

College of Community and Public Affairs

Faculty and Staff Handbook 2011-12



BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK

College of Community
and Public Affairs

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University Calendar Fall 2011 & Spring 2012

Binghamton University operates on a year round schedule that includes a fall and spring semester, as well as winter and summer sessions.

Fall Semester 2011

- Aug 25 Residence halls open for new students 9 a.m.
- Aug 26 Residence halls open for returning students 9 a.m.
- Aug 22-28 Graduate student pre-semester registration, fall 2011
- Aug 26-28 Undergraduate pre-semester registration, fall 2011
- Aug 29 Classes begin
- Sep 5 No classes (Labor Day)
- Sep 9 Course add deadline *
- Sep 9 Course drop/delete deadline*
- Sep 28 Classes recess 1 p.m.
- Sep 29-Oct 2 No classes (Rosh Hashanah)
- Oct 3 Classes resume
- Oct 7 Classes recess 1 p.m.
- Oct 8-9 No classes (Yom Kippur)
- Oct 10 Classes resume
- TBA Registration and academic advising for spring 2012
- Oct 28 Course withdraw (with a "W")/Change grade option deadline *
- Oct 28 Last day for seniors to submit an application for degree for fall 2011
- Nov 23 Classes recess 1 p.m.
- Nov 23 Residence halls close 2 p.m.
- Nov 24-27 No classes (Thanksgiving)
- Nov 27 Residence halls open 2 p.m.
- Nov 28 Classes resume
- Dec 9 Last Day of classes
- Dec 10-11 Reading period
- Dec 11 Fall Commencement ceremony
- Dec 12-16 Final examinations
- Dec 17 Residence halls close 11 a.m.

Winter Session 2012

- Jan 9-27

Aug 2011						
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Sep 2011						
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Nov 2011						
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Jan 2012						
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Spring Semester 2012

Jan 26	Residence halls open 9 a.m.
Jan 27-29	Pre-semester registration, spring 2012
Jan 30	Classes begin
Feb 10	Course add deadline *
Feb 10	Course drop/delete deadline*
Feb 20	No classes (Washington's Birthday)
TBA	Registration and academic advising for fall 2012
Mar 30	Course withdraw (with a "W")/Change grade option deadline *
Mar 30	Last day for seniors to submit an application for degree for Spring 2012
Mar 31	Residence halls close 9 a.m.
Mar 31-Apr 9	Spring Recess (Passover, Easter)
Apr 9	Residence halls open 2 p.m.
Apr 10	Classes resume
May 11	Last day of classes
May 12-13	Reading period
May 14-18	Final examinations; residents must vacate residence halls 24 hours after last exam
May 19	Graduate Commencement ceremony
May 20	Undergraduate Commencement ceremonies

Feb 2012						
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Mar 2012						
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Apr 2012						
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May 2012						
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Jul 2012						
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Summer Session 2012

Term I: May 29-June 29
Term II: July 9-August 10
Term III: variable

* Courses meeting less than the full semester have proportionately adjusted deadlines

**CALENDAR SUBJECT TO REVISION
BINGHAMTON UNIVERSITY**

**Last revised
4/08**

**COLLEGE OF COMMUNITY AND PUBLIC AFFAIRS
Fall 2011**

CCPA DEAN'S OFFICE

Patricia Ingraham, Founding Dean	7-5572	EB-R18
Tammara Behonick, Asst. Dean	7-5572	EB-R16
Roberta Brundege	7-5572	EB-R20
LeAnne Kocak	7-9219	EB-R14
<u>CCPA FAX</u>	777-2406	

DEPARTMENT OF HUMAN DEVELOPMENT

Staff: Michelle Harder	7-2841	EB-S06
Donna Di Stefano	7-9199	EB-S04
<u>HUMAN DEV. FAX</u>	777-2406	

Human Development Faculty:

Lubna Chaudhry	7-9206	EB-S10
Diane Crews	7-9208	EB-363A
Hyeyoung Kang	7-9212	EB-S18
Michael Lawson	7-9209	EB-S14
Ann Merriwether	7-9210	EB-S20
Leo Wilton, Chair	7-9215	EB-S12
Kevin Wright	7-9205	OC-105
PEER ADVISORS	7-9204	EB-S05
HD Adj (Smith, Barber, GazdaGrace)	7-9202	EB-S07
HD Adj (Yull)		EB-S03

**DEPARTMENT OF STUDENTS AFFAIRS
ADMINISTRATION**

Staff: LeAnne Kocak	7-9219	EB-R14
<u>STUDENT AFFAIRS FAX</u>	777-2406	

Student Affairs Faculty:

Mary Ann Swain, Interim Chair	7-9219	EB-R12
Sharon Holmes	7-9221	EB-R06
Dina Maramba	7-9222	EB-R10
Robert Palmer	7-9203	EB-R08

DEPARTMENT OF PUBLIC ADMINISTRATION

Staff: JoAnn Lindstrom, Intern C rd	7-9178	EB-P4
Stacy Marrow, Admin Assist	7-2719	EB-P11
<u>Public Administration Fax:</u>	777-2414	

Public Administration Faculty :

David Campbell, Chair	7-9181	EB-P10
Kristina Lambright, Dir Grad Stud	7-9186	EB-P12
Manyin Li	7-9182	EB-P16
Pamela Mischen, Dir CACRD	7-9180	EB-R02
Nadia Rubaii	7-9172	EB-P14
Fidaa Shehada	7-9184	EB-P04A
Thomas Sinclair	7-9200	EB-P02
MPA Adjuncts (Mason, Cotraccia, O'Hearn)	7-9183	EB-P03
MPA GA's	7-9189	EB-P01

DEPARTMENT OF SOCIAL WORK

Staff: Amy Edwards	7-5999	EB-Q02
Brian Flynn	7-9164	EB-Q05
Jennifer Marshall	7-9163	EB-Q09
<u>SOCIAL WORK FAX:</u>	7-5683	

Social Work Faculty:

Tania Alameda -Lawson	7-9159	EB-Q04
Josephine Allen	7-9157	EB-Q12
Lisa Blitz	7-9169	EB-Q06
Cassandra Bransford	7-9165	EB-Q14
Laura Bronstein, Chair	7-9162	EB-Q10
Paul Gould	7-9160	EB-Q18
Suk-Young Kang	7-9156	EB-Q16
Youjung Lee	7-9168	EB-Q08
SW Classroom Adjuncts (Ginter, Pirich, Witt)	7-9194	EB-Q11
SW Field Liaison Adjuncts (Mitchell, Murphy, Rutledge, Walsh)	7-9194	EB-Q11
MSW GA's	7-9166	EB-Q15

OTHER

Binghamton University Main Number	7-2000	
Continuing Education Office	7-6821	EB-C09
Jeremy Kruser/Steve Safranek	7-3010	CC

CCPA PROGRAMS-OFFICES

Ctr. Applied Comm. Res. & Dev	7-9152	EB-R02
Pamela Mischen, Director	7-9155	EB-R04
Joann Lindstrom	7-9178	EB-P04
Dan McCormack	7-9152	EB-R02
Institute for Intergenerational Laura Bronstein, Director	7-9162	EB-Q34
SHARE	7-9169	EB-Q34
MPA Reference Librarian Sarah Maximiek	7-3941	LN-2306
HDEV, MSW Reference Librarian Anne Larrivee	7-2181	LN-2307

10/07/11

CCPA Email Directory

email address@binghamton.edu

Alameda-Lawson, Tania	talawson
Allen, Josephine.....	jaallen
Behonick, Tammara.....	ttara
Blitz, Lisa.....	lblitz
Bransford, Cassandra	cbrans
Bronstein, Laura.....	lbronst
Brundege, Roberta.....	rbrundeg
Campbell, David.....	dcamp
Chaudhry, Lubna	chaudhry
Crews, Diane.....	dcrews
Di Stefano, Donna.....	ddistefa
Edwards, Amy.....	aedwards
Flynn, Brian.....	bjflynn
Gould, Paul	pgould
Harder, Michelle.....	miharder
Holmes, Sharon	sholmes
Ingraham, Patricia.....	pingraha
Kang, Hyeyoung	hkang
Kang, Suk-Young.....	sykang
Kocak, LeAnne.....	lkocak
Lambright, Kristina	Klambrig
Larrivee, Anne.....	larrivee
Lawson, Michael	mlawson
Lee, Youjung.....	youjungl
Lindstrom, Joann	jlindstr
Maramba, Dina	dmaramba
Marrow, Stacy.....	smarrow
Marshall, Jennifer.....	jmarshal
Maximiek, Sarah.....	maximiek
Merriwether, Ann.....	amerriwe
Mischen, Pamela	pmischen
Palmer, Robert.....	rpalmer
Rubaii, Nadia	nadia.rubaii
Shehada, Fidaa.....	fshehada
Sinclair, Thomas	sinclair
Swain, Mary Ann	mswain
Wilton, Leo.....	lwilton
Wright, Kevin.....	wright

Policies and Procedures

Administrative – Human Resources

Adjunct Faculty Appointments –Adjuncts are provided with a shared office, shared desktop computer, shared phone and departmental copying and scanning. Should they require a laptop for classroom use, they may request to borrow a laptop from the UDC Information Commons. Adjunct faculty will be appointed to an academic year contract if the chair informs the Dean's Office that the person will be teaching in fall and spring of an academic year. Please note that the information in the first paragraph of the New Appointments section also applies to adjunct faculty.

Discretionary Increases – Each fall senior administration notifies all UUP represented faculty and staff by email of the discretionary increase process. Department chairs make recommendations on discretionary increases for their departmental faculty and staff to the Dean. The Dean sends her recommendations to the Provost. Any faculty who have not submitted an annual report for the previous year (2010-11) or supervisors who have not submitted performance evaluations and performance programs for their professional staff are ineligible to receive a discretionary increase. Discretionary increases are received in December and are retro to July 1, 2011 (calendar year) or September 1, 2011 (academic year) depending on obligation.

Extra Service for Faculty and Staff – No faculty or professional employee may earn more than 20% of his or her base salary in extra service compensation during a given calendar year. Classified staff is not permitted to earn extra service through the state payroll. In the case of faculty, they may earn additional extra service compensation after their academic year obligation has been fulfilled, during summer months up to 1/9 of their base salary per month. The maximum amount of compensation for summer instruction is 22.2% of the faculty member's previous year base salary. Department Chairs are not eligible for extra service including summer or winter session compensation.

Extra service work has to be reviewed and approved for payment **prior** to when the work commences. Extra service forms must be signed by the staff or faculty member's supervisor and the department paying the extra service. Extra service forms should be submitted to HR from the CCPA Dean's Office if paid within CCPA or the other school/office if the service is completed and paid for outside of CCPA.

GATA Appointments – The Graduate School allocates graduate assistant funding – stipend and tuition - to the departments annually. Departments paying for graduate assistants from their

departmental budgets or external funds are not guaranteed tuition. Faculty submitting a proposal for external funding which includes stipends but not tuition for Graduate Assistants must submit a Request for Exception of Tuition Payment by Sponsor Form prior to submission of the proposal. More information on this process and a link to the Request for Exception form can be found at: <http://www2.binghamton.edu/grad-school/faculty-and-staff/policy/scholarship-support-grants-contracts.html>

The Dean's Office is responsible for processing graduate assistant appointments. Student information should be provided to the Dean's Office at least 10 days prior to any deadlines posted by the Graduate School. The process for appointing GAs and getting them "into the system" as receiving a stipend and/or tuition takes 1-2 weeks, so please plan accordingly. As with new faculty and staff hires, graduate assistants must have an I-9 on file with HR within 3 days of starting work. Graduate assistants may be assigned a shared departmental office including a shared desktop (should funds allow) and phone. Graduate assistants may work up to 20 hours per week at 100%; 10 hours per week at 50%.

Clark Fellows – Any department appointing a Clark Fellow must have appropriate funds available for the 2nd year of the appointment. The first year of a Clark Fellowship, the Graduate School pays 100% of the fellowship award and tuition. The second year of a Clark Fellowship, the Department is required to pay 50% of the student stipend and tuition. Departments must plan accordingly. Departments must use 50% of a graduate assistant line allocated from the Graduate School to pay the Clark Fellow.

Grievance Procedures - If any member of the College of Community and Public Affairs faculty and staff perceives that they are a victim of a grievable offense, they are encouraged to pursue existing University resources. A separate grievance procedure for students is included on the CCPA website at: [http://www2.binghamton.edu/ccpa/about-the-college/Ethics and Integrity Policies and Procedures.pdf](http://www2.binghamton.edu/ccpa/about-the-college/Ethics_and_Integrity_Policies_and_Procedures.pdf)

New Appointments – New employees must fill out an I-9 with the Human Resources Office within 3 days of the first day of work. While on the Vestal campus, new employees should also plan on obtaining an ID and parking permit (if planning to park in the UDC lot). These items may only be obtained after an employee is "in the system" which takes at least 1-2 weeks from notification of the Dean's Office of an offer of employment. HR obtains a computer account for the new employee. Please be aware that the following must occur before a new employee is "in the system" – 1) a position request must be submitted in Oracle by the Dean's Office which must be approved by the budget office, Provost's Office and HR, 2) any necessary Affirmative Action paperwork must be submitted to the Affirmative Action Office for approval, 3) an offer letter must be sent to the new employee, signed and returned to the Dean's Office (**not directly**

to HR) along with an information form, 4) the employee information may then be entered into an Oracle form that goes to HR, 5) HR enters the approved transaction into the Oracle system. It is at this point that a new employee is “in the system” and can obtain an ID, computer account and parking permit. Please keep this series of events in mind before sending a new employee on to campus to accomplish these tasks.

Tenure-track faculty, professional and classified staff members are provided a computer as part of their term of employment. Faculty and professional staff are provided a laptop to use in the office, classroom, at home, and at conferences; classified staff are provided a desktop for use in the office. Special equipment requests must be made to the Assistant Dean. As part of the employment contract, faculty may receive funds for relocating. The State of New York policy is that moving expenses must be paid upfront by the new employee and reimbursed. Original receipts for reimbursable moving expenses and a copy of the credit card statement are required for reimbursement from state funds. For additional information please go to:

<http://www2.binghamton.edu/accounts-payable/moving.html> Faculty may also receive start-up funds as part of the employment contract. Unless stated explicitly in the contract these funds do not roll over from year to year.

Office Coverage (including holiday and summer hours) – Departmental offices must be covered during standard University hours Monday – Friday (8:30am-5:00pm) during the academic year including breaks; Monday-Friday (8:00am-4:00pm) during summer. If an office must be closed, backup must be identified and included on voicemail and a sign posted on the office door.

Departmental staff and the Assistant Dean will work together to ensure office coverage for days that are typically taken off before the start of a holiday break. CCPA must be covered by at least one staff person during these non-holiday “quiet” days. Voicemail in the other departments will direct people with emergencies to contact the person covering that day. A coverage plan for (the day before Thanksgiving, Christmas Eve, Good Friday, etc.) will be prepared at least 2 weeks before each “quiet” day. Department support staff must get prior approval from their supervisor for time off and inform the department chair, faculty and staff of the plan for coverage.

Department chairs are the supervisor of record for professional and support staff in their units. The Assistant Dean is the second-line supervisor of all professional and support staff in the college.

Absence due to Inclement Weather (for classified and professional staff) – The following information is distributed annually by Human Resources: It is important

to remember that State facilities may be closed only by order of the Governor; however, University Presidents are authorized to cancel classes and recommend that all but essential employees not report to work in some situations.

Unless weather conditions are so severe that the University issues special instructions regarding opening or remaining open, all professional and classified staff are expected to report to work as scheduled. In the event of severe conditions, the University will make announcements on local radio and tv stations. In addition, announcements can be accessed by calling 777-7700. All faculty and staff should sign up for the RAVE Emergency Alert Notification which can be done through the My Information page in BU Brain.

The following represents a review of State attendance rules for your information:

- It is expected that all employees will make every effort to arrive at work in a timely fashion. However, there may be occasions when road conditions create an undue hazard. In these cases, supervisors, managers and department heads are authorized to excuse a reasonable amount of tardiness (that is, to treat it as an approved absence charged to leave credits) and not to assess penalties.
- Full-day absences resulting from hazardous weather conditions may not be excused, but need to be charged to appropriate leave credits if the department is satisfied that it was not possible for the employee to report to work. Requests to charge such absences to sick leave may be subject to medical documentation.
- If weather conditions arise during the course of the workday, employees may request permission to leave early and charge appropriate accruals. Supervisors and managers will make every effort to approve such requests within operational need.

If severe and extraordinary weather conditions arise during the workday and the University is closed by order of the Governor, directed early departures are not charged to leave accruals.

Overtime and Compensatory Time for Classified Staff – Overtime and compensatory time for classified staff should only be incurred in exceptional circumstances. Requests for overtime and compensatory time must be submitted to and approved by the Assistant Dean before the time is incurred.

Promotion and Tenure – Policies, procedures and guidelines for promotion and tenure are located in various sources. The policies detailed in the CCPA Bylaws support the standards

and values of the college. These college-level guidelines augment those contained in the Binghamton University Faculty Bylaws and the Procedures for Personnel Cases and Timetable generated by the Provost's office. The policies and procedures outlined in the CCPA Bylaws supplement and are superseded by policies of Binghamton University and the State University of New York.

The Dean's secretary coordinates promotion and tenure cases including scheduling meetings of the IPC, coordinating requests for and receipt of external reviewer and student reports, preparing the case in its final form for submission to the Provost, and other administrative support for this process as required.

Searches – Faculty and staff searches are coordinated by the hiring department with consultation of the Dean's Office. Appropriate College and University approvals are required before starting a search. The chair of the hiring department and/or chair of the hiring committee must work with departmental staff on affirmative action requirements, posting, interviews, and all other University and State of New York regulations. Any questions regarding the process should be directed to the Dean's Office.

Faculty searches often, if not always, require hosting costs to be incurred. Due to the cost of hosting, including but not limited to transportation, lodging, and meals, the number of candidates a department may bring to campus is limited to **three**. Meals with faculty candidates must be limited to the candidate and **three** faculty, staff or students for dinner; and the candidate and **five** faculty, staff or students for lunch. No alcoholic beverages may be purchased or reimbursed with state funds. Please plan accordingly. Also, please keep in mind that the costs of lunch or dinner at local restaurants usually must be paid by a faculty or staff member and be reimbursed. In order to receive reimbursement, you must have a detailed receipt, list of attendees, and a copy of your credit card statement or check. In some cases a restaurant may accept a purchase order. The restaurant will need to be contacted by departmental staff to determine if this is acceptable. If so, the Dean's secretary should be notified that a PO is required at least **48 hours** before the date of the lunch or dinner.

Administrative – Business and General

Copying and Scanning – Copying and scanning should be submitted to either your departmental support staff or the Dean’s Office for completion. The Dean’s Office employs work study students during the academic year who are available for copying, scanning, and other assistance. Copies must be kept to a minimum since documents can be shared on Blackboard (following appropriate copyright regulations). Documents may be scanned in the Dean’s Office and placed in the appropriate folder in the shared drive for faculty retrieval.

Equipment – The Dean’s Office has the following equipment available for use on a first-come, first-serve basis: conference phone (only works with analog line – conference rooms and classrooms only), digital video camera, portable projector, portable Elmo, and audience response system (iclickers) for use in classrooms. All items must be signed out and returned in working conditions with all parts and cords. Should items be broken or missing, the borrowing department will be charged for repair or replacement. Laptops are available for loan to students, faculty and staff through the UDC Info Commons.

Honorarium and Travel Arrangements for Invited Guests – If offering an invited speaker or guest an honorarium payment or payment of travel costs the Dean’s Office must be notified at least 2 weeks prior to the event. If all necessary information is provided to the Dean’s Office, the paperwork will be submitted to the Business Office ahead of time and payment processed immediately after the service is complete. Payment will be received by the guest approximately one week after the service. Honorarium payment in excess of \$400 per day, including travel costs, requires justification explaining the benefit to SUNY and NYS. New York State does not allow payment of an honorarium until the service is complete. Any invited speaker on a visa who is permitted to be paid must be paid through payroll rather than the standard voucher. Please note that not all visa holders are eligible to receive payment for speaking engagements.

Maintenance Service Requests – All requests for maintenance service – for example, pictures or bookshelves hung, furniture moved, and other small items – should be submitted through the Physical Facilities website by departmental staff or the Dean’s office. Larger requests – for example, requests for additional electrical outlets or network ports, water leaks, broken furniture, windows that don’t work, etc. – should be sent to the Assistant Dean who is the building administrator of the UDC.

Purchasing (state budget allocation) – Department chairs determine the funds that faculty have to expend on travel and research based on departmental budget allocations from the Dean’s Office. Funds that are allocated annually do not roll-over to the following year. Funds allocated to faculty may be reduced if there is a mid-fiscal year budget reduction. The fiscal year begins July 1 and ends June 30. Funds must be expended by June 1 of the current fiscal year

otherwise they are removed from our budget by mid-June and used elsewhere in the University. The only time funds allocated to faculty roll over is when specified in a signed offer letter.

Receipt of packages – If using UPS, DHL, FED EX or a similar service for **receipt** of packages, use 67 Washington Street, Binghamton, NY 13901 as the address for quickest possible delivery. If using the United States Postal Service, use Binghamton University, PO Box 6000, Binghamton, NY 13902 for the delivery address. The USPS does not deliver directly to the UDC; the courier services do deliver directly to the UDC.

Sensitive Information – Faculty and staff should be cognizant of sensitive information in their possession, including its proper storage and disposal. Sensitive information is generally any data that can be tied directly to an individual and that, in and of itself, or coupled with other data, could put that individual's identity, financial well-being or reputation at risk. Some examples include time records, travel documentation, grade reports, and student petition requests. These items should be stored in a locked filing cabinet when not in use and disposed of appropriately in the confidential recycling bin located in the Faculty/Staff Lounge. Additional information can be obtained from Terry Dylewski, University Security Information Officer, at dylewski@binghamton.edu.

Sodexo for Catered Events – Sodexo has exclusive rights to food service on campus, as well as the right of first refusal for any event whereby an outside contractor may be asked to cater food. In special circumstances, departments may be allowed to purchase from an outside vendor by contacting Pete Napolitano, Director of Auxiliary Services, who will coordinate the request with Sodexo. The Business Office will not process payments to any outside vendors for food service if being paid with state funding unless the department has contracted with Sodexo or received permission through the Department of Auxiliary Services to use an alternate vendor.

Should a department or student group wish to raise funds by selling baked goods or other food items, the Assistant Dean must be notified two weeks ahead of time to confirm space is available and to notify Sodexo.

Space – Allocation of space assigned to CCPA in the UDC is determined by the Dean's Office. Faculty and staff should send requests to the Assistant Dean for review. Request for specific space does not guarantee assignment of the space to the requestor even if currently empty.

Statement on timing of requests to the Dean's Office – Requests to the Dean's Office will be reviewed and prioritized within 2 business days. Inquiries on the status of a request should not be submitted until 2 business days have passed. ***Please plan accordingly.*** Urgent requests should be sent to the Assistant Dean with a justification for immediate action.

Technical Assistance – Requests for technical assistance should be sent to the help desk (emailing helpdesk@binghamton.edu is recommended) with a copy to Jeramy Kruser (jkruser@binghamton.edu) and Steve Safranek (Safranek@binghamton.edu). Jeramy and Steve keep track of their tasks through the ITS help desk tracking system which logs each request that comes in. If you need immediate assistance you may contact them directly by phone or in their office but urgent requests should be kept to a minimum.

Travel - General Procedure - Requisition and Authorization (R&A) Forms are required for all travel regardless of funding source. Forms are available in departmental offices and the Dean's Office. The traveler completes the top portion of the form and obtains the appropriate signature – department chair and dean (or assistant dean) – and submits the form to the Dean's Office. The R & A is then submitted to the Business Office for a BU Control number for transportation and a BL Control number for lodging (if requested). Control numbers are required for expenses to be paid directly from state funds. Should a traveler have funding through two different sources, the R&A must be signed and completed by both areas (ex. CCPA and Harpur). The traveler is responsible for getting the R & A completed before submitting it to the Dean's Office for processing. Travelers must give the R & A to the Dean's Office **at least 48 hours before** arrangements need to be made in order to obtain the BU Control Number(s). If an R&A is not submitted prior to travel, reimbursement is not guaranteed. If submitting a request for a travel advance, you must do so **at least 10 days prior** to departure date to allow time for processing.

Transportation (flight or train) – must be booked through Plaza travel if paid from state funds. Transportation arrangements made through any source other than Plaza Travel are **not** reimbursable with the following exception: airfare more than \$200 less than the Plaza Travel rate will be reimbursed to the traveler. Approval of this is required **before** purchase of the flight and must be justified with quotes from Plaza Travel and the other source.

Lodging - may be booked through Plaza Travel or on a traveler's credit card. If the traveler does not want to pay up front and be reimbursed later; a BL Control number for lodging must be obtained and arrangements made through Plaza Travel. The request for a BL Control number is made on the R&A as described in the Travel – General Procedure section.

Reimbursement of travel costs – Any reimbursable costs (lodging if paid by traveler, meals, and other reimbursable costs) must be accompanied by an original receipt and copy of credit card statement. These must be turned in **within 10 days of completion of the trip** or June 2011, whichever is **earlier** in order to receive full reimbursement as

authorized by the department chair or dean. Any requests for reimbursement submitted later than 10 days after the trip or after June 1, 2011, are not guaranteed full reimbursement.

More information on campus travel procedures is available at:

<http://www2.binghamton.edu/travel/travel.html#times>

Travel - Mileage Reimbursement - Mileage reimbursement must be submitted **within one month of the trip** if a single occurrence. If mileage is an ongoing occurrence throughout the year; a request for mileage reimbursement must be submitted at the end of each semester (December 16, 2011, for fall; June 1, 2012, for spring) in order to receive full reimbursement. Spring mileage reimbursement requests must be submitted by **June 1, 2011**, for full consideration. Any spring reimbursements submitted after June 1, 2011, are not guaranteed full reimbursement.

Travel - Statement on reimbursement of travel expenses - Reimbursement for travel expenses will only be from the funds specified on the R&A. In order to receive reimbursement the general procedure above must be followed. If the procedures are not followed correctly, reimbursement will not be permitted from any other source of funds.

Website – Any requests for revisions to the content of the CCPA website should be submitted to Bobbie Brundeg rbrundeg@binghamton.edu. Requests for revisions may be delegated to departmental staff when appropriate. Updates will be made within 5 business days of receipt.

Academic

Academic Honesty - As a professional school within Binghamton University, the College of Community and Public Affairs (CCPA) is committed to upholding the highest professional standards of ethics and integrity. Such standards are the core of any community-based or

public-affairs profession. As we prepare students for professional practice, we must, in effect, attest to their moral character. We consider it our collective responsibility to articulate our basic values and to engage in activities to ensure that our students, faculty, staff and administrators demonstrate ethics and integrity.

Clearly defined expectations, professionalism, mutual respect, and integrity among faculty, staff, administrators, and students are essential norms which contribute to an effective professional learning environment. The relationship between and among administrators, faculty, students, staff and members of the community are of central importance in establishing and cultivating these norms. The College's formal policies and procedures serve to reinforce them.

Professionalism, ethics and integrity are an integral part of our institutional culture. A laissez faire approach to academic dishonesty impairs the academic environment for faculty and students alike. Administrators, faculty, staff and students the College of Community and Public Affairs are expected to adhere to this policy and exemplify the principles outlined in this document in all of their activities, including teaching, research, service, and internal/external relations.

The CCPA Academic Ethics and Integrity Policies and Procedures are available in their entirety on the CCPA website at the following link: [http://www2.binghamton.edu/ccpa/about-the-college/Ethics and Integrity Policies and Procedures.pdf](http://www2.binghamton.edu/ccpa/about-the-college/Ethics_and_Integrity_Policies_and_Procedures.pdf)

Academic Year Obligation - As specified in the Provost's memo dated December 21, 2010, the academic year obligation for faculty is August 25, 2011 to close of business May 23, 2012. The fall 2011 academic obligation is August 25, 2011 through close of business January 5, 2012. The spring 2012 academic obligation is January 6, 2012 through close of business May 23, 2012. You can find the Provost's memo in its entirety at:

<http://www2.binghamton.edu/academics/provost/documents/obligation11-12.pdf> In addition, it should be noted that there is the expectation of some limited service related to course scheduling or other time-sensitive matters when requested by the Dean or Department Chair.

Annual Faculty Reports - Each faculty member must file an Annual Faculty Report. Except in the most unusual of circumstances, neither salary adjustments nor leave requests will be countenanced without a complete sequence of Annual Faculty Reports on file in the Provost's Office. In order to access the Binghamton University Faculty Reporting site, you need to log onto the SSL VPN. The SSL VPN can be used to securely access the faculty reporting site from anywhere on the Internet. Open a web browser and go to <http://ssl.binghamton.edu>. At the login page, enter your BU domain network login name and password in the respective boxes and click the Sign In button. Next to Network Connect, click the Start button. Once connected to

the network you will be able to open a new browser and type in the URL address for the faculty reporting site, <http://facultyreporting.binghamton.edu/>, to complete your annual report. The site is dynamic. This means that you may fill in some information now and return to complete the report at a future date.

Assessment - All faculty are encouraged to obtain student assessments of their teaching. Departments may design their own forms or utilize SOOT (Student Opinion of Teaching) surveys that are requested and administered through Blackboard. The Office of Institutional Research and Assessment contacts faculty each semester regarding SOOT surveys. Information on assessment can be found at <http://assessment.binghamton.edu/>

In addition, Sean McKittrick, Assistant Provost and Director of the Office for Institutional Research and Assessment, who coordinates assessment efforts for the University, offers workshops and is available for consultation regarding departmental assessment efforts.

Banner - Banner, accessed through the BU Brain portal, is the university system for student and academic information. New faculty and adjuncts are encouraged to review the documentation available on Banner, in particular the Faculty and Staff Banner Manual, at the following website: <http://www2.binghamton.edu/uctd/banner.html>. In addition, training on Banner and other programs is available through the University Center for Training and Development.

Blackboard and Turnitin - Faculty are encouraged to use Blackboard and Turnitin, web-based applications for instructional use. In [Blackboard](#) instructors may post instructional materials including syllabi, journal articles, group activities, tests and quizzes, as well as manage a gradebook. All faculty, staff and students are automatically defined as Blackboard users. The PODs ID and password are used to log in. The binghamton.edu email address is associated with each user. This address cannot be changed by the user to some other address.

Binghamton University has a site license for [Turnitin](#), an online plagiarism prevention and detection program. The integration of Turnitin with Blackboard allows instructors to check papers for originality using Turnitin without leaving Blackboard. Information regarding training on Blackboard and using Turnitin through Blackboard is available on the University Center for Training and Development website: <http://training.binghamton.edu/>

Book Orders - Book orders should be submitted online by individual faculty or through the department support staff. More information on textbook requests can be found at the Binghamton University Bookstore website: <http://binghamton.bncollege.com> under the faculty tab.

Class Cancellation - If it is necessary to cancel a class meeting, notify the department support staff to post a notice on the door. If possible, the faculty member should email the class or post a notice on Blackboard alerting students to the cancellation.

Cancellation due to weather is under the jurisdiction of University senior administration with approval from the Governor's Office. Faculty should consider cancelling class due to weather only if they are unable to safely reach campus.

Classrooms - The Office of Course Building and Academic Space Management (CBASM) assigns meeting places for classes that use general-purpose classrooms. During the period when departments are entering their course offerings in Banner, departments must notify the CBASM Office of any courses with expected enrollment over 79 to ensure that classrooms are available. In addition, instructors who have special needs because of disabilities or who need specific classroom technology may make room requests through the following web page:

<https://binghamton.edu.185r.net/survey/index.php?time=2012-01-26%2006%3A00%3A00&id=147&timeID=3040> . Specially requested classroom assignments made in advance of regular classroom scheduling will remain provided the course enrollment makes optimum use of seating capacity.

The CCPA Computer Pod (UDC-123) may be reserved for semester-long courses, specific course meetings, or review sessions by contacting Denise Hawkins, at 7-2214 or dhawkins@binghamton.edu .

Partitions in the University Downtown Center classrooms **must not** be moved by faculty, staff or students. If you are scheduled for one side of a divided classroom you must use the side you are assigned. Physical Facilities has a schedule for opening and closing partitions based on the schedule of classes. Ad hoc requests are not permitted.

If you have any problems with your classroom, please contact the Assistant Dean.

Commencement - Faculty are expected to attend university commencement and the college recognition ceremony to celebrate the achievements of our students. There are two university commencements held each year. Fall commencement is held in December of each year for students who complete their degree requirements in summer or fall; spring commencement is held annually in May for students who complete their degree requirements during the spring semester. At least 1/3 of in-residence faculty are expected to attend university commencement as representatives of the college. Department Chairs will receive a request to identify faculty to attend commencement in September (for fall commencement) and February (for spring commencement). The college recognition ceremony is held the Saturday of spring

commencement weekend. Faculty will be sent a request for confirmation of attendance at the CCPA recognition ceremony in March. All CCPA faculty are expected to attend the recognition ceremony.

FERPA - The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for students' access to their education records and assures them of the confidentiality of those records. Faculty and staff should consult with the Student Records Office should a student request release of information to an outside party including their parents or other family members. More information regarding FERPA is available at <http://registrar.binghamton.edu/FERPAmain.htm>.

Grades – *Please note that the timing for submission of grades has changed.* Faculty are expected to turn in all grades by the date they are due. All full-length fall and spring semester final grades must be submitted electronically via BU Brain no later than 5 business days after the end of the examination period. All winter and summer session final grades must be submitted electronically via the BU Brain no later than 3 business days after the end of the examination period.

A grade not turned in by the day specified will result in a delay in recording the grade and in reporting it to the student. Should the student wish to know a grade for any reason before official notification, and the faculty member has had a reasonable time to calculate that grade, the faculty member is expected to supply it. For purposes of demonstration of accomplishment to an outside agency, the faculty member's note on appropriate departmental stationery may be authenticated in the Office of Financial Aid and Student Records with the University Seal.

Students can check their final course grades via the [BU Brain](#). In addition, the Blackboard course management system offers a way for instructors to post preliminary unofficial final grades for student viewing in a secure environment. Faculty are expected to remain available for personal consultation with candidates for graduation for three working days after grades have been posted. Faculty members should leave contact information with department staff where they may be reached by students during the three-day consultation period.

Additional information on University grading policies including incomplete grades, missing grades and changing grades can be found in the Binghamton University Faculty/Staff Handbook (link in Section V).

Student Absence Policies (Binghamton University Faculty Staff Handbook – Section VII B)

Religious Holidays and Student Attendance - Education Law -

Section 224- a. Students unable because of religious beliefs to attend classes on certain days. (as amended by Laws of 1992, chapter 278)

- 1) No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.
- 2) Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
- 3) It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
- 4) If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements or registration held on other days.
- 5) In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.
- 6) Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.

Reporting Absences - "Students are expected to attend all scheduled classes and laboratories. An instructor may deny a student the privilege of taking the final examination or of receiving credit for the course, or may prescribe other academic penalties, if the student misses more than 25 percent of the total class sessions.

Excessive tardiness may count as absence. In cases of excessive absence, the instructor may request the appropriate dean's office or the Academic Advising Office to investigate." (Binghamton University Bulletin)

Faculty noting an excessive number of absences by a student are urged to report this fact to Academic Advising or the appropriate dean's office so that the student's whereabouts and circumstances may be ascertained. Instructors may, of course, set up their own attendance requirements within the framework of the Bulletin statement above. Special attendance requirements should be clearly stated in writing at the beginning of the semester.

Faculty should be sure to note the provisions of the Education Law relating to student attendance and religious holidays appearing in the entry immediately preceding.

Absences by Students from Classes for Participation in Official University Events

- Students at Binghamton University have the opportunity to participate in many kinds of activities beyond the classroom, including intercollegiate athletics, that either contribute to the quality of their undergraduate experience or promote their postgraduate careers. At times, students' participation in competitions requires them to be absent from regularly scheduled classes. Students are responsible for all work missed. At the same time, faculty members are expected to accommodate students' participation in such activities. If this is a University sanctioned activity, the sponsoring organization has a similar responsibility to accommodate students' needs to meet their class obligations. Each student is responsible for notifying the appropriate instructor(s) of a potential absence at the beginning of the term for events already scheduled, and not less than a week before those scheduled once a term begins. Faculty should be flexible in providing opportunities for students to make up tests and other work missed.

Student and Classroom Discipline - Minor infractions of conduct are ordinarily handled at the time by the instructor. Any disciplinary problems should be reported immediately to the Office of Student Conduct. Instructors who discover cases of theft, vandalism, or other serious offenses by students should report them to the Office of Student Conduct. In any instance wherein an instructor would like to report inappropriate behavior or difficulty confronting a student, the Dean of Students can offer consultation as needed. The Students of Concern Committee, via the Dean of Students, will also help the instructor develop a plan of action for the more difficult classroom situations. For specific guidance and a list of resources, please see <http://www2.binghamton.edu/dean-of-students/faculty.html> and <http://www2.binghamton.edu/counseling/faculty/faculty-guide.html>.

Any instructor may exclude from attendance any student who, in the instructor's judgment, has seriously impaired the class's ability to achieve the objectives of the course. The student may

appeal the instructor's action to the department or school using the established grievance procedure.

Syllabus Requirements - The following statements are required to be included in CCPA syllabi:

Academic Honesty Statement - As a professional school within Binghamton University, the College of Community and Public Affairs (CCPA) is committed to upholding the highest professional standards of ethics and integrity. Students are expected to comply with the Academic Honesty Code for Binghamton University:

<http://bulletin.binghamton.edu/integrity.htm>. Violations of the Code will be taken seriously. Students should refer to the CCPA Academic Ethics and Integrity policy on the CCPA website at: [http://www2.binghamton.edu/ccpa/about-the-college/Ethics and Integrity Policies and Procedures.pdf](http://www2.binghamton.edu/ccpa/about-the-college/Ethics%20and%20Integrity%20Policies%20and%20Procedures.pdf)

Classroom Environment Statement - The Faculty and Staff in the College of Community and Public Affairs are committed to serving all enrolled students. The intention is to create an intellectually stimulating, safe, and respectful class atmosphere. In return it is expected that each of you will honor and respect the opinions and feelings of others.

Accommodations Statement - If you are a student with a disability and wish to request accommodations, please notify the instructor by the second week of class. You are also encouraged to contact the Office of Services for Students with Disabilities (SSD) at 777-2686. Their office is in UU-119. The SSD office makes formal recommendations regarding necessary and appropriate accommodations based on specifically diagnosed disabilities. Information regarding disabilities is treated in a confidential manner.

University Downtown Center

Accident and Incident Reports - Any physical injuries incurred within the building or on the grounds should be reported to the Dean's Office and an accident report filled out and signed by the injured person's immediate supervisor. Additional information regarding the reporting procedure is at the following link:

<http://bingdev.binghamton.edu/administration/procedures/800series/806.htm>. The

accident report form is available at: http://www2.binghamton.edu/ehs/general-safety/generalsafetydocuments/Accident_Report_Form.pdf.

In order to ensure the safety of faculty, staff and students any suspicious activity within or around the UDC should be reported immediately to security. In all circumstances, if someone feels threatened by the actions of someone in or around the building, security should be immediately notified and a report filed.

Building and Parking Lot Access – CCPA faculty and staff have access to the UDC parking lot, building, computer pods, faculty/staff lounge and locker rooms for the period of their employment contract. A proximity ID card must be obtained from the payroll distribution office in the Couper Administration Building room 240 before access can be provided. All requests for access and any issues with access to the building and parking lot should be sent to the Assistant Dean who is the UDC building administrator.

Parking Regulations - CCPA faculty and staff have 24/7 access to the UDC parking lot, building and all other card-accessible areas of the building (except the Information Commons). Faculty and staff must park on the north side of the grassy median closest to the building. The parking spots on the south side of the grassy median are for students; the spots in the back of the building are for disabled, state and service vehicles, and authorized guests. Faculty, staff and students must have a current BU parking permit to park in the lot. The UDC lot is a commuter lot and therefore no overnight parking is allowed.

Visitor Procedure –

Parking procedure for visitors without a current BU parking permit

- 1) Faculty and staff who plan to have visitors park in the UDC lot must notify security at recptudc@binghamton.edu and dchamber@binghamton.edu with the date, time and place of the meeting, names of visitors and license plate numbers if possible before the meeting occurs.
- 2) The visitors should be told that they need to stop by the front desk to sign in with security. If security does not have license plate numbers for the visitors they will ask at this time.
- 3) The visitors need to be given parking guest passes to exit the lot. If the visitors are not given guest passes when security receives the call to let them out of the lot, they will ask which department they were visiting and will charge the department accordingly. Guest passes are \$3 each and can be purchased from parking services. The charge to leave the lot is the same if security has to charge the department - \$3 per car.

These three easy steps will provide security the information they need to give to parking services so visitors will not be ticketed. As you know a BU permit is required to park in the lot and if security is not aware of the visitors license plate numbers they will be treated as a faculty/staff parking in a BU lot without a permit.

Parking procedure for BU faculty and staff from the Vestal campus with current BU parking registration -

1) Faculty and staff who have faculty and staff visitors with current BU parking registration should notify security at recptudc@binghamton.edu and dchamber@binghamton.edu with the names of the visitors and that they are BU faculty or staff, the date, time and place of the meeting so they will have a heads up when they get a call from the parking gate. This will also give them the information they need to not charge the department for these visitors.

2) BU faculty and staff with current BU parking registration may leave the lot without having a guest pass and departments will not be charged for these visitors. When visitors leave the lot they should use the call box and security will let them out. As noted in #1 above, you should provide security a list of visitors identifying them as BU faculty or staff so security will not charge the departments when they leave.

UDC Room Reservations - Reservations for conference rooms (201, 301, 401) may be placed through departmental staff. All UDC conference rooms are shared (not designated to a particular department based on location). Classes are not to be held in conference rooms. The executive conference room (330) is scheduled by Bobbie Brundege.

UDC classrooms (except 228 A&B and 220A&B) are scheduled by the Office of Course Building and Academic Space Management. Continuing Education and Outreach schedules 228 A&B and 220 A&B. CBASM should be contacted first; CEO should only be contacted if there is not general classroom space available.

There are three small meeting rooms on the 2nd floor which may be reserved through the Dean's Office. The meeting rooms have a table and 4 chairs which may be used for small meetings or make-up exams. Two of these rooms also function as interview rooms with a control room centrally located.

The 1st and 2nd floor atriums are scheduled by the Dean's Office. This space may only be reserved for special events when classes are not in session.

UDC Offices, Services, and Study Areas –

First Floor

- Center for Applied Community Research and Development – 103
- Catalysts for Intellectual Capital (CIC2020) - 103
- Computer Pod and Group Study Rooms - 123
- Jazzman's Café
- Security Desk
- Library Information Commons – 125

Second Floor

- BUC\$ Machine - 225
- Office of Continuing Education – 236
- Center for Applied Community Research and Development – 213
- Vending Machines and Student Lockers - 215
- Student Study Room – 215
- Interview and Control Rooms – 203,205, 207

Third Floor

- College of Community and Public Affairs Dean's Office - 333
- Department of Public Administration - 336
- Department of Social Work – 313
- Institute for Intergenerational Studies - 315
- Faculty and Staff Lounge - 351
- Graduate Student Lounge - 357
- Graduate Student Computer Pod - 348
- Philosophy, Politics & Law Program – 352
- SHARE Project - 327

Fourth Floor

- Department of Student Affairs Administration - 445
- Department of Human Development - 407
- CCPA Undergraduate Advising – 403, 450
- CCPA Student Organizations - 421
- Locker Rooms – across from 427

Emergency Procedures

Prior to an Emergency:

Know your exits – Stairwells in the UDC are on the southwest and northeast corners of the building. In addition, there is the grand staircase from the 2nd floor atrium. Become familiar with the location of these stairwells and determine a primary and secondary route out of the building.

Know where the alarms are – Make a mental note of where the alarms are located.

Know where the AEDs are located – Automatic external defibrillators are located on the 1st and 3rd floors of the UDC.

Offer to help and notify others should you need help – Be aware of people who may have difficulty evacuating the building. If you are unable to self-evacuate let someone in your class or department know.

Be prepared – Carry a cell phone or whistle to attract attention should you be isolated or trapped.

Know your muster point – **The UDC muster point is behind the UDC near the memorial garden (by the river walk).** The muster point allows UDC staff and emergency personnel to assure everyone is safe and out of the building in an emergency. It also allows for instructions when necessary or the “all clear” to re-enter the building.

In the Event of an Emergency:

Sound the alarm – Upon discovering a fire, smoke, or other emergency, activate the fire alarm at the nearest safe pull box. This system is monitored 24 hours a day by University Police.

Exit the building – Upon sounding or hearing the alarm immediately leave the building via the shortest safe route. **Do not use the elevator.**

Offer to help and notify others should you need help – If you know of anyone unable to leave on their own, assist them to the nearest safe stairwell or other area away from harm. Tell them you will notify authorities of their exact location and then do so immediately. If you are unable to leave on your own, ask someone in your class or department for help to the nearest safe stairwell; and to notify authorities of your exact location.

Dial 911 – At the nearest safe campus phone call 911 to notify campus police of the location and nature of the emergency. If you dial 911 from a cell phone you will reach

Broome County Emergency Services who will relay your call to University Police. Call 777-2393 for Binghamton University Police direct line.

Once outside go to muster point and await the “all clear”- Once outside go to the **UDC emergency muster point** – behind the UDC near the memorial garden (by the river walk). Do not re-enter the building until emergency personnel state that it is “all clear.” The silencing of the alarm does not indicate all clear.

If you need help getting out of the building:

Ask for help – If you are unable to evacuate the building on your own immediately ask for help.

If you are unable to find help:

Leave the dangerous area if you are able to do so. **Do not use the elevator.**

Find a safe zone – Go to the nearest safe stairwell. If necessary, go to a room away from the source of emergency, with windows and a phone.

Be alert to other hazards – If in a stairwell position yourself where pedestrian flow is not blocked and you are safe from harm.

Dial 911 – If a phone is available dial 911 (777-2393 from a cell) and alert University Police of the emergency, location and your specific location and inability to evacuate. If a phone is not available, hang a brightly colored cloth from a window.

Attract the attentions of others – Ask others exiting to notify emergency personnel of your exact location.

If trapped by smoke or fire:

Call 911 (777-2393 from cell phone) – Alert University Police of the emergency, location, your specific location, and inability to evacuate.

Feel the door with the back of your hand. If the door is hot, do not open. If the door is not hot, brace it with your foot as you open it. If you see smoke, close the door immediately. If no smoke or flames are visible, proceed to nearest safe stairwell and exit immediately.

If you are unable to leave safely – Close the door and seal the spaces around it with available materials, soaked with water if possible.

Attract attention – Hang brightly colored object or cloth in window.

Do not break windows – This will causing drafting and draw smoke into the room. If you must open the window to vent smoke, lay in the air pocket under the window. Avoid passing through the smoke or climbing out the window. Cover nose and mouth with damp cloth. Stay low.

Shelter-In-Place Procedures:

In the event you are instructed by emergency personnel to shelter-in-place you should seek immediate shelter and remain there until given the “all-clear” to leave. All classroom in the UDC are outfitted with push button locks.

Remain calm.

Move to an interior room (or hallway) with no windows or doors the outside.

In the event of a chemical emergency – Try to make the building airtight so outside air cannot enter. Turn off fans, air conditioners and heaters. Close doors, windows and vents.

Stay indoors until you receive official notice that it is safe to go out or until you are asked to leave the area.

Campus Emergency Notification Methods - In the event of a campus-wide emergency there are a number of sources of alert and information:

TV in the UDC 1st floor atrium will broadcast any campus-wide emergency notifications

RAVE Emergency notification alert service (includes email, text, phone, fax) – you must sign up to receive this free service on the BU Brain under the My Information tab.

University TV Channel 42

Voice mail to all Binghamton University telephones

Binghamton University Alert Phone Line – 777-7700

Binghamton University website

Instructions for Reporting Emergencies for Hearing or Speech Impaired TDD Users:

For life threatening emergencies - Hearing or speech impaired persons may dial 911 from any campus telephone. This will place the caller in immediate contact with the University

Police. Although this will not allow TDD interface, the University Police response to a non-verbal 911 call is to identify the source of the call via a read out display, and respond to the location of the call.

For non-emergency communication - Non-emergency communication with the University Police can be made via TDD relay. This is accomplished by dialing 777-6615, which is the telephone number for the TDD located at the university Telecommunications Office. This non-emergency service is available during the school year between the hours of 8:00 AM and 5:00 PM, Monday through Friday and between 8:00 AM and 4:00 PM Monday-Friday during the summer.

Additional Resources

Should you not find the policy or procedure of interest in this document you may review one of the following websites for additional information or contact the Assistant Dean for assistance:

State University of New York - University-wide Policies and Procedures -

<http://www.suny.edu/sunypp/>

Binghamton University - Policies and Procedures -

<http://bingdev.binghamton.edu/administration/procedures/>

Binghamton University – Faculty and Staff Handbook -

<http://provost.binghamton.edu/faculty-staff-handbook/>

Binghamton University – Faculty Bylaws - [http://www2.binghamton.edu/faculty-](http://www2.binghamton.edu/faculty-senate/docs/bylaws-may-2011.pdf)

[senate/docs/bylaws-may-2011.pdf](http://www2.binghamton.edu/faculty-senate/docs/bylaws-may-2011.pdf)

College of Community and Public Affairs - Bylaws –

[http://www2.binghamton.edu/ccpa/about-the-](http://www2.binghamton.edu/ccpa/about-the-college/CCPA%20Bylaws%20Final%20Revisions%201-14-10.pdf)

[college/CCPA%20Bylaws%20Final%20Revisions%201-14-10.pdf](http://www2.binghamton.edu/ccpa/about-the-college/CCPA%20Bylaws%20Final%20Revisions%201-14-10.pdf)

Binghamton University – Student Handbook – [http://www2.binghamton.edu/student-](http://www2.binghamton.edu/student-handbook/)

[handbook/](http://www2.binghamton.edu/student-handbook/)

College of Community and Public Affairs - Student Handbook –

<http://www2.binghamton.edu/ccpa/2011-2012%20Student%20Handbook.pdf>