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# CHAPTER 1: OUR COLLEGE

## OUR STUDENTS

KCC has about 14,000 degree seeking students. Over 50% of our students were born outside the US (i.e., 142 different countries with 73 different native languages). Sixty percent are first generation college students. Fifty-eight percent are full-time students, over 20% are 25 years old or older, and over 40% come from households with annual incomes of under \$20,000. Half of our students work with 20% supporting children. Our students also enjoy over 50 clubs and 10 intercollegiate athletic teams. For more information on our students click the following links:

[Enrollment by Gender](#)

[Enrollment by Academic Curricula](#)

[Percent Enrollment by Ethnicity](#)

[Percent Enrollment by Age](#)

## OUR MISSION, VISION & VALUES

### **MISSION STATEMENT**

KCC responds to the needs of its diverse community by offering high quality, affordable, innovative, student-centered programs of study that prepare graduates for transfer and the workforce. The college strives for equity and seeks to provide each student with the appropriate resources and supports to foster success.

### **VISION**

KCC encourages students to take an active role in their own learning. The College strives for high quality and continuous improvement in all areas related to student learning, including academic programs, teaching, student services, administration and support, and the campus environment.

### **VALUES**

Click [here](#) to view a 2-minute video about KCC's values.

## OUR CURRICULUM

KCC is authorized by the New York State Board of Regents to award its graduates the degrees of Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.). Please see page 7 for a list of current degree and certificate programs. Click [here](#) to learn more information about our program accreditations.

## OUR ACADEMIC PROGRAMS

### ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

- Computer Information Systems
  - Culinary Arts
  - Emergency Medical Services
  - Fashion Design
  - Maritime Technology
  - Nursing
  - Physical Therapist Assistant
  - Polysomnographic Technology
  - Surgical Technology
  - The Business of Fashion
  - Tourism and Hospitality
- Concentrations*
- Tourism
  - Food and Beverage Management
  - Hotel Management

### ASSOCIATE IN ARTS (A.A.)

- Criminal Justice
  - Liberal Arts
- Concentrations*
- English
  - General
  - Philosophy
  - Political Science
  - Secondary Education
  - Spanish
  - Women's, Gender & Sexuality Studies

### ASSOCIATE IN SCIENCE (A.S.)

- Accounting
  - Addiction Studies
  - Biology
- Concentrations*
- Allied Health Transfer
  - Biology Transfer
- Biotechnology
  - Business Administration
  - Chemistry
  - Community Health
- Concentrations*
- Coordinated Health Care
  - Health Education and Promotion
  - Health Services Administration

- Earth and Planetary Sciences
  - Education Studies
- Concentrations*
- Birth – 2nd Grade
  - 1st – 6th Grade
  - PreK – 12<sup>th</sup> Grade Special Education
- Engineering Science
  - Exercise Science
  - Fine Arts

- Concentrations*
- Art History
  - Ceramics
  - Drawing and Painting
  - Photography
  - Sculpture

- Graphic Design and Illustration
- Concentrations*
- Animation
  - Graphic Design and Illustration
  - UX Design

- Health Sciences
- Journalism and Print Media
- Mathematics
- Media Arts
- Mental Health and Human Services
- Physical Education, Recreation and Recreation Therapy

- Concentrations*
- Recreation and Recreation Therapy
  - Transfer to a Baccalaureate Program in Teaching and Physical Education
  - Transfer to a Baccalaureate Program in Sport Management

- Physics
- Science for Forensics
- Speech Communication

- Concentrations*
- Communication Studies
  - Speech Pathology

- Theatre Arts
- Concentrations*
- Performance
  - Technical Production

### CERTIFICATE PROGRAMS

- Addiction Studies
- Culinary Arts Certificate

## CHAPTER 2: YOUR FACULTY ROLE

The [Bylaws of the Trustees of the City University of New York](#), the current [PSC-CUNY Collective Bargaining Agreement](#), and the [KCC College Council Constitution and Bylaws](#) take precedence over the information provided in this handbook when the two sources are in disagreement.

### YOUR FACULTY ROLE: OVERVIEW

KCC has 330 full-time faculty and, in any given semester, between 400-600 adjunct faculty. Over 80% of our faculty hold a doctorate or university equivalent.

Title*	Workload**	Responsibilities**	Minimum Credentials/Degree	For More Info	Tenure/Promotion****	Vote/Run in Dept Elections
Adjunct Lecturer or <a href="#">Adjunct Assistant/Associate/Full Professor</a>	9 credits at their primary college of employment and one course up to a maximum of 6 hours at another college	Contingent on title and the needs of the department.	A bachelor's degree in the field for lecturers and a terminal degree as defined by the field for adjunct professors.	<a href="#">Adjunct pensions</a>	Adjuncts are not eligible for tenure but adjunct assistant and adjunct associate professors can apply for promotion ( <a href="#">application required</a> ) following the <a href="#">same criteria</a> for full time faculty on the professorial line.	N/A
Full-Time Substitute	27 credits (13.5 per semester)	Contingent on title (e.g., a full-time substitute lecturer versus a full-time substitute assistant professor) and the needs of the department.	Contingent on title (e.g., a full-time substitute lecturer versus a full-time substitute assistant professor). Maximum appointment of 4 consecutive semesters.	<a href="#">Substitute memo</a>	Not applicable to this line although adjunct assistant professors can <a href="#">apply</a> for promotions to associate and full professor following the same rules as full-time tenure track faculty.	N/A
Lecturer	24 credits	Teaching and service	Bachelors in field & other qualifications as specified; those with the required terminal degree are Doctoral Lecturers	<a href="#">Code of Practice, p. 8</a>	Reviewed automatically for a certificate of continuous employment (CCE), informally called lecturer tenure, in fifth year of service.	Lecturers with CCE can vote but not run for chair or P&B; Lecturers with CCE at other CUNY campuses cannot vote, this is unique to KCC's bylaws
Assistant Professor	24 credits	Teaching, service, & scholarship/creative works	Terminal degree in field & other qualifications as specified	<a href="#">Code of Practice, p. 9</a>	Reviewed automatically for tenure in seventh year of service and eligible for promotion to	Tenure track faculty can vote; one untenured faculty can serve on a



					associate ( <a href="#">application required</a> ) in fourth year of rank.	dept P&B committee but cannot run for election as chair unless the dept is so new that there are no tenured faculty
Associate Professor	24 credits	Teaching, service, & scholarship/creative works	Terminal degree in field & other qualifications as specified; promoted on the basis of teaching, service, & scholarship/creative works	<a href="#">Code of practice, p. 9</a>	Reviewed automatically for tenure in seventh year of service if first appointment is as an associate professor and eligible for promotion to full professor ( <a href="#">application required</a> ) in fourth year of rank.	See assistant professor above; tenured faculty can run for P&B and chair
Professor	24 credits	Teaching, service, & scholarship/creative works	Terminal degree in field & other qualifications as specified; promoted on the basis of teaching, service, & scholarship/creative works	<a href="#">Code of Practice, p. 9</a>	Reviewed automatically for tenure after first seven years of service if first appointment is as a full professor.	See assistant professor above; tenured faculty can run for P&B and chair
Professor Emeritus	Retired	None	Professors who retire in good standing after ten years or more of service	<a href="#">Manual of General Policy</a>	No application is required.	N/A

\* Click to learn more about [Higher Education Officer](#) lines or [College Laboratory Technician](#) lines

\*\* Librarians work a 35-hour week

\*\*\* Librarians are evaluated on librarianship

\*\*\*\* Neither tenure nor the period requisite for the achievement of tenure shall be affected by transfer within the city university or by promotion or change of title, except that a person upon whom tenure has been conferred and who may be transferred or promoted to any position in the city university, or whose title may be changed, shall have tenure in his/her new position, provided such position is on the permanent instructional staff, and further provided that the transfer does not involve a change from the administrative staff to the instructional staff.

## ***YOUR FACULTY SCHEDULE***

All full-time teaching faculty must teach in the fall and spring semesters but cannot be required to work in the winter or summer. Full-time faculty may come to a mutual agreement with the college to work in the winter module to balance their contractual workload (e.g., when a faculty member's fall class is cancelled due to low enrollment). Departments may ask for faculty's schedule preferences however a faculty member's teaching schedule in any given semester is assigned based upon the needs of the department.

## **YOUR ANNUAL LEAVE**

[According to our contract](#) full-time faculty at CUNY (except library faculty) have annual leave starting from the day after spring commencement until three days, excluding Saturday and Sunday, before August 30. Departments may also use September 1 as the date for faculty to return from leave. Librarians/faculty counselors have 40 work days of annual leave per year.

## **YOUR ABSENCES**

KCC places a high value on instructional time, every effort is made to avoid cancelling classes. Faculty members cannot cancel/reschedule classes; department chairs have this responsibility. Faculty members who anticipate an absence should inform their department chair to arrange a substitute as early as possible (or the Office of Academic Affairs when the chair is unavailable). Upon returning from any absence, faculty members must sign a [Notice of Absence](#) form that the departmental staff will prepare for them. Faculty cannot change the modality of a class (e.g., changing your in-person class to online to avoid an absence).

## **YOUR NEW FACULTY REASSIGNED TIME**

[According to our contract](#) (see p. 36) new tenure track faculty have 24 credits of reassigned time to be released from coursework to work on their scholarship/creative works. Eighteen credits can be used in the first five years and six can be used in the three years after tenure including the year tenure becomes effective. Librarians will receive the equivalent of 24 credits of equivalent of 24 contract hours (30 weeks).

## **YOUR OVERLOAD ASSIGNMENTS**

Faculty may teach 14 contact hours within CUNY during the academic year (i.e., fall, winter, and spring). Any teaching beyond the annual 24 contact hour workload obligation is considered an overload teaching assignment, for which faculty can receive additional compensation.

**Note:** Faculty cannot take overload teaching assignments during semesters in which they take new faculty reassigned time.

## **YOUR OFFICE HOURS**

As per [the contract](#) (p. 38) office hours should be conducted according to the following chart:

- A total of fewer than 3 classroom contact hours: 0 paid office hours
- 3 or more but fewer than 6 classroom contact hours: 15 paid office hours/semester
- 6 or more but fewer than 9 classroom contact hours: 30 paid office hours/semester
- 9 or more classroom contact hours: 45 paid office hours/semester

## **YOUR WORKLOAD: DOCUMENTING & TRACKING**

Full-time faculty must submit a [Workload Form](#) and part-timers a [Teaching and Non-Teaching Adjunct Workload Reporting Form](#) to their chairs before each module/semester of teaching. Full-time instructional faculty must also submit a completed [Multiple Position Form](#). Consult [Faculty Workload Reporting at KCC](#) for detailed workload form information and examples.

## **YOUR SCHOLARSHIP & CREATIVE WORKS**

Tenured and tenure track faculty are expected to demonstrate excellence in scholarship/creative works by making relevant contributions to their academic field and/or to the scholarship of teaching and learning (SoTL). Speak with your department chair and consult our [guidelines for reappointment, tenure, and advancement](#) about the types of work you will need. Be aware of the rise in [predatory publishing](#) and potentially [predatory journals](#) as having scholarship/creative works with predatory publishers can negatively affect your reappointment, promotion and tenure.

## **YOUR FELLOWSHIP LEAVES & PROFESSIONAL REASSIGNMENTS**

Faculty/faculty counselors can apply for fellowship leaves (i.e., for study, research or for creative, work) after six years of full-time service. Faculty can apply for a half or full year of leave at 80% pay or a half year at 100% pay. Library faculty may apply for paid Professional Reassignments, not to exceed five weeks. Fellowship leave applications ([Word](#)/[PDF](#)) are due the March 1 preceding the academic year that your intended leave would start.

## **YOUR RESEARCH GRANTS**

In order to assist faculty in pursuing scholarly activities, a number of grants are offered by KCC (i.e., Faculty Excellence in Teaching Award, Excellence in Scholarly and Creative Works Awards; calls go out via KCC email in spring), by the [PSC-CUNY](#), and by [CUNY](#). Visit [KCC Faculty Resources](#) or [CUNY Internal Funding](#) on the CUNY [Faculty Resources page](#).

## **YOUR ACCESS TO TRAVEL FUNDS**

Each department receives travel for faculty to attend professional meetings/conferences. Faculty must complete an [Application to Attend a Meeting or Conference form](#) and submit it to their department for their chair's and the provost's approval well in advance of the conference. Immediately upon return an [Overnight/Out of Town Travel Report](#) must be submitted for the chair and Provost's approval along with a copy of the conference program and original receipts for travel, lodging, and registration fees. Please consult the US government [per diem rate charts](#) for allowable expenditures. Hotels affiliated with the conference can be paid up to 150% of the per diem rate in the link above but this affiliation must be confirmable by KCC's business office (e.g., submitting a conference program listing a hotel as the official conference hotel).

## **YOUR INSTITUTIONAL REVIEW BOARD (IRB) A218**

Visit [KCC's HRPP/IRB page](#) for a wealth of resources on taking the [CITI training](#) required to submit an IRB application and on [using the IRBManager system](#) to submit an IRB application (i.e., [IRBManager User Manual](#)). For IRB help contact the Dean of Faculty, Gordon Alley-Young ([Gordon.Young@kbcc.cuny.edu](mailto:Gordon.Young@kbcc.cuny.edu)) who is your KCC-HRPP Coordinator.

## **YOUR SERVICE CONTRIBUTIONS**

Every faculty member's contribution will be different but examples of service could include:

- **Committee work** on program, department, college, and university committees

- **Participating in Programs and Initiatives** such those by [HURFS](#), [Kingsborough Center for Teaching and Learning \(KCTL\)](#), the [Kingsborough Center for e-Learning \(KCeL\)](#), the [Honors Program](#), & [Writing and Reading Across the Curriculum \(WRAC\)](#).
- See also [Professional Development Opportunities](#) & [Teaching/Learning Initiatives](#).

## **CUNY & KCC POLICIES RELEVANT TO YOUR ROLE**

CUNY and KCC have institutional policies which directly or indirectly impact you. Consult CUNY'S [Manual of General Policy](#) (e.g., academic freedom/integrity, multiple positions) and the [Policies and Procedures](#) page (e.g., campus/workplace violence, equal opportunity & nondiscrimination, intellectual property, reasonable accommodations, records retention and disposal schedule, student complaints about faculty, sexual misconduct). In addition, CUNY's [Policy Site](#) serves as an online searchable archive of policy materials.

### **YOUR ANNUAL COMPLIANCE TRAININGS**

CUNY's Employee Sexual Misconduct Prevention and Response Course (ESPARC), Workplace Violence Prevention Training (WVP), and Gender Based Violence Training (GBVT) are made available to employees each year. KCC employees are required to complete all three and to do refresher courses annually. To access the trainings, login to Blackboard and on the right side of the page under the "My Organizations" heading are three links:

- Kingsborough Community College ESPARC
- Kingsborough Community College Gender-Based Violence Training
- Kingsborough Community College WVP

Each module provides training and after you review the information you will take mini quizzes and if you answer correctly, you will receive a completion certificate for each course.

## CHAPTER 3: YOUR REAPPOINTMENT, PROMOTION, & TENURE

All personnel processes at the college are guided by the PSC/CUNY Contract, by the CUNY Bylaws, by the policy on [Academic Personnel Practice](#) in CUNY's [Manual of General Policy](#), by KCC's [College Council Constitution and Bylaws](#) and by the 2024 [Guidelines for Reappointment, Promotion, and Tenure](#). Faculty should review these documents and consult with their department chairs for more detailed and specific information.

### FULL-TIME PERSONNEL ACTIONS

For teaching faculty, reappointment, reappointment with tenure, and promotion are based on the degree to which an individual has successfully addressed three main responsibilities: teaching, scholarship, and service. Criteria for evaluating these are outlined in [Guidelines for Reappointment, Promotion, and Tenure](#).

#### **PEER REVIEW: DEPARTMENTAL & COLLEGE P&B & FACULTY REVIEW COMMITTEES**

Peer review for appointment, tenure and promotion is exercised through the College P&B, [departmental P&Bs](#), and college-wide faculty review committees. After a positive departmental P&B vote, not required for promotion to full professor, faculty review committees make recommendations to the College P&B. These committees include: Reappointment and Tenure, Advancement to Associate Professor, Advancement to Professor, Reclassification and College Laboratory Technicians Series (CLT), Fellowship Leave, Equivalencies and Waivers, and a Sub-Committee on Appeals.

If there is a negative departmental P&B vote that is communicated by the chair to academic affairs a minority of that committee has a right to put a minority recommendation, commonly called a minority report, on record with the Office of Academic Affairs. The college may choose to advance a candidate with a negative departmental P&B vote to the college P&B based on this minority report. The College P&B reviews and votes on each candidate; their vote is advisory to the President who makes the final decision on whether to recommend the candidate to the CUNY Board of Trustees for final approval.

#### **MID-TENURE REVIEW**

[CUNY's Pre-Tenure Review Policy](#) supplements departmental guidance of tenure track faculty with an additional layer of administrative review/support for each faculty member at the end their third year of service. This review may also occur in the fall or spring of the faculty member's fourth year of service. The Dean of Faculty will meet with the departmental chair and the faculty member to discuss their candidacy for tenure. After meeting and reviewing the Dean's assessment of the faculty member's case for tenure a memo draft will be shared with the faculty member and their chair to review it for accuracy and inclusiveness. Within ten days, the Dean of Faculty will send a final memo to the faculty member and their chair, and after the

faculty member signs the memo, it is placed in their personnel file. Note: The faculty member shall retain all rights under [Articles 19 and 20 of the PSC/CUNY collective bargaining agreement \(CBA\)](#) (see pgs. 50-51).

## PART-TIME/ADJUNCT PERSONNEL ACTIONS

Adjuncts are appointed by department chairs typically on a semester-by-semester basis. Adjuncts must be notified of reappointment by December 1 (fall semester) and May 1 (spring semester). Because the chair's ability to assign classes to a given part-time faculty member is contingent upon department needs (i.e., budget, the curriculum, student enrollment), reappointed adjuncts are not guaranteed to receive classes for a given term. Adjuncts who receive an appointment must be informed of changes that affect their employment as soon as the college knows of them.

## FULL-TIME PERSONNEL ACTIONS: TIMELINES

[Per Article 10 in the PSC/CUNY CBA](#) (p. 16), untenured members of the instructional staff must receive notification of reappointment/non-reappointment according to the following schedule:

DATE	PERSONNEL ACTION
April 1	Full-time faculty in their first year of service hired on <b>September 1</b> being reappointed for their second year
May 1	Full-time faculty in their first year of service hired on <b>February 1</b> ; adjunct faculty teaching in the Spring semester
December 1	Faculty reappointed for their third or later years of continuous service; adjunct faculty teaching in the Fall semester

All decisions on advancements and reclassifications become effective on the first of September following approval by the Board of Trustees of CUNY.

Per CUNY policy, tenure and promotion are separate processes, though an assistant professor may [apply for promotion](#) to associate professor in the same year they go up for tenure providing there is sufficient scholarship/creative work to support both tenure and promotion. An assistant professor may apply for promotion prior to the awarding of tenure, but must serve four years in the rank of assistant professor by the end of the fourth year (August 31) before the September 1 when the promotion, if awarded, would become effective.

## EVALUATION PROCESSES

### ANNUAL EVALUATIONS

Per [Article 18](#) of the PSC/CUNY CBA, each member of the instructional staff other than tenured full professors meets with the department chair (or a designee from the department P&B) for an annual evaluation. During the meeting, the faculty member's entire body of work for the year and their cumulative progress are reviewed. Following the meeting the chair summarizes the meeting in a memorandum to be included in the faculty member's personnel file.

## **CLASSROOM OBSERVATIONS**

Per [Article 18](#) of the PSC/CUNY Contract, teaching observations are one factor in the total evaluation of academic performance of the teaching staff. Equally important, classroom observations foster collegiality and professional growth and reflect a shared commitment to teaching excellence; as detailed in KCC's written protocol for [peer review of teaching](#). The observer is in a colleague's classroom not only to evaluate, but to create a dialogue between peers about what constitutes excellence in teaching.

Note the following points about the peer review process:

- Each untenured member of the faculty is observed at least once a semester by another faculty member in their department of equal or higher rank.
- Tenured faculty may be observed once each semester; KCC requires observations for tenured faculty seeking promotion.
- After ten (10) semesters of service, teaching observations for adjunct personnel shall be held at the request of the chairperson or the adjunct.
- 24 hours of advance notice is required for in-person evaluations and 7 calendar days are required for online evaluations.
- Only two of the four semesters at KCC or at any CUNY are to be used for evaluation (i.e., Fall and Spring at KCC).
- Peer observations need to be conducted in the first ten weeks of the semester.
- Copies of the both forms are filed with the department and the Office of Academic Affairs for placement in the faculty member's file.
- Faculty have the right to write a rebuttal in response to the peer evaluation and to have that rebuttal placed in their personnel file.

## **PERSONNEL FILES**

Faculty personnel files constitute the formal record of a faculty member's work at the college and thus provide a basis for sound academic judgment regarding reappointment, reappointment with tenure, and promotion.

Each faculty member is responsible for submitting, in electronic format, to the Office of Academic Affairs (A218) any materials, such as publications, materials developed for a course, book reviews, letters of commendation, etc., that they would like to have considered when being reviewed for a personnel action. Department chairs arrange for observation reports, annual evaluations, updated and signed CVs to be placed in faculty personnel files by emailing them to [RPTMatters.KCC@kbcc.cuny.edu](mailto:RPTMatters.KCC@kbcc.cuny.edu) as attachments.

Faculty members being reviewed for the **third through tenure reappointments** and **second year reappointments, promotions to associate or full professor, or reclassification** given access to their personal files in a Blackboard shell:

- In early **September (third through tenure reappointments)** or **March (second year reappointments, promotions to associate or full professor, or reclassification)** faculty have access to add all new scholarship and service files to their Scholarship and Service

file folders on their shells for a period of about three weeks (usually to the end of that month).

- Faculty must send a copy of all files they upload to their shells to Academic Affairs by emailing them to [RPTMatters.KCC@kbcc.cuny.edu](mailto:RPTMatters.KCC@kbcc.cuny.edu) as attachments.
- When naming files use your last name, a short description of the file and a timestamp; for example, “Alley-Young KCLT Service Letter Fall 2023.pdf.”
- Convert all documents to portable document format (PDF) files for before uploading and sharing a copy with the Academic Affairs.
- Faculty access is then changed to view-only and Academic Affairs staff add material to CV, appointment and reappointment letters, annuals and evaluations, and other files.
- Faculty then are given two or more weeks to review their complete files and to work with Academic Affairs staff to add additional materials and correct any mistakes.
- These files are then shared with the departmental P&Bs, Faculty Review Committees, and College P&B.

In addition, faculty submit a new CV to their chair every year and every time they go up for a personnel action (i.e., see items listed in bold above and also fellowship and other leaves). Faculty can use KCC’s CV format in [Word](#) or [PDF](#) versions if they wish or use their own academic CV format submit a signature page in [Word](#) or [PDF](#) to their chair for them both to sign along with a copy of their academic CV.



## CHAPTER 4: INSTRUCTIONAL POLICIES & PROCEDURES

### CUNYFIRST

KCC faculty manage student and course records through the Faculty Center on [CUNYfirst](#), the City University of New York's enterprise management system. KCeL provides information on accessing and using CUNYfirst on their [CUNYfirst page](#).

### THE COURSE SYLLABUS

Check first with your department for their syllabus guidelines, but in general, course syllabi have three broad functions:

- They provide students with a roadmap for successfully completing the course
- They articulate course learning outcomes, course policies and instructor expectations
- They act as a permanent record of the course

Recommended syllabus elements include:

- Instructor Name and Contact Information
- Course Name and Description
- Textbook/Required Materials Information
- Learning Objectives/Outcomes
- Course Outline and/or Schedule with Assignments
- Instructor's Grading Criteria and Policy
- The nature and relationship of participation and/or attendance to the final grade
- Your communication policies (e.g., civility policy, timeline for replying to emails)
- **Note – Please check with your department for their syllabus specific requirements.**

### ATTENDANCE

Each faculty member has the discretion to link attendance to a student's grade. Attendance expectations should be expressed in terms of a participation grade. Most departments require faculty to submit class grade/participation records at the end of each semester.

### ACCESSIBILITY POLICY

Statements on syllabi should reflect that accommodations are the result of collaboration between student, faculty, and Access-Ability Services and emphasize a commitment to classroom equity:

*Sample:* KCC is committed to creating a learning environment that meets the needs of its diverse student body. Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies to address your needs in meeting the learning outcomes of the course. I understand that life

circumstances may often affect your participation in the course. These may be personal, health-related, family-related, disability-related, or other concerns. KCC has many resources to assist you with most of these concerns. If you have a disability, or think you may have a disability, you may also want to go to Access-Ability Services (AAS) in room D205 to discuss arranging academic accommodations. If you have already been approved for accommodations, please meet with me to review them so that we can strategize the best way for you to utilize them.

### ***KCC ACADEMIC INTEGRITY POLICY***

Faculty should make themselves available to answer student's questions and provide guidance about academic integrity as well as including a sample integrity statement such as:

*Sample:* KCC affirms the values of intellectual inquiry through its [Academic Integrity Policy](#). All members of KCC's academic community agree to follow the five core values of academic integrity: Honesty, Trust, Fairness, Respect, and Responsibility. Making a positive commitment to these values will support your learning and reduce the risk of failing an assignment/course, and/or suspension from the college, as a result of cheating and/or plagiarizing. I encourage you to not only become familiar with the Academic Integrity Policy and its definitions of plagiarism and cheating, but also to develop strategies that will help you uphold the policy and ensure your academic success. Please feel free to consult me if you have any questions or concerns.

### ***DIVERSITY, EQUITY, & INCLUSION (DEI)***

KCC's explicit statements on [Diversity, Equity, & Inclusion](#) (DEI) reflects our commitment to responding to the needs of all students. DEI statements can communicate to students that their voices are welcome such as the following.

*Sample:* This course supports students from diverse backgrounds and perspectives and affirms diversity as a resource, strength, and benefit. We are all responsible for ensuring a classroom environment in which everyone can comfortably participate and be heard, regardless of gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

Faculty may include the CUNY policy on [Academic Freedom](#), the CUNY policy on [Equal Opportunity and Non-Discrimination](#), a statement on [camera use](#), a statement on appropriate classroom behavior, an explanation of the faculty member's attendance/participation policy, policies for missed exams and assignments, and/or supports available to the student (e.g., writing tutors, lab practice).

## **TEXTBOOKS & COURSE RESOURCES**

The 2008 reauthorization of the [Higher Education Opportunity Act](#) (HEO Act Section 112) contains a provision designed to ensure that students have access to affordable course materials by ensuring transparent and timely disclosure of information related to the selection, purchase, sale, and use of course materials. To comply with the HEO Act regarding course materials cost transparency, all book information, including courses with open educational resources must be submitted **before** registration opens through your department. Kingsborough's bookstore is virtual and can be found [here](#). Faculty can login with their CUNY credentials on this page to designate the textbook for their class. Please follow the practice of your department for designating textbooks in terms of receiving approval for your textbook and also how the information is entered, as some departments designate one staff member to input all books.

## **RECORD KEEPING**

Faculty are responsible for keeping accurate records because students can appeal a grade up until the end of the semester following the semester in which the grade was given. Faculty should keep unreturned student work for one year after the course completion date. Most departments also require a record of all grades assigned to the student during the course such that an independent evaluation of the final course grade can be conducted in the case of a grade appeal. Consult your department chair for the record type and format required by your department.

## **VERIFICATION OF ENROLLMENT (VOE) AND VOE ROSTERS**

All instructors must verify that every officially enrolled student has attended/participated in class at least once. Activities used to gage attendance/participation could include:

- attending a class in-person where there is an opportunity for direct interaction;
- submitting an academic assignment;
- taking an exam, quiz, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the class;
- participating in an online discussion about academic matter;
- engaging in graded/ungraded course tasks (e.g., confirming an assignment topic);
- sending an email to the instructor to ask a course-related question;
- **Note:** Merely logging into an online class is not sufficient, by itself, to demonstrate participation in an academically related activity by the student.

At the beginning of each term, all faculty will receive an email asking them to verify student attendance through the VOE roster accessed through the Faculty Center on CUNYfirst. Verifying a student's presence does not guarantee that a student will pass the class.

## **FINAL EXAMS**

Final examinations are administered according to the final exam schedule. Faculty are required to meet with their classes at the scheduled time and place during final exam week. These minutes are included in the instructional time for the semester. Faculty who do not administer a final should still meet with their class during the final exam block and conduct another appropriate educational activity (e.g., conferencing with students, presentations; discussing graded work).

## **GRADING**

Final grades are entered into the Grade Roster in the Faculty Center of CUNYfirst. Each term faculty receive an email telling them the Grade Roster is open inputting grades and the deadline for grade submission. KCC follows the CUNY Uniform Grading Guidelines; see below:

FINAL COURSE LETTER GRADE	Numeric Equivalencies	QUALITY	GPA
A+	97-100	Excellent	4.00 quality points
A	93-96	Excellent	4.00 quality points
A-	90-92	Excellent	3.70 quality points
B+	87-89	Good	3.30 quality points
B	83-86	Good	3.00 quality points
B-	80-82	Good	2.70 quality points
C+	77-79	Satisfactory	2.30 quality points
C	73-76	Satisfactory	2.00 quality points
C-	70-72	Satisfactory	1.70 quality points
D+	67-69	Passing	1.30 quality points
D	60-66	Passing	1.00 quality points
F	0-59	Failure	0.00 quality points

**Note:** The college does not permit the use of a D- grade for the final course grade. There is no means for assigning this grade under CUNYfirst.

Departments/programs with external accreditation criteria reserve the option of publishing their own specific guidelines, and individual instructors reserve the option of publishing course specific guidelines; such departures from the above equivalencies must be published in the course syllabus and distributed to students at the start of the semester.

In addition to the letter grades noted above, faculty may assign the following CUNY grades—none of which carry an academic point value:

Letter Grade	Definition
INC	<p>The INC (Incomplete) indicates that a student’s performance in the course has been Satisfactory (at minimum), but that they may be missing an assignment or an examination. The grade of INC is assigned at the discretion of the instructor, only when the course requirement has not been completed for good and sufficient reasons and where there is a reasonable expectation that the student can complete the requirements for the course.</p> <p>Prior to assigning an INC grade, instructors consult with the student regarding a clear timeframe for submitting remaining work. Documentation or correspondence should clearly outline the expectation for completed work prior to the College’s deadline for submitting incomplete work and must be maintained in the departmental office. The INC automatically changes to a “FIN” if work is not made up by the 10th week of the next 12-week module.</p>
P	Passed, but course not counted in computing cumulative average.
R	Minimum level of proficiency not met for remedial courses. A non-punitive failure indicating unsatisfactory completion of the course but not counted in quality points index.
WU	Assigned to students who attended a minimum of one class, completely stopped attending prior to the final exam and did not officially withdraw. If a student retakes the course and earns an A, B, or C the WU will remain on the transcript.

## CHAPTER 5: PROFESSIONAL DEVELOPMENT OPPORTUNITIES

### ***FACULTY INITIATIVE ON TEACHING READING (FITR)***

[FITR](#) provides multiple professional development opportunities for faculty interested in enhancing the teaching of reading in their classes. These include: a semester-long collaborative professional development seminar in which faculty members across the disciplines build their capacity to integrate the teaching of reading into their coursework, an annual symposium on college reading, and a KCTL faculty interest group (FIG).

### ***HONORS PROGRAM***

The [Honors Program](#) provides students opportunities to pursue their academic goals with intellectual rigor within a community of curious and creative learners. The program stimulates student growth through coursework, leadership, service, and collaboration. The program works with faculty to provide ways for students to study courses in depth, such as Honors Contract Projects (HCP), Honors Enrichment Components (HEC) and All Honors Courses.

### ***HISTORICALLY UNDERREPRESENTED FACULTY & STAFF RESOURCE CENTER (HURFS-RC)***

[HURFS-RC](#) aims to increase the retention of faculty and foster the advancement of staff from underrepresented groups at KCC. We aim to address the barriers to retention, tenure, and promotion by providing support, mentorship, training, developing opportunities for leadership, and focusing on the overall campus climate at KCC. Programming includes file review workshops, mentorship circle, formal mentorship program, and networking events.

### ***KINGSBOROUGH CENTER FOR E-LEARNING (KCEL)***

[KCeL](#) collaborates with faculty to design courses that integrate technology to effectively engage 21st century learners. Facilitated by faculty and our staff, KCeL runs sessions on current topics of interest (e.g., accessibility principles, universal design for learning, Ai pedagogy, alternative assessment, and use of Blackboard/Brightspace).

### ***KINGSBOROUGH CENTER FOR TEACHING AND LEARNING (KCTL)***

[KCTL](#) is dedicated to providing professional development opportunities through which faculty and staff can continue their growth as educators, scholars, and leaders in higher education. KCTL is a faculty-led center which prioritizes the creation of community, the engagement in cross-disciplinary dialogue, and the sharing of existing and emerging pedagogical practices that foster student learning and success and promote equity.

### ***LEARNING COMMUNITIES***

[Learning Communities](#) offer students a great way to learn and to connect with other students. Students become part of a group of no more than twenty-five students in courses that are “linked.” Faculty work together to help students make connections among their courses, which share a common theme, problem, and/or issue. There are learning communities for incoming and continuing students and for students from ESL backgrounds.

## ***WRITING & READING ACROSS THE CURRICULUM (WRAC)***

[WRAC](#) was established to ensure that writing instruction and the development of writing proficiency is a focus of the entire undergraduate curriculum. KCC's approach is to achieve those important goals of shared responsibility and a focus on writing in all the disciplines. KCC's WRAC program offers writing intensive courses, certifies faculty to offer writing intensive courses, and includes writing fellows who work with our WRAC students.

## **OTHER CUNY/KCC TEACHING & LEARNING INITIATIVES**

### ***ACADEMIC MOMENTUM***

In its Strategic Framework, CUNY articulated its plan for developing a culture of completion marked by momentum campaigns across the university. CUNY has thus set ambitious targets, including a goal of doubling the three-year graduation rate for associate degrees. To meet this target KCC has a [student success framework](#) with discrete milestones that prioritize equitable outcomes for all student groups. CUNY's Academic Momentum strategy includes degree mapping, advisement improvements, and encouraging faculty to think about the relationship of course design to student success. Faculty interested in new approaches to developmental education course design should contact their chairs and the Office of Academic Affairs (OAA).

### ***ACHIEVING THE DREAM (ATD)***

KCC has been a member of the [\(ATD\)](#) national network since 2012 and an ATD Leader College since 2015. ATD is a national network dedicated to supporting community colleges in fulfilling and renewing their missions. KCC is committed to ATD's core principles of inclusive excellence, evidence-based decision-making, and equity-driven student success for all. Faculty interested in participating in one or more of the ATD subcommittees should contact their department chair.

### ***CIVIC ENGAGEMENT (CE)***

Students are required to have a minimum of one civic engagement experience before graduation. The experience can be satisfied through a certified CE course, a component CE course, or a non-course related experience. Faculty interested in developing or teaching courses certified to meet the CE graduation requirement should contact their department chair.

### ***ONLINE TEACHING ESSENTIALS CERTIFICATION (OTE)***

[OTE](#) encourages faculty to develop and offer online/hybrid courses. Interested faculty should consult with their chairperson to discuss their department's certification process and also reach out to [Cynthia Olvina](#) in the Office of Academic Affairs (OAA).

### ***OPEN EDUCATIONAL RESOURCES (OER@KCC)***

[OER](#) works with faculty, staff, and students to incorporate open educational practices into their work to support our shared mission to offer high quality, affordable, innovative, student-centered programs of study where students take an active role in their own learning. Open Education can include open pedagogy, open science, open data, open publishing, and more!

## CHAPTER 6: COLLEGE GOVERNANCE & ADMINISTRATION

Governance at KCC takes the form of the College Council, College Committees, and Student Councils, as set forth in the [KCC College Council Constitution](#) and outlined briefly below:

### **THE COLLEGE COUNCIL**

[The College Council](#) is the governance body of KCC, comprised of elected representatives from full-time and part-time Instructional Faculty and Staff, Students, Support Staff, Administrators, and Alumni. The College Council conducts the educational affairs of the College except for the right to confer degrees, which is reserved to the faculty. The College Council generally meets twice each semester; meetings are open to the entire campus community, including those who are not College Council members. Click [here](#) to learn more. In addition to two special committees (the Committee on Committees and the Steering Committee), each College Council member serves on these committees:

- [The Curriculum Committee](#)
- [The Instructional Committee](#)
- [The Legislative Committee](#)
- [The Students Committee](#)
- [The Strategic Planning Committee](#)
- [Elections Committee](#)
- [Shared Governance Committee](#)

### **COLLEGE COMMITTEE ON FACULTY PERSONNEL & BUDGET**

CUNY Bylaws require a [College Committee on Faculty Personnel and Budget](#), or The College P&B. KCC's College P&B includes the President, the Senior Vice President for Academic Affairs and Provost, the Dean of Faculty, and the department chairs. The College P&B makes budget and faculty advancement, promotion and leave recommendations to our president.

Faculty Review and Tenure (RAT) Committees assist the College P&B with their work. These committees include the Committee on Reappointment and Tenure, Committee on Advancement to Associate Professor, Committee on Advancement to Professor, Committee on Reclassification and College Laboratory Technicians Series (CLT), Committee on Fellowship Leave, Committee on Equivalencies and Waivers, and the Sub-Committee on Appeals.

### **STUDENT GOVERNMENT**

Student Government serves as a voice for students, provide activities and programming, welcomes new students, and represent KCC and its students within CUNY and beyond. Click [here](#) to learn about our current student government and how your students can get involved.



## UNIVERSITY GOVERNANCE

KCC faculty also participate in university governance through the University Faculty Senate (UFS). KCC is represented by 9 Senators elected by the full-time and part-time faculty. Click [here](#) to learn more about the current membership and work of the UFS.

## COLLEGE ADMINISTRATION

### ***THE OFFICE OF THE PRESIDENT (A-226, EXT. 5109)***

Dr. Suri Duitch became the 8<sup>th</sup> president of KCC in January 2024. Please click [here](#) to learn more.

### ***THE OFFICE OF ACADEMIC AFFAIRS (OAA)***

Senior Vice President and Provost, Dr. Sharon Warren Cook, is the Chief Academic Officer (COA) of KCC and, in Conjunction with Dean of Health Programs and Associate Provost Dr. Mary Dawson, she oversees curriculum and ensures that KCC students have a well-rounded academic experience and a holistic support system through initiatives that emphasize high-impact practices and co-curricular activities. Click [here](#) to learn more about the work of OAA.

### ***THE ACADEMIC DEPARTMENTS***

We have fourteen departments lead by department chairs who oversee faculty and staff recruitment, hiring and development in accordance with union contracts, and schedule classes in consultation with the OAA. See Appendix C for a contact directory of departments.

### ***THE OFFICE OF INSTITUTIONAL ADVANCEMENT (OIA)***

The OIA works with individuals, foundations, corporations, corporate foundations and government entities to raise funds to support the needs of students, faculty and scholastic activities. Click [here](#) to learn more about the OIA.

### ***THE OFFICE OF COMMUNICATIONS & MARKETING (OCM)***

The Office of Communications and Marketing serves as the official voice of the College; promoting positive and consistent images for internal and external audiences through advertising, branding and marketing. OCM shares college news and information about college-wide events that positively endorse KCC's mission. Click [here](#) to learn more about OCM.

### ***THE OFFICE OF WORKFORCE DEVELOPMENT, CONTINUING EDUCATION & STRATEGIC PARTNERSHIPS***

This division is committed to providing quality, affordable, and accessible learning opportunities to all those within our community. A student-centered focus is at the core of the workforce training, adult basic skills, and continuing education programs and support services. Click [here](#) to learn more about the work of this office.

### ***THE OFFICE OF STUDENT AFFAIRS (OSA)***

The Student Affairs Division supports the co-curricular and developmental needs of the student body and develops policies, programs and services consistent with KCC's mission of providing a positive campus life experience for each student. Click [here](#) to learn more about OSA.

### ***THE OFFICE OF ENROLLMENT MANAGEMENT (OEM)***

The Office of Enrollment Management oversees: Admissions Information Center, Admission Services, International Student Affairs, One-Stop Center, Financial Aid, Testing, and the Registrar's Office. In this office, students may also inquire about emergency grants supported by the KCC Foundation. Click [here](#) to learn more.

### ***THE OFFICE OF FINANCE & ADMINISTRATION (OFA)***

The Office of Finance & Administration is responsible for all matters pertaining to the management of the college's budget, business operations, human resources, physical plant, technology, campus security and public safety. Click [here](#) to learn more about OFA.

### ***THE OFFICE OF INSTITUTIONAL EFFECTIVENESS (OIE)***

Institutional Effectiveness is about gathering and sharing evidence of the College's progress toward achieving its mission and institutional goals. OIE documents KCC's progress towards achieving its mission via surveys, research reports, CUNY performance metrics, and other data reporting. Click [here](#) to learn more about the work of OIE.

## CHAPTER 7: CAMPUS RESOURCES AND SERVICES

### **ACCESS-ABILITY SERVICES (AAS)**

[Access-Ability Services \(AAS\)](#) promotes a learning environment that emphasizes education, empowerment, informed participation, and equal access for all students. [Faculty](#) play an important role in creating an academic setting in which students with disabilities are full and valued participants.

### **ACCESS RESOURCE CENTER (ARC)**

[KCC's Access Resource Center](#), the nation's first at a community college, is a one-stop place to get connected to government benefits and resources. Whether it is childcare, SNAP, clothing, or transportation, students can get a referral for what is available to them – where they live and when they need it. ARC offers free services including benefits screening, legal/financial consultation, and tax preparation.

### **ASSESSMENT AND CARE TEAM (ACT)**

[The ACT Team](#) provides KCC faculty and staff with a confidential method for reporting student behaviors to on-site professionals for investigation, assessment and support. Any KCC community member concerned about another student or students is encouraged to submit an [ACT Referral Report online](#). When a report is submitted to ACT, the team try to work with students, who are deemed not high risk, to refer them to campus resources that will allow them to remain in good standing at KCC. If a faculty member judges that a student's behavior poses an immediate threat or risk of harm, they should call Public Safety (EXT. 7777) from any campus telephone. In addition, pull boxes are located in all hallways to alert Public Safety to an emergency.

### **BRIGHTSPACE (D2L)**

Brightspace is available for all courses offered at KCC and faculty are encouraged to use the platform to enhance their teaching and students' learning. Course materials, can be placed in a Brightspace course shell so that students have access to course materials at any time. Blackboard supports grading functions, class communication and interactive tools. For more information visit [KCC's Brightspace resource and information page](#).

### **BUSINESS CARDS**

To order online use the stationery orders link on the [Print Shop webpage](#). Only KCC email addresses may appear on business cards.

### **CUNY TECHNOLOGY SERVICES**

[The CUNY Technology Services page](#) provides faculty with resources, services, benefits, applications, activities and opportunities – and with each other, as an interconnected community. Via the portal, CUNY community members can access an e-Mall, special discounts, tax seminars, volunteer opportunities, and libraries, athletic events and performances.

## **COMPUTER LABS**

Faculty may reserve a computer lab for a single class period or on a recurring basis. To request such computer lab time for non-computer classes, faculty complete a request form and submit it to Information Technology Services (ITS). [Request forms](#) are available online on the faculty website via the Information Technology Services tab.

## **COPYING**

Up to 150 copies can be made by faculty members at the copy machines outside of [Office Services' Print Shop](#) (P-101, Ext. 5096). The Print Shop opens at 7:30am Monday through Friday. It closes at 6:00pm Monday - Thursday and at 5:00pm on Friday. When making copies, faculty sign in, indicate the department, and record the number of copies. Sets of more than 150 copies will be made by the staff of the Print Shop. Submit materials to be copied along with the appropriate form one week in advance. Please note that materials that are copied and distributed to a class are subject to [fair use agreements](#).

## **COUNSELING SERVICES' FACULTY & STAFF OUTREACH SERVICES**

Counseling Services' Faculty & Staff outreach services include consultations on crisis interventions and educational and preventative services to faculty. The [Counseling & Health Services](#) website provides a range of resources. For a consultation call (718) 368-5975.

## **EMERGENCY CLOSINGS**

In the event of emergency or a college closing due to weather or other factors, information and instruction can be obtained by signing up for [CUNYA!ert](#). Information will also be provided on the KCC homepage and on local radio and television stations.

## **HEALTH SERVICES (HS)**

In addition to the student services noted earlier, [Health Services](#) supplies first aid, emergency treatment, and educational, preventative and advisory services to the entire KCC community.

## **ID CARDS**

Human Resources (HR) provides new employees with a letter to bring to the [Office of Public Safety \(L-202, Ext. 5069\) who will issue a photo ID card](#). Photos are taken in L-222 during registration or at the Office of Public Safety at other times. Please Note: All individuals on campus are required to carry ID 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.

## **INFORMATION TECHNOLOGY SERVICES (ITS)**

[ITS at KCC](#), working in collaboration with Academic Affairs, aims to promote the effective integration of technology into teaching and learning. ITS provides students, faculty, and staff with access to and continual support for CUNYfirst and college email accounts, network accounts for access to labs, wireless resources, ePortfolio, audio/video conferencing technology

for remote learning, and CUNYfirst accounts for access to the CUNYfirst system. ITS provides phone and voice mail service and manages the public address system for the entire campus. ITS grants laptop loan privileges; provides Brightspace, CUNYfirst, and other computer-related training; designs, develops, and supports computer and web-based applications; and provides access to technology in classrooms and computer labs throughout the college.

### **KCC FLEX**

[KCC FLEX](#) offers adult, non-traditional and stop-out students a combination of alternative and accelerated scheduling, expedited application and admissions processes, and dedicated enrollment and academic coaches. Grounded in research and best practice, the KCC FLEX model is ideal for working people who want an affordable, flexible college education without sacrificing academic quality or holistic support and service. KCC FLEX degrees can be completed fully online or on-campus in any combination: daytime, evenings and weekends.

### **KINGSBOROUGH ART MUSEUM (KAM)**

The [KAM](#) provides the extended KCC Community with art exhibitions that reflect the values and standards in the KCC Art Curriculum. KAM is open Monday – Friday (10:00am-3:00pm) when classes are in session and is free and open to the public.

### **KINGSBOROUGH LEARNING CENTER (KLC)**

[The Kingsborough Learning Center](#) fosters the potential of each student by having a comprehensive tutoring program that empowers students to cultivate the skills, strategies and behaviors of confident, independent and lifelong learners. The Center provides an array of tutoring services free of charge for all KCC students including: small group appointment-based tutoring, English/writing tutoring, Math multiple repeater workshop, and Tutor.com.

### **LIBRARY**

[The Robert J. Kibbee Library](#) has an extensive, well-balanced, and carefully selected collection, which includes books, electronic books, full-text and bibliographic electronic databases, online and print periodicals, indexes, online government documents, and maps. Special services offered by the library, such as interlibrary loans and instructional sessions, are described on the library's homepage. You can request books and materials that you would like to see the library purchase [here](#).

### **MEDIA SERVICES**

[Media Services](#) provides faculty and students with educational non-print materials, services, and research capabilities consistent with the aims and goals of the College and the mission of the library. TVs, VHS and DVD players, overhead projectors, and a film collection are available for classroom use. As equipment is limited, please be sure to make reservations at the above link as early in the semester as possible. The Media Center also houses a mini-theater that seats 30-35 people but availability is limited so book early.

## **MELISSA RIGGIO HIGHER EDUCATION PROGRAM**

[AHRC New York City's Melissa Riggio Higher Education Program at KCC](#) is a fully inclusive college-based program designed to prepare people with intellectual and developmental disabilities for adult life through higher education coursework, career exploration and preparation, self-awareness and personal improvement, civic engagement, and self-advocacy skills. These students have the same opportunities for social and personal growth as other young adults at the college level. They are placed in select college courses every semester. Click [here](#) to view a seven-minute video about the program.

## **OFFICE OF PUBLIC SAFETY (OPS)**

[OPS](#) should be notified immediately of any breach in campus safety of the campus (ext. 5069; for emergencies 7777). OPS oversees campus security and safety, guard services, parking/traffic, lost and found, personal ID cards, and occupational/environmental safety concerns. OPS also has Emergency Medical Technicians trained in NYC Basic Life Support protocols. OPS maintains a Comprehensive Security Alarm System and over one hundred surveillance cameras throughout campus that are constantly monitored. OPS provides a [Safety Escort Service](#) for faculty who work on campus at night.

## **OFFICE SERVICES (OS)**

[OS Print Shop](#) does all printing, collating, and binding of printed materials. [OS Mail Room](#) collects and distributes mail. See the webpage for hours of operation. Mail can be deposited at any time in the chute on the wall of the Mail Room. The Mail Room does not sell stamps or money orders.

## **ON STAGE AT KINGSBOROUGH**

Part of KCC's mission is to enrich the lives of people who live, work, and study in our community. On Stage At Kingsborough presents world-class dance, music, theatre, and family performances from masters of their form. For more information call (718) 368-5596.

## **PARKING**

Public Safety requires that car brought on campus have a college issued parking permit. Faculty may purchase permits at the start of the semester in the [Bursar's Office](#). A valid ID card and a letter of employment from HR must be presented to purchase a permit.

## **RECREATIONAL FACILITIES**

Each semester and module, the Department of Health, Physical Education & Recreation posts the schedule as well as rules for the use of their facilities by faculty and staff. Faculty must present valid KCC ID to use these facilities. Faculty lockers are available, but users must bring their own locks. To use these facilities, faculty should speak to the staff in G-201.

## **SAFE ZONE**

[The Safe Zone program](#) is designed to address the issues faced by lesbian, gay, bisexual, and transgender students, faculty, and staff. Its most concrete goal is to identify and educate campus members who will become Safe Zone Allies, a campus-wide network of committed individuals who serve as the first points of contact for those who need to speak to a caring person about LGBTQIA+ issues. Interested faculty are encouraged to attend workshops.

## **STUDENT WELLNESS SERVICES**

[Student Wellness Services](#) offers information and resources on health and wellness. Its mission is to support students and encourage healthy lifestyles. The Student Wellness Center is available to collaborate with faculty on developing student wellness programming.

## **URBAN FARM**

[The KCC Urban Farm](#) is an organic, year-round food production site. The Farm provides students with urban farming expertise and first-hand experience building a more sustainable food system. Training through credit, non-credit and workforce development programs emphasizes hands-on experience and practical knowledge. The goals of the farm are to prepare students for careers in the local food economy, build a greater understanding of food, and to educate students on the benefits of leading healthy lifestyles.

## **WKRB-KCC (90.3 FM)**

KCC supports student-operated radio station [WKRB 90.3 FM](#) that broadcasts entertainment, news, public affairs programming, and local sports across South Brooklyn and major portions of Queens and Staten Island.

## APPENDIX A

### KCC CAMPUS RESOURCES FOR STUDENTS

STUDENT ISSUE	RESOURCE
Acclimating to the College Environment	Counseling Services – D102, x5975 Men’s Resource Center – U218, x5339 Women’s Center – M382, x4700 Student Life – C123, x5597 Student Wellness Center – A108, x5996
Accessibility	Access-Ability Office – D205, x5175
Caregiver Issues	Counseling Services – D102, x5975 Access Resource Center (ARC) – E115, x5411
Career Guidance	Career Development – C102, x5115 Transfer, New Start, & Scholarship Opportunities – M101, x4911
Child Care	Child Development Center – V105, x5868
Death of a Loved One	Counseling Services – D102, x5975
Domestic Violence	Counseling Services – D102, x5975 Women’s Center – M382, x4700
Financial Counseling (including Tax Prep)	Access Resource Center (ARC) – E115, x5411 Women’s Center – M382, x4700
Food	Cafeteria – U100, x5959 Urban Farm – T4234, x6578 Food Pantry – T4216, x4660 Access Resource Center (ARC) – E115, x5411
Health Concerns	Health Services – A108, x5684 Women’s Center – M382, x4700
Homelessness	Access Resource Center (ARC) – E115, x5411 Women’s Center – M382, x4700
IT Issues/Computer Accessibility	Cyber Lounge (student computing) – M200, x6681 Student Help Desk (blackboard, email, and other IT problems) – L106, x5154 Lap top borrowing – L115, x5044
Immigration, DACA (Deferred Action for Childhood Arrivals), TPS (Temporary Protected Status) Green Card	Access Resource Center (ARC) – E115, x5411 New American Center – V101 x5600
Legal Problems	New American Center – V101 x5600
Pregnancy	Health Services – A108, x5684, Access Resource Center (ARC) – E115, x5411 Women’s Center – M382, x4700
Struggling with Academics	Reading, Writing – Reading and Writing Center – L219, x5405 KCC Learning Center – L605, x5118
Substance Abuse Treatment	Counseling Services – D102, x5975
Veterans’ Issues	Counseling Services – D102, x5975 Veteran Affairs Student Office (VASO) – C106, x5472



## APPENDIX B

### ADMINISTRATIVE OFFICE DIRECTORY

#### OFFICE OF THE PRESIDENT

TITLE	NAME	ROOM	PHONE
President	Suri Duitch	A-226	718-368-5109
Executive Chief of Staff/Deputy to the President	Nadine Browne	A-226	718-368-5112
Executive Director of Human Resources and Labor Relations Designee	Gila Rohr	A-201	718-368-5436
Executive Legal Counsel and Labor Designee	Beth Douglas	A-209	718-368-5054
Labor and Legal Manager	Jennifer James	A-226C	718-368-6939
Chief Diversity Officer	Lisa Khandhar	V-125	718-368-6896

#### ACADEMIC AFFAIRS

TITLE	TITLE	ROOM	PHONE
Senior Vice President of Academic Affairs & Provost	Sharon Warren Cook	A-218	718-368-5661
Vice President of Student Affairs	Sharon Warren-Cook	A-216	718-368-5563
Dean for Student Success Programs	Yelena Bondar	A-228	718-368-5664
Dean of Faculty	Gordon Alley-Young	A-218	718-368-6634
Director of Curriculum Development and Program Planning	Amanda Kalin	A-228	718-368-4611
Academic Affairs Manager	Cynthia Olvina	A-218	718-368-6514
Academic Affairs Manager	Barbara Fairweather	A-218	718-368-6512
Academic Affairs Budget Specialist	Joseph Velez	A-218	718-368-6881
Administrative Coordinator	Jaime Berco	A-218	718-368-6928
Assistant Dean of Advisement	Carey Manifold	M-211	718-368-5616
Director of College Discovery Program	Brenda Vargas	D-210 A	718-368-5385
Director of Honors Program	Kamili Posey	M-377	718-368-5365
Director of Immersion Program	TBA	D-106	718-368-5358
Associate Director of KCC FLEX	Herschella Steele	D-124	718-368-6995
Director of KCC Learning Center	Michael Weisenfeld	L-609	718-368-4659
Academic Resource Center Manager	Mohammed Riyad	L-2190	718-368-6786
Director of Kingsborough Center for e-Learning (KCeL)	Loretta Brancaccio-Taras	L-705	718-368-6651
Director of Kingsborough Center for Teaching & Learning (KCTL)	Ryan McKinney	M-391	718-368-6612
Director of Math Start and CUNY Start	Wendy Zepeda	T4-122	718-368-4500
Director HURFS-RC	Keisha Thompson	F-314	718-368-5504

ADVISEMENT ACADEMIES			
Director of Advisement Academies	Karimah Ellis	M-101	718-368-4911
Associate Director of Advisement Academies	Hanane Elabid	F-123	718-368-4806
Substitute Associate Director of Advisement Academies	Paula Risolo	E-102	718-368-5495

#### INSTITUTIONAL ADVANCEMENT

TITLE	NAME	ROOM	PHONE
Vice President for Institutional Advancement	Nancy Sánchez-Badillo	M-243	718-368-5982
Director of Operations and Scholarships	Maria Patestas	M-243	718-368-4539
Director of Alumni Relations & Advancement Events	Aba Agolli	M-243	718-368-4539
Director of Development and Grants Officer	Mabel Chee	M-243	718-368-4539
Director of Funds Management	Wanda Morales	M-243	718-368-4539
Director of Major Gifts and Planned Giving	Daniel LaNoue	M-243	718-368-4539
Manager of Corporate & Foundation Relations	Kathryn Giaimo	M-243	718-368-4539

## **COMMUNICATIONS & MARKETING**

TITLE	NAME	ROOM	PHONE
Vice President of Communications and Marketing	Cheryl Todmann	A-217A	718-368-6968
Communications and College Relations Manager, External Relations	JoAnne Meyers	A-217	718-368-5169
Communications Publications Editorial Manager	Pittershawn Palmer	A-217	718-368-5394

## **CONTINUING EDUCATION & WORKFORCE DEVELOPMENT**

TITLE	NAME	ROOM	PHONE
Vice President for Workforce Development and Strategic Community Partnerships	Simone Rodriguez	A-214A	718-368-6927
Director of Career Services and Service-Learning	Marisa Joseph	C-102	718-368-6780
Director of Continuing Education Programs	Karolina Bizik	T4-140	718-368-4505
Academic ESL Program Director	Natalie Bredikhina	T-231	718-368-4870
Associate Dean of Workforce Development and Continuing Education	Christine Zagari-Loporto	A-214	718-368-5778
Director of Professional Training and Strategic Community Partnerships	Anna Geller	A-214	718-368-6731
Director of Programs and Workforce Development	Alissa Levine	T7-115	718-368-5691

## **ENROLLMENT MANAGEMENT**

TITLE	NAME	ROOM	PHONE
Vice President for Enrollment Management	Johana Rivera	V-114	718-368-5650
Associate Director of the Academic Village	Javier Morgades	V-100	718-368-4561
Director of International Student Services and Admissions Information Center	Gavin Ireland	V-103	718-368-6802
Director of Financial Aid	Sinu Jacob	U-201	718-368-4645
Director of KCC Experience	Michael Goldstein	V-101H	718-368-5666
Director of Testing	Matthew Papier	T-602	718-368-5825
Director of Admissions	Erica Levy	V-101	718-368-5386
Registrar	Avery Mullen	A-105	718-368-5689

## **FINANCE & ADMINISTRATION**

TITLE	NAME	ROOM	PHONE
Vice President of Finance and Administration	Andres Escobar	A-209	718-368-5076
AVP/Chief Information Officer	Asif Hussain	L-708	718-368-6774
Director of Environmental Health & Safety	Celeste Creegan	S-304	718-368-4778
Director of Public Safety	Kenneth Greene	L-202	718-368-5069
Chief Administrative Superintendent of Buildings & Grounds	Rodney Moye	P-220	718-368-5124
Director of Procurement	Kiesha Stewart	A-207B	718-368-5034

## **INSTITUTIONAL RESEARCH, ASSESSMENT, & EFFECTIVENESS**

TITLE	NAME	ROOM	PHONE
Dean of Institutional Research & Strategic Planning	Colleen Davy	U-212A	718-368-6511
Director of Institutional Research	Lauren Levesque	U-212B	718-368-6886
Institutional Effectiveness Manager	Jonathan Cavalieri	U-212C	718-368-5844
Office Assistant	Novita Rahayu	U-212	718-368-6935

## **STUDENT AFFAIRS**

TITLE	NAME	ROOM	PHONE
Vice President of Student Affairs	Sharon Warren-Cook	A-216	718-368-5563
Executive Director of Student Affairs	Cindy Lui	A 216	718-368-5563
Associate Director of Access-Ability Services	Peter Santiago	D-205	718-368-5175
Director of Access Resource Center (ARC)	Hattie Elmore	E-106	718-368-5411
Director of Student Involvement & Special Projects	Damani Thomas	A-216D	718-368-6947

Manager of Child Development Center	Samantha Burke	V-105	718-368-5870
Director of Community Standards and Student Conduct	Damali Dublin	A-216	718-368-5348
Director of Counseling and Student Wellness Services	Althea Maduramente	D-102E	718-368-6597
Director of CUNY Edge	Brandy Barber	T4-216	718-368-4661
Director of My Turn Program	Susan Lavin	F-219	718-368-5919
Director of Student Life	Melissa Merced	C-123B	718-368-5227
Director of Student Union & Intercultural Center	Helen-Margaret Nasser	M-230B	718-368-4954
Director of TRIO Student Services	Faith Fogelman	D-205	718-368-5280
Director of Men's Resource Center	Michael Rodriguez	U-218	718-368-5339
Director of Women's Center	Frances Robinson	M-382	718-368-4549
Manager of Wellness Center	Ilona Fridson	D-102F	718-368-5996
Veteran Program Specialist	Tara Yarczower	C-106	718-368-6502

## APPENDIX C

### ACADEMIC DEPARTMENT DIRECTORY

DEPARTMENT	CHAIRPERSON	ASSISTANTS	OFFICE	Ext:
Allied Health, Mental Health, and Human Services	Tyronne Johnson	Evelyn Santiago	C-206	5412
Art	Sarah Dillon	Cathy Galeano	S-155	5718
Behavioral Sciences	Stuart Parker	Dorothy Weinberger	D-309	5630
Biological Sciences	Kristin Polizzotto	Olivine Dixon	S-244	5502
Business	Jeffrey Lax	Patti Mead	M-355	5555
Communications & Performing Arts *World Language Faculty moved to department in September 2024	Scott Cally	Judy Cohen	E-309	5591
English	Ann del Principe	Shelly Benjamin Christine Marchese Audrey Phillips Bailin Song	C-309	5849
Health, Physical Education & Recreation	Donald Hume	Diane Guido Barbara Flissler	G-201	5696
History, Philosophy & Political Science	Jacob Segal	Paula Thompson	D-309	5417
Library	Carlos Arguelles	Tina Kopel	L-805	5144
Mathematics & Computer Science	Rina J. Yarmish	Anne Migliaccio Chana Sandberg Jessica Altomonte	F-309	5931
Nursing	Catherine Olubummo	Nina Vitucci	M-401	5522
Physical Sciences	John Mikalopas	Andrew Sobolewski Viola Evans	S-243	5746
Tourism & Hospitality	Mark D'Alessandro	Caroline McLinden	V-226	5143

## APPENDIX D: ACCREDITATIONS

KCC is fully accredited and approved by the [Middle States Commission on Higher Education \(MSCHE\)](#).

The Nursing Education Program is approved by the New York State Education Department and is accredited by the [Accreditation Commission for Education in Nursing](#).

The Chemical Dependency Program and the Alcoholism and Substance Abuse Counseling Certificate are accredited by the [National Addiction Studies Accreditation Commission](#) (NASAC) and [Office of Addiction Services and Supports](#) (OASAS).

The Surgical Technology Program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) (CAAHEP).

The Physical Therapist Assistant Program is accredited by the [Commission for the Accreditation of Physical Therapy Education](#) (CAPTE) of the [American Physical Therapy Association](#) (APTA).

The Paramedic Program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) (CAAHEP) upon the recommendation of the [Committee on Accreditation of Education Programs for the Emergency Medical Services Profession](#) (CoAEMSP).

The Polysomnographic Technology Program has been awarded initial accreditation by the [Commission on Accreditation of Allied Health Education Programs](#) (CAAHEP) upon the recommendation of the [Committee on Accreditation for Polysomnographic Technologist Education](#) (CoA PSG).

All academic programs are registered by the [New York State Education Department Office of Higher Education](#) (NYSED OHE). Accreditation documentation is available from the Office of Academic Affairs, A-218.

## APPENDIX E

### HOW TO READ YOUR PAY STUB

The City of New York			<b>EMPLOYEE</b>				Payroll Management System <b>E</b>			
ITEM #	PAY PERIOD	PAYDATE	<b>PAY STATEMENT</b> <b>B</b>				PAYROLL #	WORK UNIT	CHECK NUMBER	DISTRIBUTION #
	<b>A</b>	<b>A</b>	FEDERAL		STATE		REFERENCE #	CD	<b>C</b> <b>D</b>	EMPLOYEE NAME
PENSION #	ELECTRONIC FUND TRANSFER INFORMATION		JSN	MS	EXEMPT	MS	EXEMPT	<b>K</b>	<b>L</b>	<b>M</b>
<b>F</b>	ABA NUMBER		<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>				
TAX INFO			TOTAL EARNINGS	FEDERAL TAX	SOCIAL SECURITY	MEDICARE	STATE TAX	CITY TAX	CITY WAIVER	TOTAL DEDUCTIONS THIS PERIOD
THIS PERIOD			<b>N</b>		<b>O</b>		<b>P</b>		<b>Q</b>	
YEAR TO DATE										
DESCRIPTION	UNITS/HOUR	AMT. EARNED PRIOR PERIOD	UNITS/HOURS	AMT. ERNED THIS PERIOD	LEAVE BALANCE AS OF:			<b>S</b>	NET PAY <b>T</b>	
← <b>R</b> →			← <b>U</b> →			DESCRIPTION			BALANCE AVAILABLE	DESCRIPTION
EARNINGS DATA						HH:MM			HH:MM	
MESSAGES										
DESCRIPTION	AMOUNT THIS PERIOD	GOAL AMOUNT OR TOTAL INSTALLMENT	BALANCE DUE OR INSTALLMENT LEFT	DESCRIPTION	AMOUNT THIS PERIOD	GOAL AMOUNT OR TOTAL INSTALLMENT NO	BALANCE DUE OR INSTALLMENT LEFT			
OTHER ITEMIZED DEDUCTIONS			← <b>V</b> →		OTHER ITEMIZED DEDUCTIONS					

#### (A) Pay Period and Pay Date

Pay period is the period covered by the payment. Pay date is the date your check is issued or the date your direct deposit is credited to your bank account. Each bi-weekly pay period begins on a Sunday, runs two weeks, and ends on a Saturday. The pay period shown on your pay statement indicates the dates for which you are being paid for regular hours worked. If you are a full-time employee or a part-time support staff employee, these dates accurately reflect the period covered by your payroll check. If you are an Adjunct faculty member or a Continuing Education Teacher, however, these dates do not accurately reflect the period covered by your payroll check. This is due to the unique payment calculation method utilized for paying Adjuncts and Continuing Education Teachers.

#### (B) Payroll #

The payroll number "465" identifies the agency as Kingsborough Community College.

#### (C) Work Unit

Work Unit designates employee classifications for timekeeping purposes. The following Work Units are currently in use at Kingsborough:

- O100 Full-time Faculty
- O200 F/T Non-Teaching Instructional (HEO'S)
- O300 Administrators and Union Excluded HEO's
- O400 Executive Compensation Pay Plan
- O500 Managerial

O600 White Collar  
O700 Blue Collar (Not Security)  
O701 Blue Collar (Security)  
O800 Skilled Trade (Section 220) Titles  
O900 P/T Faculty (Adjuncts)  
1000 Continuing Education Teachers  
1100 College Laboratory Technicians  
1200 College Assistants, Student Aides, Staff Nurses (Hourly), CUNY Custodial Assistants (Hourly)

#### **(D)Check Number**

The check number is the City's payment number. If a "Z" precedes the number, your pay is deposited directly to your bank account. If a "C" precedes the number, your pay is being made available to you via a paper check.

#### **(E)Distribution Number**

The distribution number refers to payroll distribution codes used for sorting of payroll checks. The following Distribution Numbers are currently in use at Kingsborough:

AAA Full-time Faculty  
FTS Full-time Support Staff  
41AD Adjunct Faculty (Not Collaborative Programs)  
41CN Adjunct Faculty (Collaborative Programs)  
42CN Faculty Overloads (related to Collaborative Programs)  
42FT Faculty Overloads  
51CA College Assistants/Student Aides (Continuing Education)  
51CE Continuing Education Teachers  
61CA College Assistants/Student Aides (not Continuing Education); also includes CUNY Custodial Assistants (Hourly) and Staff Nurses (Hourly)

#### **(F) Pension Number**

Your pension number is shown if you are a member of one of New York City's pension systems. Contact HR, if you believe there is a discrepancy.

#### **(G) Electronic Fund Transfer Information**

Your bank's ABA number is shown here. This is a routing number that identifies your banking institution and is utilized for direct deposit of net pay.

#### **(H) JSN**

JSN identifies your Job Sequence Number. The JSN is a one (1) digit code assigned to each job an employee has on PMS. An employee may have two or more active jobs in the same agency in which case he/she will have multiple JSN's on the PMS System (e.g., a faculty member may have a JSN 1 designation on a full-time position and a JSN 2 on an overload position).

#### **(I) Federal MS/Exempt**

Your withholding status including marital status and number of withholding allowances for federal tax withholding purposes. This reflects information you submitted on your W-4 Withholding Allowance Certificate.

Marital Status:

A is single

B is married

C is unspecified

If you believe that there is a problem with your federal tax withholding on your payroll check, please contact the Human Resources Office immediately. We will review our records to ensure that payroll information appearing on the PMS system is consistent with information provided by you on your W-4 Withholding Allowance Certificate.

#### **(J) State MS/Exempt**

Your withholding status including marital status and number of withholding allowances for state tax withholding purposes. This reflects information you submitted on your IT-2104 New York State Withholding Allowance Certificate.

Marital Status:

A is single

B is married

C is unspecified

If you believe that there is a problem with your state tax withholding on your payroll check, please contact the Human Resources Office immediately. We will review our records to ensure that payroll information appearing on the PMS system is consistent with information provided by you on your IT-2104 Withholding Allowance Certificate.

#### **(K) Reference Number**

Reference number is an employee identification number that is automatically assigned to the employee by the PMS system and is unique to each employee.

#### **(L) CD Number**

Check Digit is a one-digit code between 0-9 automatically assigned to an employee by the PMS System based on the employee's Social Security Number. PMS transactions cannot be processed if the check digit does not match the employee's Social Security Number. The check digit assists the PMS system in checking against errors.

#### **(M) Employee Name**

Your name is shown here as it appears in PMS. Please contact the Human Resources Office if there are any spelling errors, or if your name has changed.



**(N) Total Earnings This Period and Year to Date**

Total earnings this period includes all earnings in this pay period. Total earnings year to date is based on the current calendar year beginning with the first pay period in January. As long as the pay date occurs within the current calendar year, the total monies paid for the pay period, regardless of actual date earned, will be included in the current year to date figure.

**(O) Federal Tax, Social Security, Medicare, State Tax, City Tax**

These are the amounts withheld as required by federal, state, and local laws and depend upon your earnings, marital status, and number of withholding allowances.

**(P) City Waiver**

The City Waiver is an additional withholding for City employees who live outside the city and subject to the requirements of Section 1127 of the New York City Charter. It is our understanding that Section 1127 of the New York City Charter does not apply to employees of the City University of New York.

**(Q) Total Deductions This Period**

Total deductions this period indicates the sum of your taxes and all other deductions which may include health insurance, union dues, pension contributions, pre-tax benefit programs, CUNY Campaign deductions, etc.

**(R) Earnings Data**

Earnings data provides specific information regarding earnings paid in this period.

- Description, Units/Hours, Amt. Earned This Period specifies the hours worked and amount earned during the period printed under Pay Period at the top of the pay stub.
- A "Misc. Pay" notation appearing in the Earnings Data section might refer to a variety of different items, including:
  - o Annual Leave Lump Sums for College Assistants at the conclusion of the fiscal year
  - o Annual Leave Lump Sums for employees who are terminating their employment at the College
  - o Substitutions
  - o Registration Counseling
  - o Holistic Grading
  - o Teacher Training Sessions
  - o Hourly faculty assignments of a short duration being paid upon completion via a One-time Lump Sum payment

The Human Resources Office strongly recommends that you retain your pay stubs for future reference, if needed. There is only one pay stub produced by the PMS System for each payroll check or direct deposit generated on a given pay date. The Payroll Distribution Office distributes that pay stub to each employee. Our office, therefore, does not have duplicate pay stubs available for distribution.

Our office will send out Personnel Data Forms (PDF's) to faculty members, which will include specific information on items included in their payroll checks. Every effort will be made to have each PDF include the payroll date(s) on which the item of pay is expected to be included. These PDFs are mailed out after payroll checks have been issued. Faculty members are advised to review the appropriate pay stub when they receive a PDF to confirm that payment was received as described on the PDF form.

#### **(S) Leave Balances as of (Applies ONLY to Full-time and Part-time Support Staff)**

The date through which your leave balances are shown. The PMS system does not provide timekeeping capabilities for any of our faculty titles. The PMS system, therefore, does not provide Leave Balances information for any faculty titles.

#### **(T) Net Pay**

Your net pay is the difference between this period's total earnings (gross pay) and this period's total deductions.

#### **(V) Other Itemized Deductions**

Other itemized deductions indicate what deductions are for, amounts deducted, and, if applicable, goal amounts and number of installments remaining (e.g., applicable for pension loans). There is sufficient room for eight deductions on most pay stubs. If you have more than eight deductions, seven will be detailed and the remainder will be combined in the last entry with an accompanying notation of "Other". Please contact the Human Resources Office for information on what specific deduction(s) are included under the "Other" designation. Some of the more common itemized deduction designations, which might appear on your pay stub, are as follows:

- G-CBP EMPE GHI Comprehensive Benefits Plan
- HIP FO IND HIP/HMO Full Option Individual
- HIP FO FAM HIP/HMO Full Option Family
- US HEALTH IND US Health Care Individual
- US HLTH FAM US Health Care Family
- TIA 414H STD TIAA Pension Plan
- TR PN STD TRS Pension System Standard
- NYC 414H STD New York City Employees Retirement System Pension System
- CH 96 BASIC Chapter 96 Pension-Basic 414H (Pertains to NYCERS Pension System)
- PSC HRC TDA PSC (HRC) Tax Deferred Annuity
- TIAA TDA TIAA Tax Deferred Annuity
- TRS TDA TRS Tax Deferred Annuity
- COPELAND TDA Copeland Tax Deferred Annuity
- TR PN LNS TRS Pension System - Loans
- NYC PN LNS NYCERS Pension System - Loans
- PSC-CUNY WF PSC-CUNY Welfare Fund \*
- PSC FED CRED Professional Staff Congress Federal Credit Union

- MUNI CRDT UN Municipal Credit Union
- CMC DEDS-1 CUNY Campaign (1st agency for which deduction is being made)
- CMC DEDS-2 CUNY Campaign (2nd agency for which deduction is being made, if applicable)
- Please note that an itemized deduction with the notation "PSC-CUNY WF" indicates a deduction
- being made by the PSC-CUNY Welfare Fund. Instructional staff employees enroll in the various
- available optional plans (e.g., Optional Life Insurance, Optional Disability Insurance, Long-Term Care
- Coverage, etc.) directly with the Welfare Fund; therefore, this information is not available in the
- Office of Human Resources. For information regarding items included in this deduction, please
- contact the PSC-CUNY Welfare Fund at 28 West 44th Street, 5th Floor, New York, NY 10036 (212)-354-5230.

## **APPENDIX F**

### **GLOSSARY OF COMMON ACRONYMS USED AT KCC**

#### **A**

**AACU** – AMERICAN ASSOCIATION OF COLLEGES AND UNIVERSITIES

**AAS** – ACCESS-ABILITY SERVICES

**ACAD** – AMERICAN CONFERENCE OF ACADEMIC DEANS

**ACE** – ACCELERATE COMPLETE ENGAGE, A PROGRAM SPONSORED BY CUNY TO ELIMINATE BARRIERS TO HELP STUDENTS TO GRADUATE ON TIME AT THE FOUR-YEAR COLLEGE

**ACEN** – ACCREDITATION COMMISSION FOR EDUCATION IN NURSING

**ACT** – ASSESSMENT AND CARE TEAM

**AES** – ADMINISTRATIVE, EDUCATIONAL AND STUDENT SUPPORT

**AHMHHS** – DEPARTMENT OF ALLIED HEALTH, MENTAL HEALTH, AND HUMAN SERVICES

**ALP** – ACCELERATED LEARNING PROGRAM CLASSES IN THE ENGLISH DEPARTMENT TO SUPPORT STUDENTS TALKING ENGLISH 1200

**APR** – ACADEMIC PROGRESS RATE

**APTA** – AMERICAN PHYSICAL THERAPY ASSOCIATION

**ASAP** – ACCELERATED STUDY IN ASSOCIATE PROGRAMS, A PROGRAM SPONSORED BY CUNY TO ELIMINATE BARRIERS TO HELP STUDENTS TO GRADUATE ON TIME AT COMMUNITY COLLEGE

**ATD** – ACHIEVING THE DREAM IS AN ORGANIZATION THAT SUPPORTS COMMUNITY COLLEGES IN DEI WORK TO MAXIMIZE STUDENT SUCCESS AND STUDENT OUTCOMES

**ARC** – ACCESS RESOURCE CENTER

**ART** – DEPARTMENT OF ART

**AAARI** – ASIAN AMERICAN ASIAN RESEARCH INSTITUTE

#### **B**

**BIPOC** – BLACK, INDIGENOUS, PEOPLE OF COLOR

**BIO** – DEPARTMENT OF BIOLOGICAL SCIENCES

**BUS** – DEPARTMENT OF BUSINESS

**BMI** – BLACK MALE INITIATIVE

#### **C**

**CAAHEP** – COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAM

**CAPTE** – COMMISSION FOR THE ACCREDITATION OF PHYSICAL THERAPY EDUCATION

**CE** – CIVIC ENGAGEMENT OR CONTINUING EDUCATION

**CEU** – CONTINUING EDUCATION UNIT

**CLIP** – CUNY LANGUAGE IMMERSION PROGRAM

**CLO** – COURSE LEARNING OUTCOME

**CLT** – COLLEGE LAB TECHNICIAN

**COACHE** – THE COLLABORATIVE ON CAREERS IN HIGHER EDUCATION

**CoAEMSP** – COMMITTEE ON ACCREDITATION OF EDUCATION PROGRAMS FOR THE EMERGENCY SERVICES PROFESSION

**CoAPSG** – COMMITTEE ON ACCREDITATION FOR POLYSOMNOGRAPHIC TECHNOLOGIST EDUCATION

**COM** – DEPARTMENT OF COMMUNICATION

**COP** – COMMUNITY OF PRACTICE

**CTL** – CENTER FOR TEACHING AND LEARNING

**CRSP** – CUNY RESEARCH SCHOLARS PROGRAM

**C-STEP** – COLLEGIATE SCIENCE AND TECHNOLOGY ENTRY PROGRAM

**CUE** – COORDINATED UNDERGRADUATE EDUCATION

## **D**

**D2S** – DESIRE TO LEARN, THE CREATORS OF THE BRIGHTSPACE ONLINE LEARNING PLATFORM

**DEI** – DIVERSITY EQUITY AND INCLUSION

**DFW COURSES** – COURSES THAT ARE GRADED D, F, OR W

## **E**

**EARS** – EQUITY AND ANTI-RACISM SUMMIT

**ESL** – ENGLISH SECOND LANGUAGE

**ESPARC** – EMPLOYEE SEXUAL AND INTERPERSONAL VIOLENCE PREVENTION

## **F**

**FDG** – FACULTY DEVELOPMENT GROUP

**FIG** – FACULTY INTEREST GROUP

**FireS.I.D.E. Chat** – SPOTLIGHTING INDIVIDUALS DEMONSTRATING EQUITY

**FITR** – FACULTY INITIATIVE ON TEACHING READING

**FSSS** – FACULTY AND STAFF SATISFACTION SURVEY

**FLEX** – ONLINE DEGREE PROGRAMS

## **G**

**GRAC** – GOVERNANCE REVIEW AD-HOC COMMITTEE

## **H**

**HCP** – HONORS CONTRACT PROJECTS

**HEC** – HONORS ENRICHMENT COMPONENTS

**HEO** – HIGHER EDUCATION OFFICER

**HR** – HUMAN RESOURCES

**HRPP** – HUMAN RESEARCH PROTECTION PROGRAM

**HS** – HEALTH SERVICES

**HURFS-RC** – HISTORICALLY UNDERREPRESENTED FACULTY AND STAFF RESOURCE CENTER

## **I**

**IRB** – INSTITUTIONAL REVIEW BOARD

**IPEDS** – INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

**ISP** – A LEARNING COMMUNITY FOR ADVANCED STANDING STUDENTS

**ITS** – INFORMATION AND TECHNOLOGY SERVICES

## **J**

**JCOPE** – JOINT COMMISSION ON PUBLIC ETHICS

## **K**

**KAM** – KINGSBOROUGH ART MUSEUM

**KCACTF** – KENNEDY CENTER AMERICAN COLLEGE THEATRE FESTIVAL

**K-CORE** – KINGSBOROUGH COLLABORATIVE RESEARCH BOOTCAMP

**KCeL** – KINGSBOROUGH CENTER FOR E-LEARNING

**KCTL** – KINGSBOROUGH CENTER FOR TEACHING AND LEARNING

**KLC** – KINGSBOROUGH LEARNING CENTER

**KPI** – KEY PERFORMANCE INDICATORS

## **L**

**L2** – REFERS TO SOMEONE WHO IS WORKING OR LEARNING IN A SECOND LANGUAGE

**LAS** – LIBERAL ARTS SEMINAR

**LALC** – LIBERAL ARTS LEARNING COMMUNITY

**LC** – LEARNING COMMUNITY

**LMS** – LEARNING MANAGEMENT SYSTEM

## **M**

**MAC** – MARINE ACADEMIC CENTER

**MRC** – MEN’S RESOURCE CENTER

**MSCHE** – MIDDLE STATES COMMISSION ON HIGHER EDUCATION

## **N**

**NASAC** – NATIONAL ADDICTION STUDIES ACCREDITATION COMMISSION

**NCLEX** - NATIONAL COUNCIL LICENSURE EXAMINATION

**NISS** – NATIONAL INSTITUTE FOR STUDENT SUCCESS

**NJCAA** – NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

**NJCAAE** – NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION ESPORTS

**NYSED OHE** – NEW YORK STATE EDUCATION DEPARTMENT OFFICE OF HIGHER EDUCATION

## **O**

**O1** – SYNCHRONOUS COURSE

**O2** – ASYNCHRONOUS COURSE

**OAA** – OFFICE OF ACADEMIC AFFAIRS

**OASAS** – OFFICE OF ADDITION SERVICES AND SUPPORTS

**OCM** – OFFICE OF COMMUNICATIONS AND MARKETING

**ODLC** – OPENING DOORS LEARNING COMMUNITY FOR NEW INCOMING STUDENTS

**OE/OER** – OPEN EDUCATION/OPEN EDUCATIONAL RESOURCES

**OEM** – OFFICE OF ENROLLMENT MANAGEMENT

**OFA** – OFFICE OF FINANCE & ADMINISTRATION

**OIA** – OFFICE OF INSTITUTIONAL ADVANCEMENT

**OIE** – OFFICE OF INSTITUTIONAL EFFECTIVENESS

**OPS** – OFFICE OF PUBLIC SAFETY  
**OS** – OFFICE SERVICES  
**OSA** – OFFICE OF STUDENT AFFAIRS  
**OTE** – ONLINE TEACHING ESSENTIALS

**P**

**P&B** – PERSONNEL AND BUDGET  
**PDF** – PAYROLL DATA FORM (ALSO PORTABLE DOCUMENT FORMAT)  
**PLO** – PROGRAM LEARNING OUTCOME

**Q**

**QPOC/QTPOC** – QUEER PEOPLE OF COLOR/QUEER AND TRANS PEOPLE OF COLOR

**R**

**RAT** – REAPPOINTMENT AND TENURE COMMITTEE (ALSO CALLED COLLEGE REVIEW COMMITTEE)  
**RPT** – REAPPOINTMENT, PROMOTION, AND TENURE  
**RSI** – REGULAR AND SUBSTANTIVE INTERACTION

**S**

**SET** – STUDENT EVALUATIONS OF TEACHING  
**SLO** – STUDENT LEARNING OUTCOMES  
**SOTL** – SCHOLARSHIP OF TEACHING AND LEARNING  
**STEAM** – SCIENCE TECHNOLOGY ENGINEERING ARTS AND MATH  
**STEM** – SCIENCE TECHNOLOGY ENGINEERING AND MATH  
**SUIC** – STUDENT UNION AND INTERCULTURAL CENTER

**T**

**TAH** – DEPARTMENT OF TOURISM AND HOSPITALITY  
**THA** – THEATRE ARTS PROGRAM  
**TOU** – DEPARTMENT OF TOURISM AND HOSPITALITY  
**TREX** – TRANSFER EXPLORER

**U**

**The “U”** – ROOMS ABOVE THE CAFETERIA  
**UDL** – UNIVERSAL DESIGN FOR LEARNING  
**UFS** – UNIVERSITY FACULTY SENATE

**V**

**VOE** – VERIFICATION OF ENROLLMENT

**W**

**WPV** – WORKPLACE VIOLENCE  
**WRAC** – WRITING AND READING ACROSS THE CURRICULUM