

**State University of New York  
Downstate Medical Center**

# **Faculty Handbook**

**2016**

# Preface

This handbook contains information about SUNY Downstate Medical Center and the policies under which it operates. Most of the information is applicable to academic and professional employees; however, the information concerning academic rank applies only to academic employees.

This is not an official publication. It does not supersede but rather supplements and interprets official publications and documents of the University and New York State, such as the [\*Policies of the Board of Trustees\*](#) and state education, finance, civil service, and retirement laws.

New academic and professional employees should also refer to material distributed at the time of appointment, as well as to publications available from the Office of Human Resources.

In addition, many of the publications and policy statements referred to in this handbook can be found in the reference section of SUNY Downstate's Medical Research Library of Brooklyn.

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## The State University of New York System

Downstate Medical Center is one of 64 campuses in the State University of New York (SUNY) system. These geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and represent the nation's most diverse system of public higher education. Founded in 1948 by an act of the state legislature, the University consolidated 29 state-operated, but unaffiliated institutions, whose varied histories of service date as far back as 1816. Today, SUNY's impact is felt educationally, culturally, and economically throughout the state.

As a comprehensive public university, SUNY provides an outstanding higher educational experience to over 460,000 students pursuing traditional study in classrooms and laboratories or working at home, at their own pace, through such innovative institutions as Empire State College, a leader in nontraditional education and distance learning.

SUNY's students are predominantly New York State residents but also come from every other state, four U.S. territories or possessions, and more than 170 other countries.

SUNY offers students a wide diversity of educational options: short-term vocational/technical courses, certificate programs, baccalaureate degrees, graduate degrees, and post-doctoral studies. With over 7,000 programs of study, the University offers access to virtually every field of academic or professional study.

New programs are developed every year as SUNY responds to the advancement of knowledge and society's needs. Curricula range from those in the more traditional career fields, such as business, engineering, medicine, teaching, performing arts, social work, finance, and forestry, to those focused on newer fields, including environmental science, urban studies, genetics, information systems, biotechnology, telecommunications, data analysis, and health services management.

As part of the University's commitment to excellence in scholarship and teaching, SUNY's distinguished faculty is recruited from the finest universities throughout the world and includes nationally and internationally recognized figures in all the major disciplines. Their scholarly, scientific, and artistic accomplishments are regularly recognized with numerous prestigious awards and honors.

SUNY's research contributions are solving urgent problems. At the same time, contracts and grants received by University faculty have direct economic benefits, translating into jobs for 16,330 employees of the University's Research Foundation.

SUNY researchers pioneered nuclear magnetic resonance imaging, isolated the bacteria that cause Lyme disease, and developed the first implantable heart pacemaker, among many other groundbreaking discoveries in medicine. University researchers continue important studies in such wide-ranging areas as molecular biology, physics, alternative energy, wireless and computing technology, marine biology, and robotics, among many other contributions, inventions, and innovations that benefit society.

The University's Educational Opportunity Programs (EOP) and Educational Opportunity Centers (EOC) have become models for providing learning opportunities to those who are educationally and economically disadvantaged. During the past half century, over 55,000 New York State residents have graduated from these programs.

The 30 locally sponsored, two-year community colleges operating under SUNY offer residents degrees and programs that are directly job related, as well as degree programs that prepare students to transfer to a baccalaureate degree program at a senior campus. To meet the accelerating pace of technology, SUNY's community colleges train technicians for local industry and help companies and employees in retraining and skills enhancement.

SUNY's involvement in health sciences education, healthcare delivery, and public health issues is extensive and responsive to the rapid changes occurring in healthcare. Each year, hundreds of thousands of New York's citizens are served by medical and health sciences faculty and students in University hospitals, clinics, and affiliated institutions.

The University's Economic Development Services provide research, training, and technical assistance to the state's business and industrial community, with access to SUNY's diversity through Business and Industry Centers, the New York State Small Business Development Center, Rural Services Institutes, the Trade Adjustment Assistance Center, Technical Assistance Centers, Small Business Institutes, Centers for Advanced Technology, and international development programs.

SUNY's libraries, the major resource supporting the teaching and research activities of its students and faculty, are an important community resource, too. More than a third of a million items were circulated beyond the campuses to the wider community by lending books to public, school, special, and business libraries.

The State University of New York passed a major milestone in June 2015, when it graduated its three-millionth alumnus/a. Most SUNY alumni live and work in New York State, contributing to its economic and cultural vitality.

The State University of New York is governed by a Board of Trustees appointed by the Governor, which directly determines the policies to be followed by the 34 state-supported campuses. Community colleges have their own local boards of trustees, whose relationship to the SUNY Board is defined by law.

The University's motto is "To Learn-To Search-To Serve."

## **State University of New York Campuses**

### ***University Centers***

University at Albany

Binghamton University

University at Buffalo

Stony Brook University

### ***Colleges of Arts and Sciences***

State University College at Brockport

Buffalo State College

SUNY Cortland

Empire State College

SUNY Fredonia

State University College at Geneseo

SUNY New Paltz

State University College at Old Westbury

State University College at Oneonta

State University College at Oswego

State University College at Plattsburgh

State University College at Potsdam

Purchase College of the State University of New York

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Downstate Medical Center

Upstate Medical University

SUNY College of Optometry

Health Science Center, University at Buffalo\*

Health Science Center, Stony Brook University\*

***Agricultural and Technical Colleges***

Alfred State College

SUNY Canton

SUNY Cobleskill

SUNY Delhi

Farmingdale State College

Morrisville State College

***Specialized Colleges***

SUNY College of Environmental Science and Forestry

State University of New York Maritime College

SUNY Polytechnic Institute

Fashion Institute of Technology\*\*

***Statutory Colleges*** \*\*\*

New York State College of Agriculture and Life Sciences at Cornell University

New York State College of Ceramics at Alfred University

New York State College of Human Ecology at Cornell University

School of Industrial and Labor Relations at Cornell University

New York State College of Veterinary Medicine at Cornell University

***Community Colleges***

Adirondack Community College at Glens Falls

Broome Community College at Binghamton

Cayuga County Community College at Auburn

Clinton Community College at Plattsburgh

Columbia-Greene Community College at Hudson

Community College of the Finger Lakes at Canandaigua

Corning Community College at Corning

Dutchess Community College at Poughkeepsie

Erie Community College at Williamsville, Buffalo, and Orchard Park

Fulton-Montgomery Community College at Johnstown

Genesee Community College at Batavia  
Herkimer County Community College at Herkimer  
Hudson Valley Community College at Troy  
Jamestown Community College at Jamestown  
Jefferson Community College at Watertown  
Mohawk Valley Community College at Utica  
Monroe Community College at Rochester  
Nassau Community College at Garden City  
Niagara County Community College at Sanborn  
North Country Community College at Saranac Lake  
Onondaga Community College at Syracuse  
Orange County Community College at Middletown  
Rockland Community College at Suffern  
Schenectady County Community College at Schenectady  
Suffolk County Community College at Selden, Riverhead, Brentwood  
Sullivan County Community College at Loch Sheldrake  
Tompkins Cortland Community College at Dryden  
Ulster County Community College at Stone Ridge  
Westchester Community College at Valhalla

\* The Health Science Centers at Buffalo and Stony Brook are operated under the administration of their respective university centers.

\*\*While authorized to offer such baccalaureate and master's degree programs, in addition to the associate degree, as may be approved pursuant to the provisions of the Master Plan, the Fashion Institute of Technology is financed and administered in the manner provided for community colleges.

\*\*\* These operate as "contract colleges" on the campuses of independent universities.

## SUNY Downstate Medical Center

SUNY Downstate Medical Center is one of five academic health centers in SUNY's 64-campus system. Founded in 1860 as the teaching division of the Long Island College Hospital, SUNY Downstate was the first college of medicine in the country to incorporate bedside teaching. Over the years, its medical education programs have continued to be known for their clinical excellence. The campus strives to provide an outstanding education for healthcare professionals; foster an environment that embraces cultural diversity; advance research in biomedical science, healthcare, and public health; and deliver high-quality, patient-centered care.

Downstate joined the SUNY system in 1950 with a single college and has grown over the years. It now encompasses three colleges and two schools, several research and biotechnology centers, and a major teaching hospital. Today, SUNY Downstate enrolls over 1,800 students, has 3,500 faculty (full-time, part-time, and voluntary), and employs some 3,000 support staff. It grants the BS, MS, MPH, MD, DPT, DrPH, and PhD degrees, as well as advanced certificates. Downstate sponsors one of the largest residency programs in the country and maintains teaching affiliations with a broad network of local hospitals, clinics, and specialty care facilities. Collectively, SUNY Downstate's colleges and schools offer 24 health-focused programs. The majority of its students are enrolled in graduate programs; undergraduate programs are housed in the Colleges of Nursing and Health Related Professions and admit students only at the upper-division level.

### Colleges and Schools

Downstate plays a vital role in training the next generation of healthcare providers. Consistent with its mission, SUNY Downstate anchors health education in Brooklyn. The Colleges of Medicine, Nursing, and Health Related Professions place students for clinical training throughout Brooklyn and the metropolitan area in hospitals, nursing homes, professional offices, and clinics. More than 20 training facilities are affiliated with the College of Medicine. The Colleges of Nursing and Health Related Professions utilize over 600 clinical training facilities throughout New York City, New York State, and the country.

***College of Medicine (COM).*** The College of Medicine grants the MD degree. Downstate ranks 12th out of 145 accredited U.S. medical schools—ahead of such highly rated institutions as Johns Hopkins, NYU, Weill Cornell, and Yale—in the number of graduates who hold faculty positions at American medical schools. Each year, the college admits about 180 students. The College of Medicine emphasizes cultural competency in the students it admits and through the training it offers.

In 2013, the College of Medicine adopted a new curriculum to ensure that it graduates students prepared to practice medicine in a changing medical and social environment. The curriculum integrates basic science and clinical instruction throughout the four years of study; fosters collaboration among all learning partners, including Downstate alumni; and is relevant to the rapidly changing environment of health care today.

***School of Graduate Studies (SGS)***. The School of Graduate Studies grants the PhD degree and, with the College of Medicine, sponsors a combined MD/PhD degree program. SGS offers tracks in Molecular and Cellular Biology, Neural and Behavioral Science, and Biomedical Engineering. In 2011, two new MD/PhD tracks were added in concert with SUNY Albany's College of Nanoscale Science and Engineering. SGS is the smallest academic unit on campus, but its contributions are essential. It is strongly linked to COM, the research enterprise, and increasingly, given the growing focus on translational research, to clinical practice. The ability to attract high-powered faculty, maintain a competitive research environment, and publish an outstanding body of peer-reviewed papers has a strong correlation to SGS's ability to attract highly committed students and postdoctoral fellows.

***College of Nursing (CON)***. The College of Nursing grants BS and MS degrees as well as Advanced Certificates in advanced nursing specialties. The second largest of Downstate's schools, with approximately 400 full- and part-time students, CON is noted for its innovative programs, including a 15-month Accelerated BS program. The number of black and Hispanic students is over 60 percent. Many are the first in their family to attend college, and many pursue their academic goals while working fulltime and caring for their families. Because of their roots in the community, most CON alumni practice in Brooklyn or the metropolitan area.

***College of Health Related Professions (CHRP)***. The College of Health Related Professions grants the BS degree, (Physician Assistant, Diagnostic Medical Imaging); MS (Occupational Therapy, Midwifery, Medical Informatics), Advanced Certificate (Midwifery), and BS to DPT in Physical Therapy. About 80 percent of CHRP's undergraduate students already have a bachelor's degree in another field when they enroll. Graduates report that they selected SUNY Downstate because of the reputation of the faculty; the intensive, urban-focused curricula; its supportive educational environment; and diverse clinical training experiences. Like the College of Nursing, CHRP attracts a diverse student body, representing a wide range of ethnic and minority backgrounds.

***School of Public Health (SPH)***. The School of Public Health grants the MPH and DrPH degrees. Launched in 2001 as a single-track MPH program in the College of Medicine, it was fully accredited as a school of public health by the Council on Education for Public Health (CEPH) in 2010. SPH offers five MPH and four Doctor of

Public Health (DrPH) concentrations. It is positioned to improve policy and decision-making in the public health arena through research and analysis, and to address critical public health challenges—from health reform and bioterrorism preparedness to pandemics, chronic illness, and food supply safety. It is particularly committed to preventing disease and promoting health and well-being in under-served and immigrant communities. It prepares graduates to identify and address public health issues and manage public health programs in urban environments with diverse racial, ethnic, cultural, religious, and socioeconomic groups.

The first accredited public health school in Brooklyn, SPH is also one of only three such accredited schools in New York City. The others are at Columbia University and the City University of New York.

## Research

SUNY Downstate's research program has contributed numerous scientific advances to medicine. Downstate is honored to have a Nobel Laureate in Medicine or Physiology, Robert Furchgott, who served on the faculty from 1956 until his death in 2009. Dr. Furchgott's identification of nitric oxide as a signaling molecule important in vascular health has revolutionized care for heart disease, stroke, lung disease, impotence, and many other diseases. The first MRI (magnetic resonance imaging) machine capable of taking full-body human images was built at Downstate and now resides in the Smithsonian. The machine's inventor, Raymond Damadian, holds the National Medal of Technology and is today an adjunct faculty member. Downstate created the nation's model for providing dialysis to patients with chronic kidney disease. More recently, faculty member Todd Sacktor discovered a molecule in the brain that is vital for memory retention, a finding that the journal *Science* identified as one of the top ten discoveries in 2006. Downstate also has strong research portfolios in HIV, vision, neurology, and genetics.

### ***Biotechnology Initiatives***

SUNY Downstate's research projects complement its efforts to grow biotechnology in Brooklyn. To foster the growth of the biotechnology industry, Downstate created a Biotechnology Incubator for early-stage companies; and for more mature companies, expansion and manufacturing space at the Brooklyn Army Terminal (BioBAT). Downstate's biotechnology facilities were among the first sites approved as Tax Free Areas under Governor Andrew Cuomo's business development project, Start-Up NY.

## Diversity

SUNY Downstate is located in a culturally and racially diverse urban community of 2.5 million people. The student population reflects the diversity of Brooklyn, with almost a third of students being from underrepresented ethnic or racial minority groups. The campus also has a large proportion of students who come from families that are economically or educationally disadvantaged, and many are immigrants or children of immigrants. SUNY Downstate's students are educated by a faculty of equivalent diversity. Downstate ranks fifth—only behind the three historically black medical schools and UCLA-Geffen—in the number of African-American faculty in a medical college. According to the Association of American Medical Colleges, SUNY Downstate ranks in the top ten of U.S. medical schools for both student and faculty diversity.

### ***Community Service***

Outreach and community engagement at SUNY Downstate is broad. All of SUNY Downstate's academic programs offer opportunities for service-learning experiences; many require it. Downstate has strong involvement with churches, senior citizen centers, local schools, and community groups. In 2008, COM and CHRP students organized the Brooklyn Free Clinic to provide free medical care to individuals who lack health insurance. SUNY Downstate also sponsors pipeline programs to encourage high school students to pursue careers in medicine or science.

## University Hospital of Brooklyn

University Hospital of Brooklyn (UHB) is the teaching and clinical research affiliate of SUNY Downstate Medical Center.

As a teaching center, UHB offers a number of specialized services and technologies. Approximately 50 general and subspecialty residency and fellowship programs are supported, as is biomedical research. Integrated residency programs are offered with over a dozen affiliated hospitals, including Kings County Hospital Center and New York Harbor Healthcare System (the Brooklyn VA Hospital).

UHB is a regional referral center for neonatology, transplantation, and pediatric hemodialysis and offers a rich resource of sophisticated medical facilities, many of which cannot be found elsewhere in the region. Patients are referred to UHB for respiratory disease, diabetes and other metabolic disorders, HIV/AIDS, sports medicine, cardiology, and rheumatology. UHB physicians perform such specialized procedures as organ transplants, cardiothoracic surgery, cancer treatment, and pediatric surgery, as well as help for patients with a wide range of inherited, rare, and chronic diseases.

University Hospital of Brooklyn has expanded access to medical services through its Emergency Services Department and several satellite health centers.

## **Mission of SUNY Downstate**

### ***Mission***

- To provide outstanding education of physicians, scientists, nurses, and other healthcare professionals.
- To advance knowledge through cutting-edge research and translate it into practice.
- To care for and improve the lives of our globally diverse communities.
- To foster an environment that embraces cultural diversity.

### ***Vision***

SUNY Downstate will be nationally recognized for improving people's lives by providing excellent education for healthcare professionals, advancing research in biomedical science, health care, and public health, and delivering the highest quality, patient-centered care.

### ***Values***

**PRIDE** - To take satisfaction in the work we do every day, and to value our collective contributions to the SUNY Downstate community.

**Professionalism** - We commit to the highest standards of ethical behavior and exemplary performance in education, research, and patient care.

**Respect** - We value the contributions, ideas and opinions of our students, coworkers, colleagues, patients, and partnering organizations.

**Innovation** - We research and develop new and creative approaches and services for the anticipated changes in healthcare.

**Diversity** - We embrace our rich diversity and commit to an inclusive and nurturing environment.

**Excellence** - We commit to providing the highest quality of education and service to our students, patients, and community by holding ourselves, our coworkers, and our leaders to high standards of performance.

SUNY Downstate's Colleges of Medicine, Health Related Professions, and Nursing and its Schools of Graduate Studies and Public Health offer students a broad professional education that will prepare them for careers in any location and community. This education provides exceptional opportunities for those students

with a commitment to promoting health in urban communities and addressing the complex challenges of investigating and preventing diseases that confront clinicians, educators, and researchers in such an environment. This special aspect of SUNY Downstate's unique mission is reflected in the students it attracts and selects, the majority drawn from the New York City metropolitan area. Many of these students are members of minority and cultural groups underrepresented in the health professions, and/or come from families of first-generation immigrants or from economically disadvantaged backgrounds.

The differences in the background and outlook that students bring with them enhance their educational experience. The belief that diversity adds an essential ingredient to the educational process is one of the tenets of SUNY Downstate. Many factors, such as race, ethnic or cultural background, academic achievement, geographic location, diversity of experiences, leadership roles, and socioeconomic background are taken into consideration in the admissions process. A diverse healthcare work force will be better equipped to provide culturally competent care to an increasingly diverse population.

## **Historic Highlights**

SUNY Downstate Medical Center traces its history to 1856 with the founding of the Brooklyn German General Dispensary by Dr. Louis Bauer and a group of German-American physicians. The original intention of the founders of the dispensary was to build a hospital to care for a predominantly German population. However, the nationality of the local inhabitants was changing, with the Irish immigration sweeping into Brooklyn. Dr. Bauer worked with several other prominent Brooklyn physicians to organize a charitable institution called St. John's Hospital. At the same time, several other Brooklyn physicians led by Dr. Williams Dudley were touring Europe to study methods of medical education for want of a medical school in Brooklyn. They were particularly interested in the advantages of basing medical schools in hospitals rather than in universities as was done in Europe. After joining forces with Dr. Bauer, the name of St. John's Hospital was changed to the Long Island College Hospital to reflect the intentions of the organizers to combine medical education and hospital care. The Long Island College Hospital Collegiate Division operated continuously from 1860 until 1930, when it incorporated as the Long Island College of Medicine.

The first curriculum was highly structured compared to other American medical schools at the time. Many were affiliated with neither a hospital nor a university. Indeed, most of those schools had absolutely no patient contact, so clinical teaching was a truly innovative approach. It is important to note that this was 33 years before the opening of Johns Hopkins Medical School and 50 years before the famed

Flexner Report on medical education. Walsh, in his *History of Medicine in New York*, published in 1919, stated:

To the Long Island College Hospital of Brooklyn belongs the distinction of having inaugurated the hospital-college system of medical instruction in this country; at the time its medical college was organized, it was the only professional school in the United States conducted on that plan of instruction.

A national search yielded a distinguished faculty that included the illustrious Dr. Austin Flint, an early devotee of the stethoscope. Dr. Flint's name is still associated with a specific heart murmur. The first course of lectures began on the evening of Thursday, March 29, 1860, and twenty-one students graduated on July 24, 1860.

The hospital was originally housed in a private mansion, the Perry Estate, in Brooklyn Heights, which served until a new building was erected in 1905. At that time, there were only two hospitals in Brooklyn: the Long Island College Hospital and Brooklyn City Hospital, which opened in 1845. The Kings County Hospital, which was founded as an almshouse and was providing medical care by 1832, was located in the remote village of Flatbush. Consequently, it was easier to transport patients to a New York hospital by ferry than it was to transport them to Kings County Hospital by horse-drawn carriage.

There were many distinguished events and participants in the institution's subsequent history. In 1888, Cornelius N. Hoagland built and endowed the Hoagland Laboratory, one of the finest and best equipped buildings for medical teaching and research in the country, and Henry D. Polhemus' family endowed the Polhemus Memorial Building in 1898, which housed x-ray machines and other state-of-the-art medical equipment.

One of the most distinguished alumni and faculty members of the Long Island College Hospital was Alexander J. C. Skene, a Scotsman, who graduated in 1863. Dr. Skene was chair of the department of gynecology and served as dean and president of the institution. Dr. Skene was the first to describe a female reproductive gland, which is now known as Skene's gland. Dr. Skene was a prolific writer, having published over 100 scholarly articles and five medical textbooks. A statue in Brooklyn's Grand Army Plaza commemorates his achievements.

In 1929, the faculty decided there should be a separation of the college and the hospital and in 1930 the school was re-chartered as the Long Island College of Medicine, with affiliates established at Kings County, Brooklyn Jewish, Greenpoint, Kingston Avenue, and Coney Island hospitals. The following year, Methodist Episcopal and Brooklyn hospitals were added as affiliates. The Long Island College Hospital retained its name and provided healthcare at the institution's original site until 2014.

On April 5, 1950, a merger contract was signed between the Long Island College of Medicine and the newly constituted State University of New York (SUNY), the largest multi-level system of higher education in the world. In the early 1950s, the school moved to its present site in Flatbush to be closer to its largest affiliated hospital, Kings County Hospital. In 1966, a School of Graduate Studies, a College of Nursing, and a College of Health Related Professions were added along with the University Hospital of Brooklyn, making the campus a true health science center. The School of Public Health developed from the master's in public health program that began in 2001. Today, Downstate is one of 64 campuses across the state and one of five health science centers that are part of the State University of New York.

For additional historical highlights, visit SUNY Downstate's [sesquicentennial site](http://www.downstate.edu/sesquicentennial/site): <http://www.downstate.edu/sesquicentennial/history.html>.

## **Leadership and Governance**

### **University-wide Governance**

#### **University Faculty**

#### **University-wide Faculty Senate**

### **SUNY Downstate Medical Center Governance**

*Campus Council*

*Campus Administration and Governance*

*Faculty and Professional Staff Assembly/College Bylaws*

*Centerwide Committee*

### **Students and Governance**

## University-wide Governance

The responsibility for the governance of the SUNY system rests with the Board of Trustees, consisting of 18 distinguished citizens, 15 appointed by the Governor for staggered seven-year terms, and the elected presidents of the Student Assembly, the University Faculty Senate, and the Faculty Council of Community Colleges. The basic structure of the University is described by the [Policies of the Board of Trustees](#), which include definitions of the roles, authority, and responsibilities of the University and campus officers and the faculty, as well as the principles governing the appointment, evaluation, and promotion of faculty and professional staff. The board appoints the chancellor, who is the chief executive officer of the University. The board is also responsible for determining educational policy for the University, setting tuition, and approving its budget. The *Policies* is available in the Benefits Office and online.

Because term appointments to the board are staggered, membership changes. An up-to-date listing of board members can be found at [http://www.suny.edu/Board\\_of\\_Trustees/index.cfm](http://www.suny.edu/Board_of_Trustees/index.cfm).

## University Faculty

The [Policies of the Board of Trustees](#) provide that the University faculty is responsible for "the conduct of the University's instruction, research, and service programs." (Article VI: University Faculty Section 3, Responsibilities.)

The University faculty comprises the chancellor, the executive and administrative officers of the University (all of whom have voting privileges), and all members of the faculty of each college (with voting privileges limited to staff having academic rank and term or continuing appointments). Voting members also include the chief administrative officer of each college and such other officers and staff members as may be specified by the faculty bylaws of each college.

## University-wide Faculty Senate

The University's Faculty Senate is the official agency through which the faculty and professional staff engage in the governance of SUNY. Comprising peer-elected representatives from all state-operated campuses and statutory colleges, the Senate is concerned with effective educational policies and other professional matters within the University. It provides a forum for faculty and professional staff to discuss common concerns with representatives of other campuses, the SUNY Board of Trustees, members of the central administration, campus presidents, and local governance leaders. It also serves as an advisory body to the chancellor on University policy matters.

The Senate is composed of the chancellor, two SUNY representatives having University-wide responsibilities, and representatives from each college. (The number of representatives from each college ranges from one to four, depending on the size of each college's faculty.) SUNY Downstate is represented by four senators and four alternate senators.

The faculty members of each college elect their own representatives and alternates by majority vote from a slate of two or more candidates nominated by secret ballot or by an elected faculty nominating committee. The term of each representative is three years.

Regular meetings of the Senate are scheduled three times a year at various campuses on a rotating basis. The Executive Committee determines the time and place of meetings. The Senate may establish such standing committees as it deems advisable. Faculty and staff are appointed to committees for one-year terms, and reappointments for up to three consecutive years are possible. Currently, the Faculty Senate has seven standing committees in addition to the Executive Committee: Programs and Awards; Diversity/Cultural Competence; Governance; Graduate Academic Programs and Research; Operations; Student Life; and Undergraduate Academic Programs and Policies. Each September, the committees participate in a joint meeting with the Executive Committee and local governance leaders to formulate plans for the coming year.

Additional policies of the SUNY Faculty Senate can be found in the Faculty Senate [Governance Handbook \(2013\)](#).

## **SUNY Downstate Medical Center Governance**

### ***Campus Council***

<http://www.downstate.edu/ia/downstate-council.html>

SUNY College or Campus Councils are established pursuant to the New York State Education Law. The purpose of the Campus Council is to develop and foster strong relationships between the institution and local communities and to promote campus and University interests.

The Campus Council is an advisory body consisting of ten community members, nine appointed by the Governor, and one elected by and from the students of the campus. One member is designated by the Governor as chair. Council members appointed by the Governor serve for a seven-year term.

The Campus Council has broad powers of advice and review, subject to approval by the Board of Trustees. Its major duties are to:

- Recommend candidates for campus president;
- Review all major plans of the campus by the president. Recommendations are needed for changes in matters such as faculty and staff, student admissions, academic programs, standards, for the earning of academic degrees, expansion of the institutional plant, and student activities and housing;
- Make regulations governing the care, custody, and management of lands, grounds, buildings, and equipment;
- Review the proposed budget requests prepared by the president and recommend accordingly;
- Foster the development of advisory citizens' committees and appoint the members;
- Name buildings and grounds;
- Make regulations for the conduct and behavior of students;
- Prescribe and supervise student housing and safety; and
- Make an annual report to the SUNY Board of Trustees.

The Campus Council meets at least four times a year, and minutes from open hearing and executive sessions are available to the public under the Freedom of Information Law.

### ***Campus Administration and Governance***

The chief administrative officer for the campus is its president who is appointed by the Board of Trustees.

The president guides and promotes SUNY Downstate's development by being responsible for the administration of the campus, including determining the basic organizational structure of the campus administration; appointing administrative officers, including deans and department heads; appointing faculty and staff; developing policies and procedures for the conduct of campus affairs; and preparing the institutional budget.

The deans of each of the colleges and schools are responsible for the overall direction of the respective college's academic program and for the setting and maintenance of its standards of excellence for education, research, and clinical and community service. The dean supervises and evaluates the faculty, department chairs, and staff of the college; recommends all faculty appointments and

promotions; manages the college's budget; and oversees the selection, evaluation, and promotion of its students.

### ***Faculty and Professional Staff Assembly/College Bylaws***

Each SUNY campus has a local governance structure for the faculty and professional staff. At SUNY Downstate, this structure is the Faculty and Professional Staff Assembly and its Centerwide Committee. Voting membership of the assembly includes the chancellor of SUNY, the president of Downstate, and faculty and professional staff from each college or school. Student participation consists of one non-voting student representative from each college.

The role of the faculty is paramount in matters that concern mission articulation, curriculum content, establishment of criteria for faculty appointment, promotion and tenure, and awarding of degrees. Administrators, professional staff, and students may be involved in nonexclusive academic matters, such as budget priorities, campus safety, and plant management. As a governance body, the faculty and professional staff limit themselves to participating in matters that are within the contract for collective bargaining negotiations to avoid conflicts in functions and to protect the union's role.

Each college and school within Downstate has its own faculty and professional staff assembly that develops, reviews, and, when necessary, revises bylaws for the individual college or school. Guidelines for each assembly's deliberations and actions are set forth in the college's or school's bylaws: [Medicine Bylaws](#), [College of Nursing](#), [College of Health Related Professions](#), [School of Public Health](#), and the [School of Graduate Studies](#).

In accordance with its bylaws, each college and school also maintains its own committees:

*College of Health Related Professions:* Committee of the Faculty and Professional Staff; Educational Policy and Curriculum; Committee on Academic and Professional Qualifications; Academic Policy; Program Development and Budget; and, Nominations, Elections, and Bylaws. There are also two committees appointed by the dean: Admissions, and Academic Standing and Student Appeals.

*College of Medicine:* The principle governance body is the Executive Committee, which oversees the subcommittees and represents the faculty's concerns to the dean and other administrators. The other committees are Faculty and Professional Staff Personnel Policies, Promotions, and Appointments; Research, Resources, and Budget; Bylaws; Student Admissions and Academic Standards; Student Activities and Faculty-Student

Relations; Educational Policy and Curriculum; Academic and Professional Qualifications (CAPQ); and, Nominations, Elections, and Ballots.

*College of Nursing:* Committee of the Faculty and Professional Staff; Education Policy; Curriculum; Program and Faculty Development; Committee on Academic and Professional Qualifications (CAPQ); Nominations, Elections, and Ballots and By-laws; Admissions and Recruitment; and Technology Committee.

*School of Graduate Studies:* Faculty; and Nominations, Elections, Ballots, and By-Laws.

*School of Public Health:* Executive Committee; Research, Resources, and Budget; Nominations, Elections and Bylaws; Student Admissions, Academic Standards and Faculty Student Relations; Educational Policy and Curriculum; and Academic and Professional Qualifications. The dean appoints members to these committees: Student Admissions; Assessment, Evaluation, and Outcomes; Student Evaluation, Promotion, and Honors.

### ***Centerwide Committee***

The representative body of the Faculty and Professional Staff Assembly is the Centerwide Committee of the Faculty and Professional Staff. The Centerwide Committee comprises the elected officers of the assembly; the senators and alternates elected by the voting members of the assembly to the SUNY Faculty Senate; and the presiding officers of the Faculty and Professional Staff Assembly of each constituent college (as elected representatives of each constituent college). The president of Downstate is an ex-officio member of the Centerwide Committee. The officers of the Centerwide Committee include the presiding officer, presiding officer-elect, and secretary.

The Centerwide Committee holds monthly meetings and two center-wide assemblies each year, at which time the president of Downstate presents a report. The Centerwide Committee is also responsible for:

- acting as the representative of the Faculty and Professional Staff Assembly;
- discussing and reviewing submitted reports and resolutions;
- communicating resolutions to administrators and voting members;
- initiating recommendations within its purview to the president;
- keeping permanent files of reports and passed resolutions;

- organizing and implementing the selection process for Distinguished Professorships and the Chancellor's Awards for Excellence; and
- recruiting representatives to serve on standing committees of the University Faculty Senate.

The presiding officer of the Centerwide Committee appoints members to the subcommittees. The Centerwide Committee bylaws identify the following subcommittees: Educational Policy and Curriculum Integration; Personnel Policies; Research, Resources, Planning and Budget; Nominations, Elections and Ballots; Bylaws; and Library.

## **Students and Governance**

Students are encouraged to take an active part in the governance of the University, SUNY Downstate, and their respective colleges. Each college has its own Student Council. Representatives of each college Student Council participate on committees in the University Council, a center-wide student governance body that represents the interests of the entire student body. The council serves as liaison between students and administration and provides access to the president; determines expenditures of student activity fees; oversees campus clubs, organizations, and student publications; and plans and implements campus events.

Students are nonvoting members on the Faculty and Professional Staff Assembly and other selected committees. As specified by the policies of the Board of Trustees, the student president of the University Council sits as the representative to the SUNY Student Assembly.

# **Appointment and Promotion of Faculty**

**University-wide Employment Policies and Procedures**

**Academic Appointment**

**Academic Titles**

**Appointment Types**

*Term Appointment*

*Continuing Appointment*

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**Service Credit**

**Computing Continuing Service**

**Evaluation and Promotion of Academic Employees**

**Renewal and Termination of Appointment**

**Voluntary Faculty**

**University Hospital of Brooklyn Privileges**

**Retirement and Emeritus Status**

## University-wide Employment Policies and Procedures

The [Policies of the Board of Trustees](#) give the president of the campus the authority to appoint and reappoint (or, in some cases recommend the appointment), after seeking consultation, the best qualified employees. The *Policies* reserve to the SUNY chancellor the authority to make certain appointments or reappointments upon the recommendation of the campus president (Article XI, Title A).

In addition, the agreement between the State of New York and United University Professions details appointment, evaluation and promotion, personnel files, notice of non-renewal, and job security review procedures applicable to academic and professional employees (see Sections 30 to 33).

### Academic Appointment

The policies and procedures governing the terms and conditions of employment of academic employees are subject to rules and regulations contained in the [Policies of the Board of Trustees](#). Additional terms and conditions of service for faculty also are contained in the agreement between the State of New York and United University Professions and individual appointment letters.

Information regarding additional policies and employee benefits can be found in the [United University Professions Member Benefits Handbook](#), the [UUP Family Leave/Work-Life Services Guide](#), and the SUNY Downstate Supervisor's Manual (see Labor Relations webpage, <http://www.downstate.edu/lb/lrguide.html> ).

**Policies and procedures explained in this handbook provide further elaboration but in no way alter these policies. All policies are subject to review and revision by the Board of Trustees and other appropriate groups.**

The Board of Trustees has adopted the following terms and definitions:

*Academic employee* is defined as an employee in the professional services negotiating unit with academic or qualified academic rank (faculty are academic employees);

*Academic rank* is defined as rank held by members of the academic staff holding the titles of professor, associate professor, assistant professor, instructor, and assistant instructor, including geographic full-time faculty members having such titles, and rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian;

*Geographic full-time faculty* are defined as those persons serving on the faculty of a medical center who are not employed on a full-time basis for the purpose of fixing compensation payable by the state, but who conduct all of their professional

services and activities at the medical center or its affiliated hospitals and are available to the state on a full-time basis for clinical and instructional purposes; and

*Qualified academic rank* is defined as rank held by members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designations "clinical" or "visiting" or other similar designations.

## Academic Titles

The following academic titles are used by SUNY Downstate Medical Center:

|   |   |
|---|---|
| Distinguished Professor<br>Distinguished Service Professor<br>Distinguished Teaching Professor<br>University Professor<br>Professor and Chair<br>Professor<br>Associate Professor<br>Assistant Professor<br>Professor of Clinical [medical discipline]*<br>Associate Professor of Clinical [medical discipline]*<br>Assistant Professor of Clinical [medical discipline]* | Instructor<br>Assistant Instructor<br>Librarian<br>Associate Librarian<br>Senior Assistant Librarian<br>Assistant Librarian<br><br>*Titles marked with an asterisk are locally defined by the College of Medicine Bylaws. |
|---|---|

Qualified Academic Rank (rank preceded by "clinical," "research," "adjunct," "visiting," or "teaching"):

|  |  |
|--|--|
| Research Professor<br>Research Associate Professor<br>Clinical Professor<br>Clinical Associate Professor | Clinical Assistant Professor<br>Teaching Professor<br>Teaching Associate Professor<br>Teaching Assistant Professor |
|--|--|

Emeritus Status: All of the above with "emeritus" appended to the title at the time of retirement, as per Article XV of the *Policies*.

## Appointment Types

Policies pertaining to appointment procedures are described at length in Article XI of the [Policies of the Board of Trustees](#). There are three types of appointments to the faculty: term appointments, which have defined beginning and end dates; temporary appointments, which may be terminated at any time; and continuing appointments, which are the equivalent of tenure. Term and continuing appointments are offered only to faculty members who have a compensation component paid through the state system. Both term and temporary appointments may be either full or part time.

Downstate has six title tracks: two tracks lead to a continuing appointment ("tenure") and the others do not.

*Academic track:* This is the full-time tenure-eligible track in the College of Medicine, with expectations that faculty in this track are expected to make *substantial* contributions in teaching, in clinical activities when appropriate, and *significant* contributions in research and/or scholarly activities. Faculty in both basic science and clinical departments are eligible for this track.

*Academic/Clinical Track:* This track is also tenure-eligible and is to be used for those faculty in clinical departments whose assignments and contributions to the University include substantial responsibility for *clinical* practice and programs, with major teaching responsibilities and clinical research or scholarly activities associated with their work. The track has parity with the more classic academic track in all areas of recognition. This track is appropriate for the clinician/scholar whose activities, academic and scholarly, are carried out largely in a clinical setting.

*Clinician/Educator Track:* This track is non-tenure eligible and is to be used for those faculty whose *central* contribution to the University involves directing or working in a major clinical program or service with substantial associated teaching responsibilities, but where the opportunities for research or scholarly work are relatively modest, if existent at all. The primary basis for promotion will be excellence in those academic activities involving clinical care and teaching, although research and scholarly work are encouraged, if possible.

*Research track:* This track is non-tenure eligible and is used for faculty whose *central* contribution to SUNY Downstate Medical Center is almost entirely in the research and scholarly area. Usually teaching duties are very modest or minimal, as are clinical duties.

*Voluntary Faculty Track:* The purpose of this non-tenure eligible track is to recognize those unpaid academicians, physicians, and other health care professionals (or those paid through affiliate programs) who give voluntarily of their time to the programs of SUNY Downstate Medical Center, most often in teaching and clinical areas.

*Teaching Track:* The purpose of this non-tenure eligible track is to recognize those individuals who make substantial contributions to SUNY Downstate Medical Center in teaching. This track was recently recommended by the Committee on Academic and Professional Qualifications (CAPQ) and approved by the dean of the College of Medicine and the campus president.

The procedure for an initial appointment to the faculty begins with a recommendation from a department. Only the president has the authority to appoint, reappoint, or recommend to the chancellor for appointment or reappointment, such persons as are, in the president's judgment, best qualified. The *Bylaws* of the College of Medicine require that any appointment at the rank of Associate Professor or above be reviewed by the CAPQ.

### ***Term Appointment***

A term appointment is an appointment for a specified period of not more than three years. These appointments are renewable unless terminated because of resignation, retirement, or termination as provided in Article XIV of the [\*Policies of the Board of Trustees\*](#). Term appointments can be renewed for periods of up to three years, but cannot extend beyond the time that an academic employee is eligible for a continuing appointment.

According to Article XI, title D, section 5 of the *Policies*, written notice that a term appointment will not be renewed must be given to the appointee by the President or his representative. A schedule of the latest dates for non-renewal notices is listed in the *Policies* as follows:

1. Forty-five calendar days prior to the end of a part-time service term appointment.
2. In the first year of uninterrupted service, three months prior to the end of that term except if the term ends in June, July, or August, then no later than March 1.
3. In the second year of uninterrupted service, six months prior to the end of the term, but no later than December 15 for terms ending in June, July, or August.
4. After two or more years of uninterrupted service, twelve months prior to the expiration of the term.

### ***Continuing Appointment***

A continuing appointment (tenure) is an appointment to a position of academic rank that is not affected by changes in rank, and continues until resignation, retirement, or termination in accordance with the *Policies*.

The *Policies* require that further employment of a faculty member who has completed seven years of full-time service as an assistant professor, instructor, senior assistant librarian, or assistant librarian must be on the basis of a continuing appointment and the last three consecutive years of service must have been in one of these titles. This transaction must be approved by the chancellor. The *Policies* also require that further employment of a faculty member who has completed three consecutive years of full-time employment at the rank of professor, associate professor, librarian, or associate librarian must be on the basis of a continuing appointment. This is also only effective when approved by the chancellor. Appointment to the rank of professor, associate professor, librarian, or associate librarian may be on a continuing basis at the initial appointment.

## **Temporary Appointment**

The *Policies* define a temporary appointment as one which ordinarily shall be given to an individual whose service is to be 1) full time for a period anticipated to last no more than one year; 2) part time for no more than three years; or 3) voluntary. An employee can also be hired on a temporary basis to replace an employee on an authorized leave of absence.

## **Service Credit**

Under Article XI, title B, section 3(d)(1) of the [Policies of the Board of Trustees](#), academic faculty who hold rank below the level of associate professor may request up to a maximum of three years' credit toward the seven years of service required for continuing appointment, if they have served satisfactorily in a full-time position in an academic rank at any other accredited academic institution of higher education. Such credit is at the discretion of the chancellor or his/her designee at the time of appointment. Faculty can also opt to waive, in writing to the president, all or part of their previous service within the first six months after initial appointment.

## **Computing Continuous Service**

Per Article XI, title B, section 3(d)(2) of the [Policies of the Board of Trustees](#), when computing consecutive years of service toward the tenure due date, periods of leave of absence at full salary are included. Leaves of absence at partial salary or without salary and periods of part-time service are not included but are not considered an interruption of otherwise consecutive service.

## **Evaluation and Promotion of Academic Employees**

Policies pertaining to evaluation and promotion are covered in Article XII of the *Policies of the Board of Trustees*. A Committee on Academic and Professional Qualifications (CAPQ) in each school is responsible for reviewing recommendations for appointment, promotion, and change of status, as specified in each [college's bylaws](#) (faculty in the School of Graduate Studies are reviewed by the College of Medicine CAPQ). The CAPQs of the [College of Medicine/School of Graduate Studies](#), [College of Health Related Professions](#), [College of Nursing](#), and [School of Public Health](#) follow the *Policies*, although each college specifies its own procedural policies.

In the College of Health Related Professions and the College of Nursing, the procedure policies and specific guidelines for preparation of application for promotion and tenure are distributed upon initial hire. Recommendations for promotion and tenure are forwarded to the respective college dean, who then

makes a recommendation to the president. The request for a continuing appointment for a faculty member should be submitted to the CAPQ at least 24 months before the tenure due date in order to allow for a one-year notice of non-renewal.

In the College of Medicine, the Bylaws of Faculty and Professional Staff Assembly provide, in part:

- a) The CAPQ shall review the credentials of individuals presented for appointment and/or promotion to the rank of Associate Professor or Professor and for all individuals presented for continuing appointment (tenure), and make recommendations to the Dean for action.*
- 1. A recommendation for promotion or tenure may originate from the Departmental Chairperson, or*
  - 2. A recommendation for promotion or tenure may originate from a Departmental Promotions and Tenure Committee.*

*Appeals of Decisions of the CAPQ:*

- 1. If the CAPQ turns down an application for promotion or tenure that has been proposed by the department chairperson and/or the departmental Promotions and Tenure Committee (Alternate Route Committee), then either of these parties may initiate an appeal to the Appeals Board.*
- 2. The Appeals Board shall consist of three voting members. One voting member shall be the Presiding Officer of the Faculty and Professional Staff Assembly; the Presiding Officer Elect shall serve as his or her alternate. The Executive Committee shall select four full professors, two from basic sciences departments and two from clinical departments; one from each discipline shall serve as a full member of the Appeals Board and the other shall be the alternate. Members and alternates will serve a one year term, but are eligible for reappointment by the Executive Committee.*
- 3. The Appeals Board will review the submitted appeals, and each member will make an individual recommendation to the dean, who will then make the final judgment.*

## **Renewal and Termination of Appointment**

Term appointments may be renewed or changed through the completion of a UP-2 Form submitted to the Dean's Office for review and forwarded to the Department of Human Resources. A temporary appointment may be terminated at any time. There is no right of appeal. The services of academic and professional employees having term appointments cease automatically at the end of the specified term. Employees must be notified in advance of non-renewal. Upon receiving notice of non-renewal, an employee who is tenure-due has the right to request to be apprised of the reasons for non-renewal and to request a review of the reasons for non-renewal. The procedure is set forth in Article 33 of the [UUP Contract](#).

## Voluntary Faculty

Voluntary faculty appointments are on a standardized reappointment cycle of September 1 through August 31. Departmental rosters are provided to the department chair for use in reappointment of those voluntary faculty who continue to have a relationship in good standing with SUNY Downstate. The chair completes the roster and submits it to the Dean's Office for review and signature.

## University Hospital of Brooklyn Privileges

Under the *Bylaws of the Medical and Dental Staff* of University Hospital of Brooklyn, appointment to the SUNY Downstate faculty is a prerequisite for an appointment to the medical staff. All appointment forms for voluntary clinical faculty must be marked with a notation as to whether the candidate will or will not apply and have a medical staff appointment.

## Retirement and Emeritus Status

Members of the faculty who wish to retire should contact their department chair to discuss the effective date of their retirement. Members of the faculty who retire in good standing in accordance with Article XV, title B or C of the [Policies of the Board of Trustees](#) may append the term "Emeritus/a" to the title of their academic or administrative post, as per title D.

## Committee on Academic and Professional Qualifications (CAPQ) Guidelines

See the hyperlinks or appendix for each college's CAPQ Guidelines and Bylaws.

## **Employment Policies and Procedures**

### **Policies Governing Faculty and Professional Staff**

#### **Equal Opportunity and Affirmative Action Policies**

*Americans with Disabilities Act*

*Policy on Religious Accommodation*

*Veterans Non-Discrimination Policy and Re-Employment Rights*

*AIDS Policy*

*Policy on Sexual Harassment*

*Policy on Consensual Relationships*

#### **Alcohol and Controlled Substances in the Workplace Policy**

#### **Smoking**

#### **Contact with Political Leaders**

#### **Fundraising Guidelines**

#### **Deletion Policy for E-mail and Network Accounts**

#### **Extra Service Compensation Policy**

#### **Grievance Procedure**

#### **Immigration Reform and Control Act**

#### **Leave Policies**

*Family and Medical Leave*

*Leave Donation Program*

*Leave for Pregnancy, Childbirth, and Childcare*

*Leave for Child Care for Adoptive Parents*

*Sabbatical Leave*

#### **Nepotism Policy**

#### **Personnel Records**

#### **Pre-Employment Health Clearance**

## **Public Employees' Fair Employment Act**

### **Snow Emergencies**

### **Travel Expenses and Honoraria**

## **SUNY Downstate Supervisory Policies and Procedures**

## **Payroll and Benefits**

*Salary Arrangements*

*Payroll*

*Direct Deposit*

*Timesheets*

*Vacation and Sick Leave Accrual*

*Holidays*

*Retirement Systems*

*Flexible Spending Account*

*Dependent Care Advantage Account*

*Tax-Deferred Retirement Savings*

*Health Insurance*

## **United University Professions**

*UUP Benefit Trust Fund*

## Policies Governing Faculty and Professional Staff

The policies governing the terms and conditions of faculty and professional staff employment are subject to the rules and regulations contained in the [Policies of the Board of Trustees](#) and the [Agreement](#) negotiated between the State University of New York and the United University Professions (UUP), which negotiates with New York State on behalf of all academic and non-teaching professional staff in the SUNY system. There are also a number of state and locally defined campus policies.

**The policies and procedures outlined in this *Handbook* summarize a number of these official statements and are not intended to modify or replace official SUNY policies.** University-wide policies and procedures are available at the State University of New York [Policy and Procedure Library](#) and can be reviewed online at [www.suny.edu/sunypp/#](http://www.suny.edu/sunypp/#).

SUNY Downstate employees seeking further information should check with the Office of Human Resources or the UUP Office. Pertinent policies are summarized below.

## Equal Opportunity and Affirmative Action Policies

SUNY Downstate is committed to equal opportunity/affirmative action on the basis of race, sex, gender, color, religion, age, national origin, disability, pregnancy, marital status, status as a qualified veteran (disabled veteran, recently separated veteran, other protected or eligible veteran, armed forces service medal veteran) or Vietnam-era veteran, or sexual orientation in the recruitment and treatment of students; recruitment, selection, hiring, training, promotion, termination and other working conditions, such as benefits, compensation, and transfers for faculty and staff; or the operation of any of SUNY Downstate's programs and activities.

### ***Americans with Disabilities Act***

SUNY Downstate will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant is qualified. SUNY Downstate agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities without discrimination based upon their physical or mental disability in all employment practices, including hiring, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.

Employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the act.

### ***Policy on Religious Accommodation***

SUNY Downstate prohibits discrimination in employment on the basis of religion. Under New York State Executive Law Section 296 10 (a) - (d) and New York State Education Law Article 5, Section 224-1-7, it is an unlawful discriminatory practice for an employer to impose upon a person as a condition of obtaining or retaining employment, promotion, advancement, or transfers, any terms or conditions that would require such person to violate or forego a sincerely held practice of his or her religion, unless such reasonable accommodation would constitute an undue hardship for the employer.

Employees and prospective employees whose dress, hairstyle, beards, Sabbath and holy day observances, and prayer requirements are mandated by their religious beliefs generally cannot be required to choose between their religious practices and their jobs.

All managers must make reasonable accommodations for an employee's religious observance or practice if it does not impose an undue hardship on the conduct of business. Employees must request religious accommodations in writing directly to their supervisors. It is the duty of the faculty and administrative officials to exercise the fullest measure of good faith in reviewing religious accommodation requests. Faculty, supervisors, and managers, as agents of employers, may be liable individually for violating the religious accommodation law. The employee may also be required by the employer to make up the equivalent amount of time and work at some other mutually convenient time or may be required to charge such time against accrued leave balances, except sick time. An absence that is not made up or charged against accrued leave may be treated as leave without pay.

No adverse or prejudicial effects shall result to any employee because he or she avails himself or herself of the benefits under this law.

### ***Veterans Non-Discrimination Policy and Re-Employment Rights***

SUNY Downstate welcomes students with military experience. Downstate will not discriminate against any employee, or applicant for employment, student, or perspective student seeking admission to, or enrolled in, an educational program because (s)he is active duty military, in the military reserves of the U.S. armed forces, National Guard of any U.S. state or territory, veteran of the U.S. armed forces, special disabled veteran, Vietnam-era veteran, or Iraq or Afghanistan veteran, in regard to any position for which the employee, applicant for employment, student, or applicant to an educational program is qualified.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects civilian job rights and benefits for veterans and members of the active and reserve components of the U.S. armed forces. USERRA provides that returning service-members must be promptly reemployed in the same position that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

### ***AIDS Policy***

Any employee or student who refuses to work with another employee or student or a patient because that person has AIDS or another HIV-related condition is subject to disciplinary sanctions. Students or employees who feel that they have been discriminated against because of their AIDS or other HIV-related conditions can seek redress by submitting a grievance, in writing, to the Office of Diversity and Inclusion.

### ***Policy on Sexual Harassment***

SUNY Downstate adheres to the 1980 guidelines issued by the Equal Employment Opportunity Commission (EEOC). These guidelines define sexual harassment and recognize it as a violation of Title VII of the Civil Rights Act of 1964. In addition, as an academic medical center, SUNY Downstate provides protection from and access to redress the sexual harassment allegations of students, staff, and third parties, including job applicants, as recommended in Title IX of the Education Amendments of 1972.

Sexual harassment of employees and students is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student;
- Submission to or rejection of such conduct is used as the basis for decisions affecting the employment or academic status of that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or it creates an intimidating, hostile, or offensive work or educational environment. A hostile environment is created by, but not limited to, discriminatory intimidation, ridicule, or insult. It need not result in an economic loss to the affected person.

Persons who feel that they have been sexually harassed under the above definition and wish further information, or assistance in filing a complaint, should contact the Office of Diversity and Inclusion. The SUNY Downstate [Complaint Procedure Process](http://www.downstate.edu/diversity/complaint_procedure.html) ([http://www.downstate.edu/diversity/complaint\\_procedure.html](http://www.downstate.edu/diversity/complaint_procedure.html)) will be used to review allegations of discrimination concerning sexual harassment. Complaints will be kept confidential to the extent possible.

Filing a complaint internally does not preclude an employee or student from filing a complaint with the appropriate external agency.

### ***Policy on Consensual Relationships***

SUNY Downstate encourages the development of mentoring and collegial relationships characterized by professional and ethical behavior that is free of discriminatory actions. Consensual sexual relationships between a faculty member and a student or between a supervisor and an employee exceed what is believed to be a collegial business or academic partnership and may compromise the objectivity and integrity of the individuals in positions of influence and power.

In 2008, Downstate's Office of Diversity and Inclusion announced the following [policies regarding consensual relationships](#):

- Consensual sexual relationships between faculty and their students/residents and between supervisors and their subordinate employees are prohibited.
- In such matters, it is the faculty or supervisor who will be held accountable for violating this policy.
- Faculty and supervisors who, at the time of this policy's issuance, have such a relationship shall immediately contact ODI for assistance in redressing the inherent policy conflict.
- Within the more general context of Downstate employment, faculty and supervisory personnel are otherwise encouraged to refrain from initiating and to discourage consensual sexual relationships and to remove themselves from any personal relationships, where they can be perceived as making academic, training or personnel decisions that are not based on organizational and operational goals and objectives.
- Failure to comply with this policy will result in appropriate administrative or disciplinary action.

## Alcohol and Controlled Substances in the Workplace Policy

In compliance with Federal Law, it is the policy of New York State and SUNY Downstate to maintain a drug-free workplace. This policy prohibits the unlawful manufacture, distribution, dispensing, possession, storage, or use of a controlled substance at State workplaces and work sites. Employees will be subject to criminal, civil, and disciplinary penalties if they distribute, sell, attempt to sell, possess, or purchase controlled substances while at the workplace or while performing in a work-related capacity. In those work locations and assignments where it is permitted, an employee may possess and use a controlled substance that is properly prescribed for him or her by a physician.

Employees are also prohibited from on-the-job use of or impairment from alcohol or controlled substances. As a condition of employment, each employee is subject to the terms of this statement and must notify SUNY Downstate if he or she is convicted of any criminal drug statute for a violation occurring in the workplace or at a work site, no later than five (5) days after such conviction. Employees must give notification of these convictions in writing to the Office of Labor Relations.

If a supervisor has a reasonable suspicion that an employee is not able to perform his or her duties as a result of a disability that may be caused by use of alcohol or a controlled substance, the supervisor must consult the Office of Labor Relations. The Office of Labor Relations may require that the employee undergo a medical examination under Section 72 of the Civil Service Law or applicable collective bargaining agreement provisions to determine the cause of the disability. This medical examination could include a drug or alcohol test. In such a case, confidentiality of the testing process and results will be maintained.

If a positive determination of abuse of alcohol or a controlled substance is made, the Office of Labor Relations will decide what action to take, based on the nature of the job and the employee involved. Available options include:

- Referral to the Employee Assistance Program (EAP). Participation in the EAP is confidential and voluntary on the part of the participant. It is available without a medical examination.
- Disability leave procedures, when an employee is disabled by drug or alcohol use.
- Disciplinary procedures consistent with sanctions for violations of the Alcohol and Drug Policy, as well as applicable law, rules, regulations, and collective bargaining agreements.

These options are not mutually exclusive. A referral to EAP, for instance, does not exempt anyone from discipline. The complete statement/guidelines on alcohol and substance abuse in the workplace can be found on the SUNY Downstate website, under "Administration" in the Office of Labor Relations page, [http://www.downstate.edu/lb/policies\\_procedures.html](http://www.downstate.edu/lb/policies_procedures.html) .

## **Smoking**

SUNY Downstate is in compliance with New York State Public Health Law Article 13E. Smoking is prohibited in all indoor areas of SUNY Downstate, including offices, rooms, hallways, stairways, elevators, bathrooms, cafeterias, lunchrooms, parking garages, any other areas with a roof or other ceiling enclosure, and state vehicles. It is also prohibited within 25 feet of campus grounds and building entrances.

## **Contact with Political Leaders**

All contacts between employees or departments and elected officials concerning SUNY Downstate should be coordinated through the Office of Institutional Advancement (Community and Government Relations). The office serves as a clearinghouse for these outreach efforts and also provides technical assistance. Notification of the office will also ensure that administration supports these efforts appropriately.

Any employee planning to invite an elected official to campus should contact the President's Office.

## **Fundraising Guidelines**

All fundraising or solicitation activities on behalf of SUNY Downstate are to be coordinated through the Office of Philanthropy.

## **Deletion Policy for E-mail and Network Accounts**

All e-mail older than 13 months will be periodically deleted by the Network Technology Group, with the exception of archived mail.

Any network account not used for 13 months or longer shall be deleted by the Network Technology Group.

## **Extra Service Compensation Policy**

This policy is applicable to the performance of service beyond that normally required by the professional obligation of the employee. Extra Service for academic and non-teaching professional staff of SUNY is defined as 1) work performed by an academic or non-teaching professional employee on a campus other than the

campus to which the employee is regularly assigned or 2) special assignments performed by that employee at his or her own campus, which are substantially different from or in addition to an individual's professional responsibilities. These special assignments must not conflict with the employee's regular professional responsibilities.

Compensation for Extra Service may not exceed an amount equal to 20 percent of the employee's base annual salary in any academic calendar year. Additionally, all Extra Service activities must conform to the ethical standards mandated by [Section 74 of the Public Officers' Law](#). Written approval for extra service assignments must be obtained prior to the commencement of the service.

No employee may engage in other employment that interferes with the performance of the employee's professional obligation. No full-time employee of the State University may assume another full-time position or obligation, either within or without the University, while receiving compensation from the University.

The request for Extra Service must be initiated by the employee's department 12 weeks prior to the performance of the service. Detailed procedures and forms necessary for this request to be granted are outlined in the Extra Service Compensation Policy, which may be found in the *Supervisor's Manual*. Regulations may differ depending on the status of the employee and the payroll agency involved.

## **Grievance Procedure**

The state, pursuant to the certification of the Public Employee Relations Bureau (PERB), recognizes UUP as the exclusive representative of SUNY academic and professional employees in collective bargaining and in grievances filed on their behalf. Therefore, SUNY Downstate is limited by law to hear and accept grievances only from UUP or the individual grievant. A grievance is a dispute concerning the interpretation, application, or claimed violation of any term or provision of the agreement ("Contract") between UUP and the State of New York (or the claimed failure by the state to follow the procedural steps relating to appointment, evaluation, and promotion of employees. A grievance must be submitted in writing on a form provided by the State. The procedure for filing a grievance is detailed in Article 7 of the [UUP Agreement](#). Copies of the *UUP Agreement* are also available in the UUP Office.

## **Immigration Reform and Control Act**

To effectively implement the mandates of the Immigration Reform and Control Act and avoid the civil and criminal liability for its violation, all offers of employment for new hires, except faculty members, will continue to be made by the Department of

Human Resources. Deans and department chairs will continue to make the offer of employment to faculty candidates. However, the deans and chairs are strongly advised to include in their letter of Offer of Employment to each new faculty appointee (a copy of which must be attached to the appointment package) a statement that the offer of employment is (1) subject to and in accordance with the laws of the State of New York and the Policies of the Board of Trustees; (2) subject to medical clearance (where appropriate) by the Department of Student/Employee Health Service; and (3) contingent upon the new appointee producing original documentation demonstrating employment authorization and identity prior to the effective date of the appointment, but not later than three (3) work days after the effective date of hire.

The Department of Human Resources will make or confirm the offer of employment for faculty, non-teaching professionals, and classified employees and will contact all new hires and advise them that they must produce original documented proof of U.S. citizenship or authorization to work prior to the effective date of hire. Prior to the effective date of employment, Department of Human Resources staff will contact the prospective employee to schedule, at a mutually convenient time, pre-employment processing. During the pre-employment processing, the employee will be given an Employee Withholding Allowance Certificate (W-4 form), the oath of office, and emergency reference cards. At that time, the employee will be required to submit proof of citizenship or authorization to work and will complete the I-9 form.

Federal law specifies that the employer must remove the employee from the payroll after three (3) business days if he/she has not produced the required documentary evidence. A receipt for replacement of an acceptable document may not be accepted if the receipt is for the employee's first period of employment authorization or for their first extension of an expiring employment authorization. In the event an employee is removed from the payroll, the dean or chair will be notified. To effect compliance, all appointment forms must be received by the appropriate vice president or the executive director of University Hospital of Brooklyn sufficiently in advance of the effective date of employment to allow for the necessary reviews and approvals and the securing of documentary evidence of citizenship or authorization to work.

During pre-employment processing, the employee will also be scheduled for a new employee orientation, medical examination, and will receive approval to obtain an identification card.

## Leave Policies

### ***Family and Medical Leave***

Under the federal Family and Medical Leave Act of 1993, New York State provides up to 12 weeks of paid or unpaid leave (at the employee's option) to eligible employees for certain family and medical reasons each calendar year.

To be eligible, employees must have worked for the state for at least one year and for 1,250 hours over the previous 12 months. Unpaid leave is granted 1) to care for the employee's child after birth, or placement for adoption or foster care; 2) to care for the employee's spouse, son, or daughter, or parent, who has a serious health condition; or 3) for a serious health condition that makes the employee unable to perform his/her job. At the employee's option, use of leave credits may be substituted for unpaid leave for any absences for which the employee would otherwise be allowed to charge leave. Employees may be required to provide 30 days' advance notice when the leave is "foreseeable." SUNY Downstate may require medical certification to support a request for leave due to a serious health condition, and may require second or third opinions (at SUNY Downstate's expense) and a fitness-for-duty report to return to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. FMLA is administered for academic and professional employees by the Office of Labor Relations.

### ***Leave Donation Program***

The State of New York has agreed with employees represented by UUP and certain other employees to donate vacation credits to employees who have exhausted all their leave credits and sick leave at half-pay (where applicable). To be eligible to receive donated credits, an employee must be absent due to a non-occupational personal illness or disability for which satisfactory medical documentation is submitted as required by management, must have exhausted all leave credits and must be expected to be absent for at least two biweekly payroll periods following exhaustion of leave credits or sick leave at half pay (where applicable). The employee must not have had any disciplinary actions or unsatisfactory performance evaluations within his/her last three years of state employment.

The accruals of donating employees may not, as a result of the donation, dip below ten days of vacation credits, and they may not donate vacation credits that would otherwise be forfeited.

### ***Leave for Pregnancy, Childbirth, and Childcare***

Pregnant employees may be asked or encouraged to report the existence of pregnancy, but they are not required to do so. If a supervisor believes an employee is unable to perform job duties because of pregnancy, the employee may be required to undergo a medical examination (at SUNY Downstate's expense). A pregnant employee who is medically disabled by pregnancy must be treated the same as any other disabled employee insofar as disability leave benefits are concerned.

Sick leave and sick leave at half-pay may be used only during a period of medical disability. Under the state's policy, disabilities arising from pregnancy or childbirth are treated the same as other disabilities in terms of eligibility for or entitlement to sick leave with and/or without pay, extended sick leave, and sick leave at half-pay. Generally, the period of such disability commences four weeks prior to delivery and continues for six weeks following delivery.

Absences during pregnancy and following childbirth may be charged to vacation, overtime, or personal leave irrespective of whether the employee is disabled. While the use of annual leave, overtime, and personal leave accruals prior to the onset of medical disability is discretionary, employees must be permitted to use these accruals during a period of medical disability after sick leave with pay has been exhausted.

Employees, regardless of sex, are entitled to leave without pay for child care for up to seven months following the date of delivery. Employees may use annual leave, personal leave, and overtime credits before being granted leave without pay.

The Office of Human Resources will assist employees in computing the seven-month period of leave. Temporary, provisional, and probationary employees without permanent status should check with Human Resources regarding computation and eligibility for disability leave.

### ***Leave for Child Care for Adoptive Parents***

Adoptive parents are entitled to leave without pay in the same manner and to the same extent that such leave is available to natural parents. A maximum of seven months leave may be taken. The employee may take leave for this purpose starting at any time from the date the adoptive child is placed with the family to the effective date of the adoption.

### ***Sabbatical Leave***

Policies pertaining to sabbatical leave are outlined in Article XIII, Title E of the [\*Policies of the Board of Trustees\*](#). Sabbatical leaves may be granted for a period of

not more than one year for travel, study, formal education, research, writing, or other experience of professional value. Faculty and college administrative officers not in a negotiating unit who have at least six consecutive years of service are eligible.

The policy pertaining to income while on sabbatical leave is specified as follows:

"Sabbatical leaves may be granted for periods of one year at rates not to exceed one-half basic annual salary or for periods of one-half year at rates not to exceed full basic annual salary. Eligible employees on sabbatical leave may, with the prior approval of the chief administrative officer, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. In such cases, the chief administrative officer may adjust the sabbatical leave salaries to reflect such income, either prior to or during the periods of such leaves, provided, however, that in no case shall sabbatical leave salary be reduced if total earnings are less than full salary."

Since extra allocations of funds are not available to implement the sabbatical policy of the Board of Trustees, support of sabbaticals must be covered by regular departmental allocations.

Applications for sabbatical leave are available from the Office of Academic Administration (located in the Basic Sciences Building, Room 2-80, ext. 3042), and in the Dean's Office in the College of Nursing. Applications should be approved at least six months in advance (allow at least one month for approval). The application should

- Describe the program that will be followed while on leave;
- Detail any prospective income;
- State that the applicant will continue as a member of the professional staff for a minimum of one year upon return; and
- State that a detailed report of the professional activities and accomplishments will be submitted on return from sabbatical leave.

The majority of sabbatical leaves are granted for scholarly research leading to publication. In addition, applications that propose to enhance teaching competency and professional versatility or that would expand the applicant's ability to render significant public service are given consideration. Sabbatical applications in all cases require careful documentation and a specific work plan.

Application for sabbatical leave for faculty should be submitted in four copies to the SUNY Downstate president through the department chair or appropriate dean. The chair retains one copy, and forwards the remaining three with a recommendation for approval or disapproval (in triplicate) to the appropriate dean, who then submits

it to the Office of Academic Administration. Academic administration then submits the final copy, including endorsements, to the president.

Within four months of returning from sabbatical leave, a report in four copies detailing professional activities/accomplishments must be submitted to the president through the department chair or appropriate dean. The chair retains one copy and forwards the remaining three to the appropriate dean, who then submits it to the Office of Academic Administration. Academic Administration submits the final copy to the president.

A faculty member who does not return for at least one year of employment after a sabbatical leave may be asked to remit any salary received during leave from the University or to arrange for any new employer to reimburse the University for such salary.

## **Nepotism Policy**

Employment of two or more members of the same family (defined as mother, father, spouse, sibling, children, and including members of the same household) is not precluded by SUNY Downstate policy. However, an employed family member cannot directly supervise another family member. Similarly, a family member can neither approve nor recommend for another employed member of the same family, promotions, salary increases, performance evaluations, or other changes in the appointment status. The sole exception to this policy is when the supervisor is a project director of funds administered by the Research Foundation and when the family member is named in the grant and is approved by the funding agency.

## **Personnel Records**

All official personnel records (other than for employees of the Research Foundation), are maintained in the Department of Human Resources. Employees may submit a written request to arrange to see their personnel files and submit responses to any material in their files. Official personnel records for Research Foundation employees are maintained in the Research Administration Office.

For changes in internal location information (i.e., office address, extension, box number) or in personal demographic information (i.e., name, home address, marital status, etc.), notify either the Department of Human Resources or the Research Administration Office, as appropriate.

For changes in the number of dependents or tax exemptions, notify the Benefits Office and/or the appropriate state or Research Foundation payroll office.

## **Pre-Employment Health Clearance**

Section 405 of the New York State Health Code requires that all employees who have patient contact receive medical clearance prior to starting work. No employee will be permitted to work until he or she has obtained full medical clearance from the SUNY Downstate Employee Health Service. Employees will not be paid for work conducted before obtaining health clearance. No exemptions from this requirement will be allowed.

## **Public Employees' Fair Employment Act**

Under the Taylor Law (Public Employees' Fair Employment Act of 1967), academic and professional employees of SUNY, and all other public employees, have the right to choose representation for collective bargaining with the State. This act also prohibits strikes by public employees and contains provisions for settlement by the Public Employment Relations Board (PERB) of problems in negotiations.

Under the terms of the law, academic and professional employees of SUNY are a separate negotiating unit. United University Professions (UUP) is the employee organization currently representing this unit in collective negotiations with the State. Union dues or agency shop fees are deducted from each employee paycheck. The dues or agency shop fee is 0.9% of the biweekly gross for employees with a base annual salary of \$16,299 or less, with no biweekly limit. The deduction is 1.0% of the biweekly gross for employees with a base annual salary of \$16,300 or more, with no biweekly limit. There is no maximum deduction for dues or agency shop fees.

## **Snow Emergencies**

While only the Governor may order the closing of SUNY Downstate, the president has the authority to cancel classes due to weather and other emergencies. When the classes are cancelled, employees designated as "essential" must report to work. Employees should be advised by their supervisors if they fall within that category. All University Hospital-based employees are designated as "essential."

Nonessential employees who report to work on a day when classes are cancelled must be assigned to duties. Employees who do not report to work on a day when the president has cancelled classes, or who work only a portion of the day, must charge their accrued leave balances for the period of their absence. The leave balances that may be charged are personal leave, annual leave, and/or compensatory leave.

On rare occasion, the Governor may determine that SUNY Downstate should be considered closed on the date of a snowstorm. This determination is communicated

to SUNY Downstate after the weather emergency. Only when the Governor makes this determination may employees' absences due to weather emergencies be treated as excused absences.

## **Travel Expenses and Honoraria**

The New York State Ethics Commission has issued regulations on the acceptance of travel expenses or reimbursements by state employees. All faculty and certain others are exempt from these regulations with respect to honoraria received for speeches, publications, or conferences within their disciplines. All other state officers and employees are covered by these regulations.

The regulations restrict the receipt of travel expenses, set up procedures for obtaining approval to receive such payments, and impose special reporting requirements for these payments. The regulations should be consulted prior to agreeing to or receiving any payment from entities other than SUNY Downstate for travel expenses, speeches, publications, or conferences within their disciplines. Copies of the regulations may be found in the Department of Human Resources and the Academic Administration Office. Travel expense regulations differ depending on whether the expense relates to official duties. Honoraria must never be accepted by covered employees for services related to official duties or from organizations that do business with, regularly negotiate with, or attempt to influence Downstate Medical Center. The regulations also delineate certain exceptions to the policy.

## **SUNY Downstate Supervisory Policies and Procedures**

Supervisors can find SUNY Downstate policies and procedures regarding Personnel Administration and Labor Relations matters on the SUNY Downstate website under "Administration" in the Office of Labor Relations (see, *Policies, Procedures and Forms*, and *Supervisors Manual*", [http://www.downstate.edu/lb/policies\\_procedures.html](http://www.downstate.edu/lb/policies_procedures.html)), including:

- Alcohol and Controlled Substances in the Workplace (2014)
- Anti-Fraternization and Consensual Relationship Policy (2008)
- Disciplinary Referral Protocol
- Domestic Violence And The Workplace (2013)
- Family and Medical Leave Act (FMLA)
  - Family Medical Leave Act (FMLA) Employee Packet
  - FMLA Employee Rights & Responsibilities, revised February 2013
  - Genetic Information Nondiscrimination Statement
  - Request Form for Family and Medical Leave Act (FMLA)

- WH-380-E: FMLA Certification of Health Care Provider for Employee's Serious Health Condition, revised May 2015
- WH-380-F: FMLA Certification of Health Care Provider for Family Member's Serious Health Condition, revised May 2015
- WH-384: Certification of Qualifying Exigency for Military Family Leave, revised February 2013
- WH-385: Certification for Serious Injury or Illness of a Current Service member – for Military Leave, revised May 2015
- WH-385-V: Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave, revised May 2015
- Essential Employee Notification
- Exit Interview Policy
  - Exit Interview Policy Questionnaire
- Holiday Schedules
- New York State Disaster Leave Law
- No Smoking Policy (2013)
  - Policy on the Prohibition of Smoking in All Indoor Areas (2009)
- Omnibus Transportation Employee Testing Act (2013)
  - Appendix A
  - Appendix B
- Snow Emergency Policy (2015)
- Time and Attendance Monitoring Program
  - Absenteeism & Tardiness Control
- UHB Nurse-12 Mandatory Overtime (2009)
- Workplace Violence Prevention Policy (2013)

## Payroll and Benefits

### ***Salary Arrangements***

The dean or department chair negotiates salary arrangements with faculty members and will set forth the terms in a letter agreement signed by both parties. The assistant vice president for personnel administration will confirm the offer of employment in a letter to the employee.

All UUP-represented employees are eligible to receive negotiated salary increases to their base salary component in accordance with the [Agreement](#) between the State of New York and UUP.

### ***Payroll***

Payroll is distributed on a biweekly basis on Wednesdays with a two-week lag period. Paychecks (and stubs for employees with direct deposit) are distributed after 11:30 a.m. in the department office. To collect a paycheck an employee must present a valid SUNY Downstate identification card and sign the payroll roster. Employees may designate another person to pick up their paychecks or request that their paychecks be mailed to them by signing a letter of authorization. Checks not picked up will be returned to the Payroll Office (Administrative Facility, Room 104) on the Friday following payday.

### ***Direct Deposit***

Employees wishing to have the funds from their regular paycheck electronically deposited to their bank account can obtain an application form from the Payroll Office, which must be signed by their department representative. Certain requirements exist for acceptance. If approved, the Payroll Office will send the employee an enrollment form. It takes about four weeks from the time of submitting the enrollment form for direct deposit to commence.

### ***Timesheets***

In accordance with the [Policies of the Board of Trustees](#), employees are required to certify their presence and record any absences from work on timesheets provided by the state. (Electronic timesheets are available through the "Self Service" menu button on the Downstate homepage.) Employees are also required to record any charges to or accruals of annual or sick leave on the timesheets. Completed timesheets are to be submitted to the department chair or designee.

The Paycheck Withholding Policy directly links timely submission of timesheets with the release of paychecks. The paycheck of any employee who fails to submit two or more timesheets will be withheld. Once a paycheck is withheld, the Payroll Office will release the paycheck upon receipt of the delinquent timesheets. Any employee who is on direct deposit and who is delinquent two or more timesheets will be removed from direct deposit without prior notice.

### ***Vacation and Sick Leave Accrual***

Terms for vacation and sick leave accrual are set forth in Article XIII of the [Policies of the Board of Trustees](#). Full time employees represented by UUP accrue both

vacation and sick leave at the rate of 1¼ days per month of employment. The accrual rate increases according to the following schedule:

| <u>Years of Service</u> | <u>Leave Accrual Rate</u>      |
|-------------------------|--------------------------------|
| 0-1                     | 1 1/4 days per month (15 days) |
| 2                       | 1 1/3 days per month (16 days) |
| 3-5                     | 1 1/2 days per month (18 days) |
| 6                       | 1 2/3 days per month (20 days) |
| 7                       | 1 3/4 days per month (21 days) |

In addition, on January 2 of each year, one vacation day is added to the accrual balance of all employees eligible to accrue vacation leave.

### ***Holidays***

In or about August of each year, the vice president for human resources will notify employees of the dates that have been designated as holidays for the upcoming academic year. Employees may take days designated as floating holidays on alternative days. Employees must obtain prior supervisory approval to observe floating holidays on alternative days. Any alternative days selected must be used within one year.

Employees who are eligible to observe holidays will receive a compensatory day off for holidays that fall on a day they are not scheduled to work. Employees required to work on a holiday will receive a compensatory day off (1½ compensatory days for Thanksgiving and Christmas). Compensatory days off must be scheduled at times mutually convenient to the employee and the University and must be used within one year of accrual or be forfeited.

### ***Retirement Systems***

Qualified employees of the State University of New York are eligible to elect one of three retirement programs:

1. New York State Teachers' Retirement System (TRS)
2. New York State Employees' Retirement System (ERS)
3. The Optional Retirement Program (ORP)

Under the Optional Retirement Program, employees may choose between Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA-

CREF), the insurers designated by the Board of Trustees, or Alternate Funding Vehicles, including ING Life Insurance and Annuity Company, Metropolitan Life and Affiliated Companies, and The Variable Annuity Life Insurance Company (VALIC). Each funding vehicle offers a variety of investment instruments.

Once the employee elects a program it is irrevocable during employment at SUNY.

Employees joining any of the three systems between April 1, 2012, through March 31, 2013, paid 3% contribution to the system effective April 1, 2013. Employee's contributions are based on their salary, and the contribution continues beyond 10 years of service or membership.

OPR—State still contributes 10% after 7 years of service; however, employee's contribution continues after 10 years.

All three programs provide for contributions by the employee as well as the University. Employee contributions are made on a pre-tax basis (federal taxes only) through payroll deduction. Contribution rates are as follows:

TRS – Employee contributes 3% of salary for the first 10 years; no contribution after 10 years. University contribution – the employee receives a state pension.

ERS – Employee contributes 3% of salary for the first 10 years; no contribution after 10 years. University contribution – the employee receives a state pension.

ORP – Employee contributes 3% of salary for term of employment. University contribution: 8% of state salary for first 7 years; 10% of salary thereafter.

### ***Flexible Spending Account***

The Flexible Spending Account is a benefit that allows state employees to pay for certain expenses with pre-tax dollars. There are two benefits under this program.

#### Health Care Spending Account

The Health Care Spending Account allows employees to set aside any amount from \$100 to \$2,550 (2016 Year Plan) annually to pay for health care expenses that are not reimbursed by health insurance or another benefit plan. Only medically necessary medical, hospital, dental, vision, hearing, and drug expenses for the employee and tax dependents can be reimbursed by the Health Care Spending Account.

#### Dependent Care Advantage Account

The Dependent Care Advantage Account allows employees and their families to set aside up to \$5,000 per year in pre-tax salary for eligible child care, elder care,

and/or disabled dependent care expenses that are necessary for the employee or spouse to work. There is an employer contribution based on the employee's salary.

For additional information, contact the Benefits Office or go to [www.flexspend.ny.gov](http://www.flexspend.ny.gov).

### ***Tax-Deferred Retirement Savings***

Employees represented by UUP are eligible to participate in a voluntary tax-deferred annuity program through a salary reduction agreement. Amounts deposited in the program, including interest and dividends, are not subject to income tax until they are withdrawn. For more information, see <http://www.uupinfo.org/benefits>.

### ***NYS Deferred Compensation Plan***

The New York State Deferred Compensation Plan is a state-sponsored, voluntary retirement savings plan that provides quality investment options, investment educational programs, and related services to help state and local public employees achieve their retirement savings goals.

Under the plan, contributions are made automatically through payroll deductions. No current federal or New York State income tax is payable on contributions; contributions are deducted from salary or wages before federal and state income tax withholding is calculated. Interest and investment earnings are not subject to current federal or New York State income tax. New York State residents who are at least 59½ are entitled to a New York State income tax exemption of up to \$24,000 on payments from plan accounts. The \$24,000 limit is applicable to the tax-deferred annuity.

Benefit payments are available only after the employee permanently leaves work with the government employer. Distributions must begin when the employee reaches age 70½, unless the employee is still working for New York State or a participating employer. The same applies to the tax-deferred annuity.

### ***Health Insurance***

<https://www.cs.ny.gov/nyship/nyship.cfm>

Health insurance is provided in accordance with the New York State Health Insurance Program (NYSHIP). Established in 1957, NYSHIP is a benefit program to provide health insurance coverage to state and local government employees.

NYSHIP offers coverage through its own indemnity health plan, called the Empire Plan, and through 11 HMOs located around New York. The following HMOs participate in the NYSHIP program:

Aetna U.S. Healthcare  
Blue Choice  
Capital District Physicians' Health Plan  
Empire BlueCross/BlueShield Blue Choice HMO  
HIP Health Plan of New York  
HMO Blue  
HMO – CNY  
GHI HMO Select, Inc. (formerly Wellcare of New York)  
Independent Health - Hudson Valley Region  
Independent Health - Western New York  
MVP Health Plan

For more information about the NYSHIP program, contact: New York State Department of Civil Service, Employee Benefits Division. The State Campus, Albany, NY 12239, phone: 518-457-5754; toll-free: 1-877-7NYSHIP (1-877-769-7447); web: <http://www.cs.state.ny.us>

The cost of coverage is dependent upon the plan chosen and whether individual or family coverage is selected. The employee's share of the health insurance premium is deducted from the employee's biweekly pay on a pre-tax basis, unless the employee has indicated no pre-tax.

Coverage becomes effective on the 43rd day of employment. Failure to enroll in a Health Insurance Plan within the first 42 days of employment will result in an additional 10-week waiting period following the employee's completion of enrollment forms.

## **United University Professions**

[www.uupinfo.org](http://www.uupinfo.org)

United University Professions (UUP) is the union representing more than 35,000 faculty and professionals on 29 State University of New York campuses, plus the SUNY system administration. UUP is affiliated with the New York State United Teachers and the American Federation of Teachers, National Education Association, and the AFL-CIO.

With some 526 job titles included in the bargaining unit, UUP reflects the diversity of the State University. Members include academic faculty; student affairs personnel; librarians; public relations personnel; doctors, dentists, nurses and other professionals at teaching hospitals and health science centers; graphic artists; financial aid counselors; system administration staff; student residence hall personnel; and admissions counselors.

UUP represents SUNY faculty and other professionals at the bargaining table and works to protect their interests by:

- Achieving improvements in salary, fringe benefits, working conditions, and retirement programs;
- Providing funding for professional growth and development through leaves, awards, conferences, and other grant programs;
- Obtaining state resources for the State University through effective legislative and political action; and
- Seeking to preserve and enhance the quality of the University.

As the largest higher education union in the nation, UUP is also a source for information on labor unions, state work force and bargaining issues, higher education reform, college faculty concerns, and a variety of higher education topics.

### ***UUP Benefit Trust Fund***

<http://www.uupinfo.org/benefits/index.php>

In addition to medical insurance, the collective bargaining agreement between UUP and the state provides for a scholarship program and for dental and vision care. These benefits are funded by the state and are administered by the UUP Benefit Trust Fund. In addition, the Fund administers a life insurance program.

Coverage under the Fund is not automatic. If eligible, members and their dependents must first enroll in the Fund. Enrollment cards are available by calling the fund at 800-UUP-FUND (800-887-3863) or from the UUP website.

### **Dental Coverage**

Two dental coverage plans are available through the Fund. Both are provided by Delta Dental. The first is a Preferred Provider Organization (PPO), which allows the employee to use any dentist. Reimbursements rates are the same for participating and non-participating providers. Participating providers will not charge more than the network allowance for services.

The second dental plan is DELTACARE USA, a dental health maintenance organization (DHMO). Dental HMO coverage is similar to coverage under a medical HMO. Enrollees must use a primary care network dentist and must obtain referrals for network specialists. When using the DHMO, the enrollee's out-of-pocket expense is limited to the patient charge described on the Patient Charge Schedule. This schedule, which contains a full list of covered procedures, can be found at <http://uupinfo.org/benefits/index.php>.

### Vision Coverage

The Vision Care Plan, administered through Davis Vision, offers quality eye care services at no cost from any of the plan's participating providers, once every 12 months. Every 12 months (from the last month of benefits received), eligible members and dependents are entitled to an eye examination, including dilation, as professionally indicated, and one pair of eyeglasses (prescription lenses and frames) or the benefit may be applied toward contact lenses. Toric contact lenses will be reimbursed up to \$150. For dependent children under age 19, the benefit is once every 12 months. For detailed information, see <http://uupinfo.org/benefits/index.php>.

### Scholarship Program

The Scholarship Program is available to dependent children who are enrolled in the Fund and are eligible for coverage on the last day of the semester for which they are applying. Eligibility is contingent on the member's active employment. UUP retiree members, COBRA, and direct payment employees are not eligible.

The dependent child must earn at least 12 undergraduate credit hours toward degree requirements at a state-operated SUNY school (this does not include, for example, community colleges, Cornell University, Fashion Institute of Technology, Alfred University) in the semester for which they are applying. For example, if 14 credits have been completed and a student fails a three-credit course, only 11 credits have been earned. An official transcript must be provided with the application that shows a grade-point average of at least 2.0 was earned in the semester for which they are applying.

The scholarship award is \$500 per semester to be used for tuition, fees, books, or supplies. A maximum of one (1) scholarship per dependent child will be awarded each semester, even if both parents are UUP members. A total maximum of eight scholarships will be awarded to each dependent child.

The application must be postmarked within 60 days from the last day of the semester for which the dependent child is applying. If an official transcript is being sent under separate cover, enclose proof of transcript request with the application prior to the deadline in order to qualify.

### Life Insurance Coverage

All active members and agency fee payers of UUP in the Professional Services Negotiating Unit are eligible for life insurance coverage. Eligibility for this program differs from that for dental and vision coverage. This benefit does not cover dependents or retirees.

If an employee goes on an employer-approved leave without pay, s/he is not eligible for the life insurance program unless s/he is in paid membership status on the date of death. To continue membership while on an approved leave, a direct-dues payment must be made within 30 days of commencing the leave. Contact UUP Member Benefits and Services at 800-342-4206 for more information or use the application provided on the UUP website at <http://uupinfo.org/>

Individual eligibility begins on the date on which the employee first pays dues as a member of the Professional Services Negotiating Unit and terminates when the employee no longer pays dues as a member of the Professional Services Negotiating Unit.

The maximum benefit is \$6,000.

### Tuition Benefits

SUNY Downstate offers its UUP employees two tuition and fee-assistance benefits:

#### Tuition Waiver

This is an official forgiveness of part or all of the tuition at a State-operated campus (not applicable to community colleges, but applicable under certain conditions to the contract colleges at Cornell). The percentage of the waiver is determined on the basis of the individual program as well as by the funds available. All full-time employees are eligible for waivers. Approval is sought through submission of the Form B-140.

#### Space Available

When space is available, employees may enroll in a course on a tuition-free basis subject to the following requirements:

- SUNY Downstate determines when space is available, recognizing that such determination must be made in sufficient time to permit enrollment by employees;
- Employees must meet all course prerequisites;
- Employees may enroll in a maximum of one course per semester and special session, for example, summer session and intersession; and
- Minimum enrollment requirements established by SUNY Downstate as a necessary condition for offering a course shall not be affected by students interested in enrolling in a course on a space-available basis.

#### Tuition Reimbursement

Employees may be reimbursed for supervisor-approved courses at the rate of \$25 per credit. However, the reimbursement must be charged to the OTPS budget of the department to which the employee is assigned.

### Group Disability Insurance

After one year of service, UUP members are entitled to free coverage under the long-term disability plan underwritten by Standard Life Insurance Company. Enrollment is automatic after one year of service and there is no cost to the employee.

Benefits are available after six months of continuous disability, defined as the complete inability to perform the material and substantial duties of any occupation for which the enrollee is suited by education, training, or experience. The monthly income benefit replaces 60 percent of monthly wage base up to a maximum of \$7,500 per month before offsets. Offsets include benefits payable under Social Security, Workers Compensation, pension benefits under TRS or ERS, and any sick leave or salary continuation.

### New York State United Teachers Benefits

All members of UUP are entitled to the benefits available to members of the New York State United Teachers (NYSUT). Among other benefits, NYSUT provides free accidental death or dismemberment insurance. Other benefits include term life insurance, personal property and life insurance, and long-term care insurance. For details, see <http://memberbenefits.nysut.org/>

### American Federation of Teachers Benefits

UUP members are also entitled to the benefits available to members of the American Federation of Teachers (AFT). For details, see <http://www.aft.org/about/member-benefits>.

## **Faculty Rights and Responsibilities**

**Statement of Professional Rights and Responsibilities**

**Guidelines for Adjudicating Allegations of Unprofessional Conduct in Violation of the SUNY Statement of Professional Rights and Responsibilities**

**Academic Freedom**

**Conflict of Interest Policy**

**Defense and Indemnification of State Employees**

**Faculty-Student Relations Policy**

**New York State Joint Commission on Public Ethics (Public Officers Law)**

**Patents, Inventions, and Copyright Policy**

*Patents and Inventions Policy*

*Copyright Policy*

**Publicity and Public Statements**

**Scientific Misconduct Policy**

**State University of New York Press**

*The following statement was originally adopted by the University Faculty Senate in 1973 and revised for the 2013 edition of the Faculty Senate Governance Handbook.*

## **Statement of Professional Responsibilities and Rights\***

The professors of the State University of New York, in order to define their professional responsibilities and rights, make the following statement:

### **I. Overview**

(1) The responsibilities of professors in the State University of New York derive from their membership in a learned profession whose members, within a faculty, perform the dual function of cultivating areas of knowledge as coherently structured intellectual disciplines, and of educating students in these areas. Professional responsibilities are thus dedicated primarily to this profession, to students, and to colleagues. Obligations to the University and to the society at large are discharged by fulfilling these responsibilities.

(2) The rights of professors in the State University of New York derive, in turn, from membership in the University. In addition, professors retain all the civil rights belonging to citizens in general.

### **II. Responsibilities**

#### **A. Scholarship**

(1) As scholars, professors have the responsibility to learn and to advance learning by disciplined inquiry.

(2) They should pursue studies in the areas of their own scholarship both to keep abreast of the work of fellow scholars and to contribute through individual or collaborative study to the development of knowledge in these areas.

(3) They should defend scholarly positions which in their judgments are well-founded, and they should modify or abandon positions which in their judgments have been shown to be faulty or untenable.

(4) They should cooperate with fellow scholars within the University and in the profession at large to promote learning in their areas of expertise, and they should help to establish within the University the best conditions for the pursuit of scholarship.

## B. Teaching Effectiveness and Student Relationships

(1) As teachers, professors are responsible for educating students in their area of knowledge, seeking in the process not to indoctrinate but to enlighten. As freely and completely as the level of student development permits, professors should share the knowledge they have verified to their own satisfaction with students, and they should nurture understanding of the methods by which the students themselves may in turn become self-disciplined scholars.

(2) Professors should distinguish fact from opinion, hypothesis from conclusion, and critically present varieties of scholarship.

(3) They should respect the dignity of students as persons, defend their intellectual freedom and the confidential nature of professional relationships with them, and evaluate their work in a positive effort to enhance their understanding, without regard to considerations other than the quality of the work itself.

(4) They should be conscientious in meeting students in class and privately at their mutual convenience, and should make themselves available to students in a manner consistent with their other responsibilities.

(5) They should choose teaching materials and structure their courses in a way that, in their judgment, will best enable them to facilitate student learning and related teaching responsibilities.

## C. Collegiality

(1) As members of a faculty, professors are responsible for promoting effective collegiality.

(2) They should collectively ensure that administrative structures, rules, and regulations of the University, and of their own institution within it, are consistent with the effective discharge of their scholarly and teaching responsibilities. Furthermore, while they should not violate existing rules, they should be constructively critical of them in an effort both to prevent what in their judgment may hinder their own teaching and scholarship, or that of their colleagues, and to improve the conditions in which these activities are carried on. They should study these conditions, participate in decisions respecting them, and counsel administrative officers candidly in light of their best professional judgment, insofar as that may be done without neglecting their other responsibilities.

(3) They should abide by the rules and regulations arrived at by their colleagues, even when they disagree, until such time as they may persuade the others differently, so long as that action does not violate the academic freedom of any parties involved.

(4) They should take deliberate and appropriate action in evaluations of candidates for appointment or reappointment to the faculty of their institution, basing their judgment only on professional grounds.

(5) They should participate in the governance of the University and their own institution, and in the establishment of procedures determined collectively by the faculty.

(6) They should conduct themselves in the affairs of their campus, and exercise their rights as scholars and teachers, always with consideration for the welfare of their students, their colleagues, their institution, and the University as a whole.

(7) When speaking outside the University on any matter, professors should avoid creating the impression that they speak for the University or their institution within it, except when they are acting as duly appointed agents in that capacity.

### III. **Rights**

#### A. Scholarship

(1) As scholars, professors have the right to define the areas of their scholarship, in accordance with their professional training, abilities, and interests; and to pursue their studies and share their results subject to no restraints, save their own professional integrity and the collective judgment of their work by fellow scholars. Because only scholarly peers are competent to evaluate such work, professors have the right to have their intellectual work judged exclusively by such persons.

(2) Professors have the right both to determine the minimal and to promote the optimal conditions within the University for the discharge of their scholarly responsibilities.

#### B. Teaching Effectiveness and Student Relationships

(1) As teachers, professors have the rights and freedom to present the results of their studies to students, irrespective of who may be offended by such ideas or knowledge.

(2) Professors have the further right to determine the conditions necessary for the effective exercise of this right, including among others the selection of instructional materials, prerequisites, and the number of students that can be taught effectively in each classroom situation. They also have the right to determine the style in which teaching can best be done, provided always that this right is exercised in such a way as not to neglect their responsibilities as scholar, teacher, and colleague.

(3) Professors have the collective right to establish and enforce criteria for the attainment of academic degrees within their respective disciplines, within the context of relevant education law or regulations.

#### C. Collegiality

(1) As members of the faculty, professors have the right to speak freely within the University on all matters ultimately affecting their scholarship and teaching; they have the right to participate in discussions with colleagues and students on such matters without fear of overt or covert reprisal, and to be accorded the dignity of a responsive hearing when they offer counsel.

(2) They have the collective right to evaluate candidates for appointment or reappointment to institutional positions on their respective campuses, and thereby to define the membership of the profession within the University.

(3) They have the right to be judged in the discharge of all their responsibilities by the fellow members of their profession.

### **Guidelines for Adjudicating Allegations of Unprofessional Conduct in Violation of the SUNY Statement of Professional Rights and Responsibilities**

In order to provide a means for professional self-regulation and to assure procedural due process in proceedings involving charges of unprofessional conduct in violation of the SUNY Statement of Professional Rights and Responsibilities, a procedure should be established on each SUNY campus to provide collegial consideration of such allegations. Such procedure should encompass the following:

1. Judgments of unprofessional behavior should emanate from professional peers.
2. Adherence to the basic concepts of procedural fairness should be required, including the following provisions:
  - a. Allegations should be documented.
  - b. The burden of proof should rest with the complainant.
  - c. The respondent should have full access to all allegations and documentation, and ample opportunity to respond.
  - d. Appropriate and reasonable professional behavior and confidentiality should be maintained in the proceedings.
  - e. Provision for appeal should be afforded.

3. The review or hearing body should be empowered to resolve the complaint or grievance informally, through reasonable conciliation, prior to instituting more formal proceedings.

4. Several levels of appropriate action (including reprimand and censure), insofar as may be consistent with contractual agreements in force at the time of review, should be provided to the review body.

*\*It is understood that, at any given time, there may be in force contractual agreements concerning terms and conditions of employment of members of the professional staff of the State University of New York. No item in this Statement of Professional Rights and Responsibilities should be construed as violating or abrogating such agreements. The statement is intended rather to assert that, as participants in a professional collegiality, professors in the State University of New York undertake the responsibilities and enjoy the rights set forth herein, quite apart from such contractual agreements made by them and on their behalf as persons employed by the University.*

## **Academic Freedom**

Article XI, Title I of the [Policies of the Board of Trustees](#) states:

*It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching, and research. In the exercise of this freedom faculty members may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to their subject. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. In their role as citizens, employees have the same freedoms as other citizens. However, in their extramural utterances employees have an obligation to indicate that they are not institutional spokespersons.*

The University-wide Faculty Senate adopted the following statement on Academic Freedom in April 1986:

*Faculty of the State University of New York enjoy the same civil liberties, and specifically, freedom of opinion and expression, guaranteed to all citizens by the Constitution. As members of the academic profession, furthermore, those freedoms are translated into the specific forms named below. Just as the medical profession is bound by the Oath of Hippocrates, so is the academic profession bound by the Socratic ideal: to pursue truth without fear or prejudice, and to encourage others to do the same. That pursuit can only be*

*accomplished in a spirit of free enquiry for, as the framers of the Constitution recognized, no law should be made for the human mind.*

*Recent events on campuses throughout the State of New York have threatened the rights of individuals and groups to free expression, and have challenged the principle that the scholarly and intellectual achievements of professional academics can be judged best only by their peers.*

*It is, therefore, timely for the Faculty Senate once again to proclaim, support, and recommend the following principles based on the Statement of Professional Rights and Responsibilities as essential to the upholding of those academic freedoms necessary to achieve the objectives of the profession, namely:*

- 1. As scholars, faculty have the right to define the areas of their scholarship in accordance with their professional training, abilities, and interests; and to pursue their studies and share their results subject to no restraints save their own professional integrity and the collective judgment of fellow scholars.*
- 2. As academic professionals, faculty have the right to have their work evaluated solely by fellow scholars who are competent to judge it; and the responsibility, furthermore, to respect the intellectual freedom of their students, while inculcating in them a critical spirit of free enquiry and intellectual integrity.*
- 3. As members of the academic community, faculty have the right to speak freely within the University on all matters affecting their scholarship and teaching without fear of reprisal either overt or covert; and the responsibility to abide by decisions arrived at by the majority, so long as these do not violate their own academic freedoms.*
- 4. In cases where violations or abuses of academic freedom are alleged, faculty have the right for a full, open, and impartial hearing and adjudication by a review body of their peers (as outlined in the Guidelines in the Statement of Professional Rights and Responsibilities or through the contractual review process established by United University Professions and the State, whichever is appropriate).*

## **Conflict of Interest Policy**

To ensure compliance with all applicable regulations, Downstate's [Conflict of Interest](#) policy prohibits investigators from having any interest, financial or otherwise, direct or indirect; engaging in any business, transaction or professional activity; or incurring any obligation of any nature that is in substantial conflict with

the proper discharge of their duties in the best interests of Downstate or that can be reasonably expected to bias the design, conduct, or reporting of sponsored programs.

All investigators who are conducting research must disclose all of their interest and outside activities, and those of a related party, that may affect their independent and objective performance of their duties.

## **Defense and Indemnification of State Officers and Employees**

The Board of Trustees has adopted a policy on the [Defense and Indemnification of State Officers and Employees](#).

This policy provides an overview of NYS Public Officers Law Section 17, which affords protection to State officers and employees against personal liability in the event that such officers and employees are sued individually as a result of any cause of action which may arise by reason of an act or omission which occurs “while the employee was acting within the scope of his public employment or duties . . . .” Former employees and certain volunteers are also covered where appropriate.

This policy also discusses NYS Public Officers Law Section 19 pursuant to which reimbursement is authorized for criminal defense expenses incurred by State officers and employees upon acquittal or dismissal of criminal charges brought against the officer or employee. This law requires the state to pay reasonable attorneys’ fees and litigation expenses incurred by a state officer or employee in the defense of a criminal proceeding in a state or federal court. The criminal proceeding must arise out of an act which occurred while the officer or employee was acting within the scope of his or her public employment or duties.

The scope of criminal and civil indemnification protection for officers and employees of the state includes State University of New York officers, employees, trustees, and council members serving the State-operated campuses, and authorized volunteers.

In addition, Article 50 of the UUP Contract provides that employees in the Professional Services Negotiating Unit shall be covered by Section 19 of the Public Officers Law during the term of the agreement.

## **Faculty-Student Relations Policy**

The best medicine has an abiding respect for the humanity of people generally and patients specifically. Meeting this standard in medical education requires that interactions between faculty and students be mutually respectful and civil. Faculty and students should strive to exhibit a high standard of professionalism. (See the

“Policy Against Mistreatment” and discussion of “Professionalism” in the College of Medicine section of the SUNY Downstate [Student Handbook](#)). Examples of mistreatment and inappropriate behavior in Faculty-Student relations include sexual harassment; discrimination based on race, ethnicity, religion, gender, sexual orientation, physical disabilities or age; intentional humiliation; and the use of grading or other forms of evaluation in a punitive manner.

## **New York State Joint Commission on Public Ethics (Public Officers Law**

As state employees, Downstate faculty are bound by State laws and regulations pertaining to ethics and lobbying, including but not limited to Public Officers Law sections [73 \(restrictions on activities\)](#); [73-a \(financial disclosure\)](#), and [74 \(code of ethics\)](#), and [Civil Service Law 107](#) (prohibition against certain activities; improper influence).

Further information can be found on the New York State Joint Commission on Public Ethics, [http://www.jcope.ny.gov/about/laws\\_regulations.html](http://www.jcope.ny.gov/about/laws_regulations.html)

## **Patents, Inventions, and Copyright Policy**

The SUNY Policy on Patents and Inventions and Copyrights is set forth in the [Policies of the Board of Trustees](#) at Article XI, Title J. Additional information is available on the [UUP website](#).

### ***Patents and Inventions Policy***

(a) Purpose.

(1) SUNY recognizes that the three primary missions of an educational institution are teaching, research, and public service. While carrying out its research mission, SUNY further recognizes that inventions of value to the public will be made by persons working in its facilities. It is the policy of SUNY to encourage such inventors and inventions and to take appropriate steps to aid the inventor and ensure that the public receives the benefit. Appropriate steps include securing research support, identifying inventions, securing appropriate patents, marketing inventions through licensing and other arrangements, and managing royalties and other invention-related income. These activities are undertaken in a spirit of cooperation with governmental agencies and private industry as part of SUNY's contribution to the economic well-being of the State of New York and of the nation.

(2) In implementing its policies, SUNY will take appropriate steps to ensure that its faculty may freely publish the results of scholarly research pursuant to the SUNY Board of Trustees policy on unrestricted disclosure of research activities as set forth

in trustees' resolution number 66-258. In conformance with this principle, all concerned shall cooperate so that essential rights to inventions shall not be lost.

(3) All net proceeds after payment of the inventor's share as defined in subdivision (c), and other appropriate costs associated with the University Technology Transfer Program, realized from the marketing of SUNY inventions shall be used for the support of SUNY research programs.

(b) All inventions made by faculty members, employees, students, and all others utilizing University facilities at any of the State-operated institutions of SUNY shall belong to SUNY and should be voluntarily disclosed or shall be disclosed to SUNY upon request of the University. The inventor or inventors shall make application for patents thereon as directed by SUNY and shall assign such applications or any patents resulting therefrom to or as directed by SUNY. However, non-university organizations and individuals who utilize University research facilities under the trustees' policy on cooperative use of research equipment, or policy and guidelines on use of SUNY facilities by emerging technology enterprises, will retain ownership of all patentable inventions. Also, an invention made by an individual wholly on such individual's own time and without the use of such University facilities shall belong to the individual even though it falls within the field of competence relating to the individual's University position. For purposes of this provision, an individual's "own time" shall mean time other than that devoted to normal and assigned functions in teaching, University service, and direction and conduct of research on University premises and utilizing University facilities. The term "University facilities" shall mean any facility available to the inventor as a direct result of the inventor's affiliation with SUNY, or any facility available under the trustees' policy on cooperative use of research equipment, or policy on use of facilities by emerging technology enterprises, and which would not otherwise be available to a non-SUNY-affiliated individual. Where any question is raised as to ownership of an invention or patent under these provisions, the matter shall be referred to a committee of five members to be named by the chancellor of SUNY. At least three of such members shall be members of the academic staff of the University. Such committee shall make a careful investigation of the circumstances under which the invention was made and shall transmit its findings and conclusions to the chancellor for review. If the committee determines that the invention has been made without the use of the University facilities and not in the course of the inventor's employment by or for the University, and the chancellor concurs in such determination, the University will assert no claim to the invention or to any patent obtained thereon.

(c) With respect to any invention obtained by or through SUNY or assigned to or as directed by it in accordance with the foregoing provisions, the University, in recognition of the meritorious services of the inventor and in consideration of the inventor's agreement that the invention shall belong to the University, will make

provision entitling the inventor and the inventor's heirs or legatees to a non-assignable share in any proceeds from the management and licensing of such invention to the extent of 40 percent of the gross royalty paid, unless this exceeds the limits fixed by applicable regulations of the relevant sponsoring agency, which will control in such cases. SUNY may make suitable arrangements with nonprofit patent management agencies for the purpose of obtaining services and advice with respect to the patentability of inventions, the obtaining of patents thereon, and the management and licensing of inventions. Such arrangements may provide for division of the net income from any invention after payment of the inventor's share between the management agency and SUNY.

(d) Upon recommendation of the Patents and Inventions Policy Board, the chancellor may grant exclusive licenses for fixed period for the marketing of inventions, since it is recognized that in the absence of such a condition some inventions may not reach the marketplace for the public benefit. Granting of exclusive licenses for a fixed period may be accepted by the chancellor as a condition for industrial sponsorship of research programs, within guidelines recommended by the Patents and Inventions Policy Board.

(e) Grants made available to SUNY by or through the Research Foundation of SUNY shall be subject to the policy herein stated except in special instances as hereinafter provided. Nothing in the policy herein stated shall prevent the acceptance of research grants from, or the conduct of research for, agencies of the United States, either directly or through the Research Foundation, upon terms and conditions under applicable provisions of Federal law or regulations which require a different disposition of inventions or patent rights, nor shall anything herein contained prevent cooperative arrangements with other agencies of the State of New York for research.

(f) The chancellor, acting with the advice of the Patents and Inventions Policy Board or SUNY's designated patent management agent, may determine not to file a patent application in the case of any specific invention or continue efforts at marketing. The University's decision shall be arrived at, in consultation with the inventor, within a period not to exceed six months from the date of first submission of the inventor's properly executed statement of disclosure of invention to the University or its designee. In every instance in which the University determines not to file a patent application or continue efforts at marketing, or fails to elect to do so within six months from the date of submission of said disclosure statement, all of the University's rights to the invention shall be released to the inventor, who may then file for a patent, subject only to those restrictions that may be required by an external sponsor, if any. In every instance in which the University determines to file a patent application or continue efforts at marketing, the inventor may, at any subsequent time, request the Patents and Inventions Policy Board to recommend

such release. For any invention so released to an inventor, SUNY, at its option, shall receive 10 percent of the net proceeds, in recognition of the contribution of the State and people of New York to the support of the research which resulted in said invention. For purposes of this provision, the term "net proceeds" shall mean earnings to the inventor from the invention over and beyond reasonable costs incurred in the process of patent application and management.

(g) In all cases, any person is entitled to request an exception or waiver to the provisions of this patents and inventions policy. The person requesting an exception or waiver shall have the right to appear, accompanied by representatives of the person's choice, before the Patents and Inventions Policy Board for consideration of the request for an exception or waiver. The Patents and Inventions Policy Board shall prepare a report of its findings and an advisory recommendation to the chancellor for review. The decision of the chancellor on the findings and recommendations of the Patents and Inventions Policy Board shall be final.

(h) The chancellor shall establish and appoint a Patents and Inventions Policy Board of the State University of New York and designate the chair thereof in accordance with the following:

(1) The Patents and Inventions Policy Board shall have no more than 10 members, and shall include one representative of the Central Administration, two from the University Centers, one from the Health Sciences Centers, one from another major research institution of the University, one from the Colleges of Arts and Science, one from the Agriculture and Technology Colleges, one from the Research Foundation of SUNY, and two representatives from business and industry.

(2) The Patents and Inventions Policy Board shall have full powers of organization.

(3) The members of the Patents and Inventions Policy Board shall serve without extra compensation and at the pleasure of the chancellor. The normal term of appointment shall be for three years.

(4) The Patents and Inventions Policy Board shall meet at least once annually.

(5) The Patents and Inventions Policy Board shall advise the chancellor in the following matters:

(a) guidelines and procedures for the implementation of these policies;

(b) exceptions to these policies in unusual circumstances;

(c) determining the extent of the University's interest in inventions;

(d) determining whether or not to grant exclusive licenses or to commit the University to the future granting of exclusive licenses as a condition of

sponsorship for particular research projects; (e) such other matters as the chancellor may deem appropriate.

(6) The Patents and Inventions Policy Board shall undertake continual review of these policies and advise the chancellor and the Board of Trustees thereto.

(7) The Patents and Inventions Policy Board shall maintain current information concerning patent and invention activities within the University, disseminate information to the faculty of SUNY concerning such activities, and encourage general awareness of an interest concerning patents within the University community.

(8) The Patents and Inventions Policy Board, through the chancellor, shall report annually to the Board of Trustees concerning its activities and recommendations during the preceding year.

### ***Copyright Policy***

Generally the members of the staff of the University shall retain all rights to copyright and publish written works produced by them. However, in cases where persons are employed or directed within the scope of their employment to produce specific work subject to copyright the University shall have the right to publish such work without copyright or to copyright it in its own name. The copyright will also be subject to any contractual arrangements by the University for work in the course of which the writing was done. Staff members will be expected not to allow the privilege to write and retain the right to their work to interfere with their University duties. In those cases where an author desires the help of University facilities, arrangements should be made through the administrative staff of the author's institution in advance with respect to the assistance which may be appropriately given and the equity of the University in the finished work.

### **Publicity and Public Statements**

The Office of Institutional Advancement provides information about the medical center, its personnel, and its activities and achievements to members of the medical center community and to the media. Institutional Advancement staff are available to assist in releasing appropriate information to the media and answering media questions.

All public statements or press releases regarding SUNY Downstate and/or the professional activities of its employees should be issued through the Office of Institutional Advancement. Academic employees are encouraged to submit information concerning their research and other professional activities to the office,

which will determine appropriate publicity in accordance with SUNY Downstate policy.

## **Scientific Misconduct**

Downstate is committed to excellence in all research endeavors. Downstate's [Scientific Misconduct Policy](#) establishes the institution's responsibilities in responding to research misconduct issues and its commitment to maintaining the integrity of research endeavors. The guidelines are derived from the National Institutes of Health Intramural Research Program Policies & Procedures for Research Misconduct Proceedings and are pursuant to the Public Health Service (PHS) Policies on Research Misconduct, 42 C.F.R., Part 93.

The policy specifies that individuals adhere to the highest professional standards of scientific integrity in proposing, performing, reviewing, or in reporting results of research activities conducted under the auspices of Downstate. It specifically states, "All faculty, staff, and students shall report observed, suspected, or apparent research misconduct, and cooperate with Downstate officials in the review of allegations and the conduct of inquiries and investigations. All parties have an obligation to provide evidence relevant to research misconduct allegations to institutional officials."

Downstate will thoroughly examine, in a fair and timely manner, all allegations brought forward by a complainant, acting in good faith, in which it is believed that an individual or individuals have committed research misconduct.

## **State University of New York Press**

The State University of New York Press publishes scholarly and trade books in support of the State University of New York's commitments to teaching, research, and public service. With an editorial board made up of SUNY faculty from throughout the State, SUNY Press has a large catalog, featuring authors from around the world.

From a modest beginning in 1966, SUNY Press has become one of the largest public university presses in the United States, with an annual output of around 200 books and a backlist of more than 3400 titles. The Press publishes chiefly in the humanities and social sciences, and has attained national recognition in the areas of education, philosophy, religion, Jewish studies, Asian studies, political science, and sociology, with increasing growth in the areas of literature, communications, and film, women's, environmental, queer, indigenous, African-American, and Italian-American studies. SUNY Press reports to the Office of the Provost and Vice Chancellor for Academic Affairs and is a member of the Association of American University Presses.

# Services and General Policies and Procedures

## Services:

**Central Receiving**

**Central Stores**

**Children's Center at SUNY Downstate**

**Classroom Services**

**Division of Comparative Medicine (formerly  
Laboratory Animal Resources)**

**Employee Assistance Program**

**Information Services (IS Help Desk)**

**Mail Services**

**Parking**

**Physical Plant and Maintenance (FM&D)**

*Physical Plant*

Trades Shops

Maintenance Operations Center

Power Plant

Building Services and Grounds

*Design and Construction*

*Environmental Health and Safety*

*Project Management*

**Property Control System**

**Public Safety (University Police)**

**Purchasing (Contracts & Procurement)**

**Quick Copy Center**

**Student/Employee Health Service**

**Telecommunications**

**General Policies and Procedures:**

**Collections and Donations**

**Employee's Right to Know (Materials Data Sheets)**

**Fire & Safety Regulations**

**Stationery Policy**

**Travel Reimbursement**

*Meal and Lodging Expenses*

**University Name**

## **Services:**

### **Central Receiving**

[www.downstate.edu/centralreceiving](http://www.downstate.edu/centralreceiving)

The Office of Central Receiving receives all incoming shipments of supplies, equipment, and materials and transports them to their designated internal location. For state-funded shipments, applicable electronic data entries are performed to alert Accounts Payable of the items received to initiate payments. Central Receiving also coordinates shipment of supplies being stored at the warehouse facility and the receipt and return of gas cylinders.

Central Receiving is located at University Hospital of Brooklyn, Room ALL1-530, ext. 1217, Fax ext. 4773, MSC 61, and is open from 9 a.m. to 4 p.m.

### **Central Stores**

[www.downstate.edu/centralstores](http://www.downstate.edu/centralstores)

Central Stores provides a variety of hospital and office supplies, coordinates all outbound United Parcel packages, coordinates comprehensive archive (file storage and retrieval) services, and coordinates dry ice shipments.

Central Stores items and services are charged to state accounts under object code 9200, or billed to Research Foundation and other SUNY Downstate affiliates. Please consult the Central Stores catalog for more details on ordering supplies. Central Stores also supervises the Quick Copy operations (see below).

Central Stores is located in University Hospital of Brooklyn, Room ALL1-530; ext. 1514, Fax ext. 1266, MSC 61, and is open Monday to Friday, except holidays, from 9 a.m. to 5 p.m.

### **Children's Center at SUNY Brooklyn**

The Children's Center at SUNY Brooklyn, located at 440 Lenox Road, is an on-site day care center offering developmentally appropriate early childhood education for children from ages eight weeks to five years. The center has a sliding fee scale ranging from \$95/week (for those earning up to \$40,000 per year) to over \$200/week. Center hours are from 7:30 a.m. to 5:30 p.m. The director and staff are fully qualified to teach young children, and the center has been accredited by the National Association for the Education of Young Children, affirming the high quality of the educational services the center provides. There is a \$10 non-refundable application fee. Phone: 718-221-6160.

## **Classroom Services**

The Classroom Services Department is responsible for room scheduling and audiovisual services for SUNY Downstate's educational programs. The department receives requests to schedule meetings, classes, or symposia and reserves the necessary space and equipment. Staff also provide technical assistance to operate audiovisual equipment, including laptops and projectors, but does not provide projectionists. Reservations are preferred by fax, campus email addressed to Classroom Services, or an online interactive form. Assistance is available by phone: ext. 2639 or 7633. Emergency number for equipment assistance: ext. 1215. Fax requests to ext. 7471.

## **Division of Comparative Medicine (formerly Laboratory Animal Resources)**

The Division of Comparative Medicine (formerly Laboratory Animal Resources) is a support activity for the SUNY Downstate research and teaching programs. The division has professional, technical, and office personnel to carry out the animal care program in accordance with the standards established by the N.Y.S. Department of Health, the U.S. Public Health Service, the U.S. Department of Agriculture, and the Association for Assessment and Accreditation of Laboratory Animal Care.

## **Employee Assistance Program**

<http://www.downstate.edu/eap/>

The Employee Assistance Program is a confidential referral and information service that helps employees cope with personal problems that may affect their life and job performance. A benefit offered to SUNY Downstate employees and their families and to retirees, the EAP is a voluntary program designed to offer a highly professional, confidential source of help for people who need assistance with personal problems. The program offers assessment, referral, information, education, training, support, and evaluations. The program is jointly sponsored by labor and management and provides services to all employees, regardless of bargaining unit, length of service, or current status (e.g., employees on leave, retired employees).

The EAP offers confidential assessment and referrals as requested and can provide assistance in the following areas:

- Family-related problems;
- Child care, elder care, legal, financial, or other support services;

- Workplace, health education, and employee wellness programs;
- Consultations in relation to work-related issues;
- Assistance with emotional or physical illnesses, alcohol, or other drug-related problems;
- Critical Incident Stress response and debriefing;
- Responses to workplace trauma and/or violence; and
- Other services as the need arises.

An employee may enter the EAP in several ways: self-referral, referral by a supervisor, or by a third party. A supervisor may recommend the EAP to an employee based on work performance only. Because confidentiality is essential, once a supervisor has made the recommendation, no further information concerning that employee's participation is provided to that supervisor. Refusal to use the EAP does not constitute grounds for dismissal, nor does use of EAP services guarantee continuation of employment. EAP referral does not remove an employee's responsibility to improve his or her work performance.

## **Information Services (IS Help Desk)**

<http://is.downstate.edu/>

The Information Services Division provides a broad array of computing services and resources to the academic, clinical, and administrative areas of SUNY Downstate:

- Maintain the SUNY Downstate computing network and network services such as email, internet, and anti-virus software;
- Develop computing applications;
- Administer the main data center and systems services; and
- Provide centerwide helpdesk service (270-HELP or [helpdesk@downstate.edu](mailto:helpdesk@downstate.edu)).

The IS Customer Support Center, also known as the Service Desk or Helpdesk serves as a first point of contact for all computing and information technology problems or questions at SUNY Downstate Medical Center.

Our hours of operation are from 7 am - 6 pm. After 6 pm support calls are routed to an on call IT Support Analyst to resolve off-hour requests relating to patient care. All after hours issues are handled by an on-call analyst.

## Mail Services

[www.downstate.edu/mail\\_services/](http://www.downstate.edu/mail_services/)

Mail Services handles all incoming, outgoing, and interoffice mail of SUNY Downstate. Mail is delivered daily to each department and picked up regularly from mail drop boxes throughout the campus. Mail Services provides special services, such as overnight mail services by Express Mail, DHL, Airborne, Federal Express, as well as a full range of U.S. postal services. The Central Mail Services unit does not sell USPS postage stamps; however, stamps can be purchased at the Campus Bookstore (located in the Student Center) or the University Hospital of Brooklyn Gift Shop.

The Mail Room is located in the UHB basement, Room -530. Call ext. 1175 for assistance.

## Parking

<http://www.downstate.edu/police/parking.html>

Parking at SUNY Downstate is extremely limited. Spaces are allocated as fairly as possible among the many groups who need parking. Key card parking is available to employees on a seniority basis by employee category of faculty and staff. Employees seeking parking privileges should visit the Parking Office to sign up for the waiting list.

The Parking Office is located at 825 New York Avenue, 1st floor. The office hours are 9 a.m. to 4 p.m., Monday to Friday; ext.: 3163.

The HSCB Foundation operates a non-state owned parking lot on Parkside Avenue, and has its own waiting list. The lot offers a limited number of pre-paid daily parking tickets. Apply at the Faculty Student Association Office, Student Center Room 203 for the Foundation lot.

## Physical Plant and Maintenance (FM&D)

[www.downstate.edu/FMnD/](http://www.downstate.edu/FMnD/)

The Facilities Management and Development Department (FM&D) is responsible for the overall maintenance and operation of all SUNY Downstate buildings and grounds, which total 2.5 million square feet. The department comprises four primary divisions: Physical Plant, Design & Construction, Environmental Health and Safety, and Project Management.

**Physical Plant** houses the Trades Shops, Maintenance Operations Center, Power Plant, Building Services and Grounds.

The Trades Shops include individual shops performing maintenance and repairs in the carpentry, electrical, painting, masonry, and plumbing fields.

The Maintenance Operations Center is FM&D's communication center. The center uses an automated maintenance management system to process and track work orders, which are distributed to divisions responsible for performing the service requested.

The Power Plant is responsible for the primary utilities such as heating, electricity, hot water, ventilation, air conditioning, and refrigeration.

Building Services provides custodial service to all buildings except the student residence halls, University Hospital of Brooklyn, and the Student Center. It is also responsible for grounds maintenance throughout the campus.

### ***FM&D Design and Construction***

The Design and Construction Division is responsible for all construction and alteration work throughout the Downstate complex. It employs a team of architects, engineers, and project managers to provide engineering assistance to the institution regarding the physical plant, construction, renovation, and design. It is involved in the planning of the capital budget as well as the institution's strategic plans.

**Environmental Health & Safety** provides consultation, assistance, and enforcement of all governing codes, including those of the Joint Commission, OSHA, and NFPA (National Fire Protection Association), as well as those related to institutional policy on Right-to-Know. Services for hazardous materials management are also provided

**Project Management** is responsible for the coordination of finish work (e.g., telephone, computer cabling, furniture acquisition, carpeting). This division also provides, on special request, project management for construction work normally not assigned to Design & Construction.

## **Property Control System**

[www.downstate.edu/property/](http://www.downstate.edu/property/)

The SUNY computerized Property Control System provides a means for uniform reporting and control of capital assets by all SUNY campuses. It was designed to meet the requirements of the New York State Division of the Budget and the

Department of Audit and Control, as well as the needs of the SUNY System for projecting and budgeting funds required to replace old and/or obsolete equipment. The State University Construction Fund in Albany and the SUNY campuses maintain the system jointly.

The campus Property Control Office is responsible for administering the campus inventory maintenance system. This includes identifying eligible new equipment or furniture with asset tags (eligible assets are those valued at \$300 or more for state assets, \$5,000 or more for Research Foundation assets); conducting independent inventories and record audits; coordinating disposal of surplus equipment; and informing departments of proper procedures for equipment disposal, inventories, and record maintenance.

When equipment or furniture valued at \$300 or more is transferred from one location to another, an equipment transfer form must be completed and submitted to the Property Control Office.

When a department no longer needs a piece of equipment or furniture, a report of surplus property must be completed and submitted to the Property Control Office.

## **Public Safety (University Police)**

[www.downstate.edu/police](http://www.downstate.edu/police)

University Police/Public Safety Department is a professional campus police agency that provides for the safety of the SUNY Downstate community and the security of all property on campus. Its mission is to ensure a safe environment for students, faculty, staff, and visitors and to enforce University policies and applicable State and local laws. The department also ensures the efficient utilization and equitable distribution of available parking spaces and provides transportation and escort services for our community.

University Police/Public Safety Department staff patrol the campus 24 hours a day, seven days a week, with personnel assigned to all open entrances/exits and buildings within the complex. It also provides motorized patrols of the surrounding public streets as an adjunct to the New York City Police Department. Its communications center (ext. 2626) is likewise staffed around the clock to provide information and assistance as needed. There is a network of emergency telephones (red) conveniently located throughout the campus. In addition, there is also a network of panic alarms located at various places including the corridors, laboratories, rest rooms, and on-call rooms. Both the red phones and the panic alarms are linked directly with the University Police/Public Safety Department, and they are monitored 24 hours a day to ensure quick response to all emergencies.

The operational offices are located on the first floor of University Hospital of Brooklyn, Room A1-339; the administrative offices are located in Basic Sciences Building Room 1-85A.

## **Purchasing (Contracts and Procurement)**

[www.downstate.edu/finance/purchasing.html](http://www.downstate.edu/finance/purchasing.html)

The Office of Contracts and Procurement Management, located in the Administrative Facility, Room 105, is the delegated and authorized agent for state procurement functions at SUNY Downstate. All commitments against state appropriations must be made in full compliance with the various laws governing New York State purchasing activities.

The Purchasing Office organizes and administers a centralized purchasing service to secure the most appropriate materials, supplies, equipment, services, etc., at the lowest available price, consistent with quality requirements and delivery needs. The office is also responsible for implementing and monitoring the Procurement Card and Business Travel Account programs.

The Contracts Department prepares and issues requests for proposals and invitations for bid, structures agreements, reviews, and negotiates service and lease agreements for the campus. It manages the procurement and disbursement of major capital items through the Tax-Exempt Leasing Program funding method.

The office provides advice to the SUNY Downstate community on cost-effective methods, commodity information and sourcing, negotiation, and problem solving.

## **Student/Employee Health Service**

The Student/Employee Health Service provides urgent care for work-related illness or injury to full-time and part-time employees. Other services available include:

- Referral to general or specialist physicians,
- Annual health assessments (required) for employees working in University Hospital of Brooklyn,
- Influenza vaccine,
- Required immunizations,
- Tuberculin testing.

There is no charge for office visits, but coverage does not include the cost of medications, hospitalization, laboratory fees, radiology fees, or consultation with

physicians other than the Employee Health Service physicians. Medical emergencies will be sent to the Emergency Room at University Hospital of Brooklyn.

The health service is located at 440 Lenox Road, Apt. 1S, and is open from 9 a.m. to 4 p.m., Monday-Friday, Ext. 1995.

## Quick Copy Center

[www.downstate.edu/quickcopy](http://www.downstate.edu/quickcopy)

SUNY Downstate has an in-house Quick Copy Center for photocopying jobs. This service is provided on a first-come, first-served basis. QCC services are recharged to State or Research Foundation accounts.

The QCC also coordinates larger and more complicated requests for production services (offset printing as well as photocopying) with external vendors. The QCC is available to assist with advance estimated printing costs.

All original materials to be reproduced are to be brought with a requisition to the QCC. To avoid printing errors and rush charges, plan sufficient advance production time. The QCC is located in University Hospital of Brooklyn, Room-538, ext. 1117, Fax ext. 3724, MSC 34, open from Monday to Friday, except holidays, from 8:30 a.m. to 4:30 p.m.

## Telecommunications

<http://is.downstate.edu/divisions/telecom.html>

The Department of Telecommunications oversees the telephone services for SUNY Downstate and its satellite facilities. The office provides all telephone, switchboard, and paging services, as well as coordinates all telephone equipment purchases and installations, and telephone service changes, including services for state-issued cellular telephones. The Monthly Telephone Management and Budget System Reports generated by this office help departmental administrators control telephone usage costs and monitor non-state business calls reimbursement by staff members. The office is located in University Hospital of Brooklyn, Room ALL1-526A; ext. 7692.

## General Policies and Procedures:

### Collections and Donations

No canvassing, peddling, or soliciting is permitted at SUNY Downstate, except with permission of the president.

Collections for certain charitable causes, including the State Employees Federated Appeal (SEFA), are publicized through official channels. No direct personal solicitations are made and employees are under no obligation to contribute to these causes.

## Employees' Right to Know (Materials Data Sheets)

Federal regulations require that employers provide employees with information and training regarding hazardous chemicals used in the workplace. Known as the employees' "Right-to-Know," this information is provided in Material Safety Data Sheets specific to the each chemical.

The employer's responsibilities are:

- To inform employees that they can request information pertaining to hazardous materials in the workplace and upon an employee's request, provide, within 72 hours, a Material Safety Data Sheet specific to the chemicals found in the work area;
- To provide education and training in the safe and proper handling of substances before the employee begins working with the substances, at least once per year, and whenever a new chemical is introduced; and
- To keep records of workers who are exposed to chemicals regulated by the Federal Occupational Safety and Health Administration.

## Fire and Safety Regulations

The Fire Safety Plan outlines procedures for the safe and orderly evacuation of the occupants of a floor or the entire building during a fire or an emergency. The plan also outlines the methods to evacuate all occupants in the shortest possible time via the nearest safe means of egress and all available fire detection and suppression methods installed. Copies of the Fire Safety Plan are available in the Office of the Director of Safety Management.

In case of smoke or fire, follow instructions in the fire plan, A-R-C-E: **A**ctivate the fire alarm; **R**escue or remove anyone in immediate danger from fire or smoke; **C**ontain the fire by closing all doors and windows; **E**vacuate or extinguish fire with appropriate extinguisher.

All employees should know the location of the nearest fire extinguisher, fire alarm, and fire exit.

## Stationery Policy

<http://www.downstate.edu/ia/stationary.htm>

A standard stationery format helps SUNY Downstate project a consistent graphic image on letterhead and business cards. The Downstate Medical Center graphic standards include such features as the use of the Center logo, the name of the

institution, paper stock, ink color, and typeface. All letterhead and stationery must conform to these standards regardless of funding source or whether an outside vendor is selected to produce the material.

Only SUNY Downstate departments and major divisions or offices may have letterhead with the name of their unit imprinted on it. The following positions may, at the discretion of the incumbent, have stationery imprinted with their title or titles: President; Vice President; Deputy, Associate, and Assistant Executive Director of University Hospital of Brooklyn; Deans; Distinguished Professors; and Deputy, Associate, or Assistant Vice President.

Only Deans, Department Chairs, and Division Chiefs may have their names included on the letterhead along with their title or titles. The other features of the letterhead must conform to the institutional standard.

The assistant vice president of institutional advancement must expressly authorize the use of logos by campus-affiliated organizations or any design features deviating from the SUNY Downstate graphics standards. All faculty and personnel at or above the level of director may order personalized note and memo pads provided the design conforms to an institutional standard and funding is available.

## **Travel Reimbursement**

<http://www.downstate.edu/procurement/documents/DMCTravelManual.pdf>

This travel manual explains the travel policies of SUNY Downstate in addition to clarifying New York State regulations covering reimbursement of expenses of employees "in travel status." The manual covers such topics as the travel request form, using a state authorized travel agency, conference registration fees, meal allowances, and personal vehicle use.

Faculty who need to travel on Downstate business must consult with their department's Travel Coordinator.

## **University Name**

All publications by academic and professional employees, or in which such an employee is a joint author, should carry the reference:

"[Employee name], Department of \_\_\_\_ [or program name], SUNY Downstate Medical Center."

When representing SUNY Downstate in an official capacity, academic and professional employees are expected to use their medical center title and the name of the medical center.

## **Administrative Offices**

**Alumni Association—College of Medicine**

**Biomedical Communications**

**Clinical Practice Management Plan**

**Continuing Medical Education**

**Diversity and Inclusion**

**Faculty Affairs and Professional Development**

**Finance Division**

*Accounts Payable*

*Administrative Services*

*Budget Administration*

*Bursar*

*Contracts and Procurement Management*

*Faculty Student Association*

*Financial Management*

*Health Science Center at Brooklyn Foundation, Inc.*

*Hospital Finance*

*Income Fund Reimbursable Office*

*Payroll*

*Purchasing*

*Research Administration*

**Human Resources**

**Policy and Planning**

*Institutional Advancement*

**Research Administration**

**Research Foundation for the State University of  
New York**

**Scientific and Medical Instrumentation Center**

**Student Affairs**

*Office of Student Admissions*

*Office of Financial Aid*

*Office of the Registrar*

*Office of Student Affairs*

**Student Center**

**Campus Directions**

## **Alumni Association-College of Medicine**

[www.downstate.edu/alumni](http://www.downstate.edu/alumni)

Established in 1880, the Alumni Association—College of Medicine is dedicated to the needs of SUNY Downstate Medical Center and its medical students.

The association is committed to improving the education and training of medical students. Many alumni serve as advisors and mentors to students, helping them explore residency and career choices. In addition, the Alumni Association purchases educational books and other materials.

The association is committed to fostering scientific investigation. It supports summer research fellowships and a full-year research scholarship for medical students. Providing financial support to the medical students and school is a top priority. Students with financial need are granted tuition scholarships. The Alumni Association helps fund the White Coat Ceremony, transportation for international and out-of-state electives, class programs, and many other student programs.

## **Biomedical Communications**

[www.downstate.edu/bc/](http://www.downstate.edu/bc/)

The Department of Biomedical Communications supports faculty and staff communications efforts for teaching, research, and patient care by combining creative talent with advanced communications technologies. Services include design, art, photography, imaging, and video production in a wide variety of print, projection, and electronic media.

Biomedical Communications is located on the third floor of the Health Science Education Building, Room 312. The main office is open from 9 a.m. to 5 p.m. (closed 12:30 – 1:30 p.m.), Monday through Friday. Ext. 7550; fax ext. 7544.

## **Clinical Practice Management Plan (CPMP)**

Clinical Practice Management Plan (CPMP) is a non-incorporated association established under the SUNY Board of Trustees Article XVI Plan for the Management of Clinical Practice Income. This article addresses the rules by which the practice plan shall operate, bill for medical services, collect, disburse, and report clinical practice plan activity.

University Physicians of Brooklyn (UPB), Inc., an academic practice plan, is a nonprofit 501c(3) tax-exempt organization established as the corporate conduit for providing clinical care and services as prescribed by the article.

For a copy of the Clinical Practice Management Plan and/or UPB bylaws, please contact the executive director's office at ext. 8105.

## **Continuing Medical Education**

[www.downstate.edu/cme/](http://www.downstate.edu/cme/)

The mission of the Office of Continuing Medical Education (OCME) is to provide and support a comprehensive continuing medical education (CME) program that meets the needs of those involved in teaching, medical research, and the delivery of health care. CME is viewed as the continuum initiated in the undergraduate phase, intensified during graduate medical education, and continuing throughout the life of the physician.

The OCME sponsors a large and diverse selection of CME activities encompassing advances in medicine, skill updates, public health, physician practice issues, and other relevant topics in various medical specialties. The OCME makes appropriate CME activities available to physicians from every area of public health and medicine. The majority of participants are physicians at Downstate or one of its affiliates or are local providers. Consistent with our philosophy that good patient care involves a community of outstanding healthcare givers, all professional medical groups are encouraged to participate in appropriate activities. The OCME offers various types of activities (e.g., courses, conferences, symposia, workshops, and case reviews) in all areas of public health, medicine, and patient care. Needs assessment has indicated the importance of traditional educational design formats (lecture, panel discussion, hands-on skills workshops), as well as the need in some cases for non-traditional activities (audiovisual and interactive computer-format and web-based programs that deliver instruction asynchronously direct to the user).

## **Diversity and Inclusion**

[www.downstate.edu/diversity/](http://www.downstate.edu/diversity/)

The Office of Diversity and Inclusion (ODI) is responsible for multiple functions at SUNY Downstate. ODI is responsible for ensuring Downstate's compliance with the University's employment policies and federal and state civil rights laws and regulations, which includes Title VI, Title VII, and Title IX compliance, Sexual Harassment, 504/ADAAA compliance, and New York State's Human Rights Law.

In continuing pursuit of inclusive excellence, ODI provides oversight, leadership, information, consultation, coordination, and assistance to Downstate's various constituencies in the recruitment, retention, and advancement of its faculty, staff, and students. In partnership with existing University of Hospital of Brooklyn efforts, ODI will pursue the maintenance and expansion of cultural competence to increase

health equity by taking into account the diversity of patients at the hospital and other hospitals affiliated with SUNY Downstate.

ODI is located at 151 East 34th Street, AF-103; Ext. 1738.

## **Faculty Affairs and Professional Development**

<http://www.downstate.edu/facultydevelopment/>

Established in 2014, the Office of Faculty Affairs and Professional Development has as its mission to plan, coordinate, and implement academic personnel matters and faculty education development. The office evolved from the Center-wide Faculty Development Initiative, an interdisciplinary collaborative effort to improve health-care education at Downstate, enhance students and faculty satisfaction, and catalyze educational dialogue. In addition to the deans of all SUNY Downstate's colleges and schools, the initiative was supported strongly by the library.

The Office coordinates all senior academic searches and assists faculty in all the University's schools and colleges throughout their academic career with matters pertaining to their professional growth and development from initial on-boarding through to retirement. A learning academy offers monthly educational seminars and a formal mentoring program provides on-going mentoring to all faculties regardless of rank or tenure. A certificate program in academic leadership is being developed as is an Emeriti Center.

Visitors to the office's web page can find teaching and research resources, copyright information, a calendar of office-sponsored events, and links to each college or school's Committee on Academic and Professional Qualifications (CAPQ) guidelines and requirements as well as the Faculty Handbook.

## **Finance Division**

[www.downstate.edu/finance](http://www.downstate.edu/finance)

The mission of the Finance Division is to:

- Provide financial information and advice to the president and leadership of SUNY Downstate with the ultimate goal of maintaining its financial health.

- Assist in identifying the needs of the institution, maximizing all resources, and reducing costs as appropriate.
- Provide financial systems and internal controls to ensure that Downstate complies with all applicable rules and regulations and meets all internal and external deadlines in a timely manner.

### ***Accounts Payable***

Accounts Payable, located in the Administrative Facility, Room 106, is responsible for processing all department vouchers (e.g., standard and travel vouchers, purchase orders) against the following funding sources: State Purpose, Hospital, Dormitory, Endowment and Income Fund Reimbursable (IFR). The Director of Contracts oversees the Office of Accounts Payable.

### ***Administrative Services***

The Office of Administrative Services oversees the following areas: Central Receiving, Central Stores, Mail Services, Property Control, Quick Copy Center, and Telecommunications.

### ***Budget Administration***

The Office of Budget Administration is responsible for financial planning and analysis. It manages the budget process for the various funding sources, including State Purpose, Hospital, Dormitory, Endowment, IFR & IFR Overhead, and Research Foundation Overhead. The office also participates in the operations and investment planning of the HSCB Foundation.

Budget Administration generates reports on fiscal conditions, provides revenue projections, monitors the collection of revenue, and manages the distribution of departmental funding. It also approves all transactions requiring the use of center-wide funds, processes Graduate Research Initiative funding requests, and reviews all academic and administration personnel transactions.

A monthly financial update book is prepared by Budget Administration and distributed to the institution's senior management staff.

### ***Bursar***

The Bursar's Office is responsible for reporting and disbursing to the State Comptroller all money received at SUNY Downstate. These collections include tuition, fees, residence hall rent, admissions deposits, library fines and fees, and state garage parking revenue. The office also disburses all checks made available through federal, state, and local loan and scholarship programs.

## ***Contracts and Procurement Management***

The Office of Contracts and Procurement Management is the delegated and authorized agent for State procurement functions at Downstate Medical Center. All commitments against state appropriations must be made in full compliance with the various laws governing New York State purchasing activities.

The Purchasing Office organizes and administers a centralized purchasing service for the institution, with a basic objective to secure the most appropriate materials, supplies, equipment, services, etc., at the lowest available price consistent with quality requirements and delivery needs. It is also responsible for implementing and monitoring the Procurement Card and Business Travel Account programs.

The Contracts Department prepares and issues requests for proposal and invitations for bid, structures agreements, reviews and negotiates service and lease agreements for the campus. It manages the procurement and disbursement of major capital items through the Tax Exempt Leasing Program funding method.

The office provides advice to the Downstate community on cost-effective methods, commodity information and sourcing, negotiation and problem solving.

In an effort to clearly communicate and increase compliance with State and SUNY regulations, the Department has designed a Materials Management Bulletin to provide updates on new or revised policies and procedures regarding contracts, purchasing, accounts payable, payroll and administrative services.

## ***Faculty Student Association***

The Faculty Student Association (FSA) was organized in 1950 under a contract between FSA and the State University of New York to provide services to the campus as a non-profit auxiliary service corporation. FSA operates various ancillary services for Downstate, including the University Book Store and hospital Gift Shop.

## ***Financial Management***

The Financial Management Office is responsible for providing institutional financial reporting services, such as revenue/expense journals, CER/accounting reports, vendor-utilization analyses, and employee overtime reports. It handles utility billing and recharges, bank reconciliations, maintains local chart of accounts, as well as inputs PDME/PDS data. The office is responsible for most of Finance Division's IT requirements and coordinates the maintenance and training of the Web Account System.

## ***Health Science Center at Brooklyn Foundation, Inc.***

The Health Science Center at Brooklyn Foundation, Inc. is a nonprofit, tax-exempt corporation incorporated in 1976 to establish, operate, manage, promote, and cultivate educationally related activities for Downstate students and faculty. The Foundation receives and manages bequests, donations, endowments, charitable unitrusts, and other non-state funds. The Foundation provides bookkeeping and banking-type services to the institution, and it operates a parking lot between Parkside Avenue and Winthrop Street.

### ***Hospital Finance***

The Division of Hospital Finance is responsible for all financial matters directly related to the University Hospital of Brooklyn (UHB). Through multiple revenue enhancement initiatives and close monitoring of revenue and expense targets, the division strives to enhance the UHB's financial position. The division oversees the departments of Hospital Accounting, Hospital Budgeting, Hospital Reimbursement, Inpatient Business Office, Outpatient Business Office, Medical Records, Outpatient Registration, Hospital Clinical Systems, and Hospital Financial Systems.

### ***Income Fund Reimbursable Office***

The Income Fund Reimbursable (IFR) Office is responsible for monitoring the fiscal integrity of Downstate IFR accounts. This includes providing IFR accounting services to all Downstate operations, including the Research Foundation, as well as managing the funds received from Kings County Hospital Center and other affiliates.

### ***Payroll***

The Payroll Office is responsible for processing payroll, making payroll adjustments, and keeping time sheet records. It is responsible for the distribution of payroll checks to all state employees and processing tax withholding, health insurance payments, and deductions for pension, savings accounts, SEFA donations, among others.

### ***Research Administration***

The Office of Research Administration assists investigators by providing Human Resource (personnel and payroll) support for sponsored program employees, administration of the effort certification, Income Fund Reimbursable (IFR), and cost-sharing systems, procurement of supplies, equipment and services, and monitoring the ongoing status of research accounts. (For more information on the Office of Research Administration, see "Research Administration" below.)

## Human Resources

Maintains personnel records and oversees personnel policies.

## Policy and Planning

The Office of Policy and Planning provides leadership and resources to promote the growth of Downstate's academic, clinical, research, and community mission through strategic planning, operating support, marketing, and communications management across the campus. The Office facilitates the development, implementation, and evaluation of mission related activities in coordination with senior leadership, faculty, and staff. Its efforts are integrated with the Office of Institutional Advancement, assuring all activities are aligned with the mission, visions, and values of Downstate.

### ***Institutional Advancement***

[www.downstate.edu/ia/](http://www.downstate.edu/ia/)

As part of Policy and Planning, the Office of Institutional Advancement provides information about the medical center, its personnel, and its activities and achievements to the Downstate community and to the media and other external audiences. Institutional Advancement staff are available to assist in releasing appropriate information to the media and answering media questions.

All public statements or press releases regarding the medical center and/or the professional activities of its employees should be issued through the Office of Institutional Advancement. Academic employees are encouraged to submit information concerning their research and other professional activities to the Office of Institutional Advancement, which will determine appropriate publicity in accordance with medical center policy.

## Research Administration

<http://research.downstate.edu/>

The Office of Research Administration (ORA) provides oversight and support for all elements of Downstate's research infrastructure including the Pre-Award and Post-Award Office, the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), the Office of Animal Welfare, the Office of Technology Commercialization, the Institutional Biosafety Committee (IBC), Clinical Trials, and the Division of Comparative Medicine.

It also provides all research-related academic and administrative support functions for the SUNY Downstate community through the Research Foundation for SUNY.

Research Administration works closely with sponsors and assists faculty in the preparation, submission, and administration of sponsored research, training, and public service program applications and awards.

### **Institutional Review Board**

<http://research.downstate.edu/irb/irb.htm>

Phyllis Supino, EdD, Chair, Ext. 1568; MSC 1199

### **Institutional Biosafety Committee**

<http://research.downstate.edu/dna/ibc.htm>

Haseeb A. Siddiqi, Ph.D., Chair, Ext. 1610; MSC 44

## **Research Foundation for SUNY**

[www.rfsuny.org](http://www.rfsuny.org)

The Research Foundation for SUNY is a private, non-for-profit educational corporation whose primary responsibility is the administration of externally funded contracts and grants for and on behalf of SUNY. The Research Foundation has facilitated research, education, and public service at 30 SUNY campuses. Rather than contract with a principal investigator or with SUNY, sponsors contract directly with the Research Foundation for all sponsored grants, contracts, and agreements for sponsored research and training programs.

The Research Foundation Office oversees faculty research, inventions, patents, etc., and maintains Research Foundation employee personnel policies. On the Downstate campus, call the Research Foundation Office at extension 1178 for personnel issues, and the Office of Research Administration for other issues.

The Research Foundation consists of the central office working in conjunction with operating units at the 30 campus locations. The campus offices are responsible for the day-to-day administration of sponsored programs, including financial, human resources, procurement, and reporting activities. The offices provide this support in accordance with federal, sponsor, Research Foundation, SUNY, and campus guidelines. Sponsored program functions delegated to the campuses are conducted under the supervision of Operations Managers who are appointed by the Research Foundation's board on the recommendation of the respective campus presidents.

## **Scientific and Medical Instrumentation Center (SMIC)**

The Scientific and Medical Instrumentation Center (SMIC) is an interdisciplinary biomedical/clinical engineering department, providing a variety of instrumentation services to Downstate. SMIC's specialized laboratories service a broad range of clinical and research equipment (excluding x-ray or ionizing radiation devices). Its fully equipped machine shop provides prototyping and finished construction of specialized instruments, components and devices in a variety of materials including plastics, aluminum, and other metals.

For more information about SMIC and its services, contact the SMIC administrator at ext. 3192.

## **Student Affairs**

[sls.downstate.edu](http://sls.downstate.edu)

The Division of Student Affairs encompasses several offices that provide student services to all five colleges and schools. Those offices are the Office of Student Admissions, Office of Financial Aid, Office of Student Affairs, and the Office of the Registrar.

### ***Student Admissions***

The Office of Student Admissions provides services for applicants to the Colleges of Health Related Professions, Nursing, and Medicine and to the School of Public Health. Admission to the School of Graduate Studies is managed through the School of Graduate Studies.

The Office of Admissions is located in the Basic Sciences Building, Room 1-131. Office hours are 9 a.m. to 5 p.m., Monday through Friday. Ext. 2446.

### ***Office of Financial Aid***

The purpose of Downstate Medical Center's financial aid program is to enable college attendance for students to enroll and graduate from Downstate who otherwise might not otherwise be able to meet its costs. Financial aid consists primarily of loans, with limited scholarships, grants, and part-time employment.

Questions regarding financial aid should be referred to the Office of Financial Aid staff. The office is located in the Basic Sciences Building, Room 114. Office hours are 9 a.m. to 5 p.m., Monday through Thursday; 10 a.m. to 5 p.m. on Friday. Ext. 2488.

### ***Office of the Registrar***

The office is responsible for class schedules, registration, course selection, course adds/drops, grades, transcripts, certification of student status, certification of academic good standing, loan deferments, veterans' affairs, and the maintenance of all academic records.

The Office of the Registrar is on the first floor of the Basic Sciences Building in Room 112. Office hours are 10 a.m. to 6 p.m., Monday through Thursday; 10 a.m. to 5 p.m. on Friday.

### ***Office of Student Affairs***

The Office of Student Affairs serves as a general help and information office to students in all five colleges or schools. Student health insurance information, international students' immigration forms, and disabled student services are only a few of the areas handled through this office. The office is located in the Basic Sciences Building, Room 114. Office Hours are 9 a.m. to 5 p.m., Monday through Friday; after 5 p.m. appointments are available for students. Ext. 2187.

The office also serves as the Dean of Students' Office for the College of Medicine.

## **Student Center**

Faculty are welcome to become members of the Student Center, providing them access to:

- Ballet Bar
- Full size Basketball courts
- Hot Tub
- Indoor Swimming Pool
- Locker Room Facilities
- Outdoor Tennis Court

- Pool Table
- Sauna
- Squash Courts
- Table Tennis
- Fully Equipped Weight and Exercise Room With Barbells, Bikes, Body Building Equipment, Elliptical, Multi Station, Rowing Machines, Speed Bag, Stair Masters and Treadmills

Faculty can learn about membership benefits and fees by talking to Student Center staff at the Center's front desk, ext. 2487.

## Campus Directions

The SUNY Downstate campus occupies 13 acres in the geographic center of Brooklyn. As the only academic health science center in Brooklyn and Staten Island, Downstate leads a network responsible for health professions training and patient care throughout the region.

### ***Directions to SUNY Downstate Medical Center***

#### **By Subway**

IRT Flatbush Avenue Line (#2 Seventh Avenue or, during rush ho #5 Lexington Avenue) trains to Winthrop Street Station. [May take any IRT Brooklyn-bound train (#2, 3, 4, or 5) to Franklin Avenue in Brooklyn, changing there for a #2 or #5 marked "Flatbush Avenue." Walk one block south on Nostrand to Clarkson Avenue, left one and a half blocks to 430 Clarkson Avenue.

BMT "Q" Line train to Parkside Avenue Station (Parkside Avenue exit). Cross street to get B12 bus (see below).

#### **BY BUS**

The B-12 and northbound B-44 buses stop at the corner of Clarkson and New York Avenues.

Or transfer from the B-35 to the northbound B-44 at Church and New York Avenues.

The following lines connect with the B-12 along Clarkson Avenue: B-41, B-44, B-46, and B-49.

## **Parking**

Valet Parking is available Mondays through Fridays, from 6 a.m. to 6 p.m., in front of the 445 Lenox Road hospital entrance at the valet parking booth. The fee is \$10.00 (this service is not available on weekends or holidays.) When the valet parking service is not available, a limited number of spaces for visitors are available at a nominal cost at the center's Parking Garage on East 34th Street, between Linden Boulevard and Lenox Road. There are also several private parking lots in the area.

## **By Automobile**

### From Manhattan

Manhattan Bridge: exit onto Flatbush Ave. Continue approximately three and one-half miles to Parkside Ave. Turn left onto Parkside Ave. and travel four blocks to New York Ave. Turn right at New York Ave. and continue one block to Clarkson Ave.

Brooklyn Bridge: stay to the left at the end of the bridge, following the ramp to Boerum Place, which becomes Adams Street. Continue along Adams Street to Atlantic Ave. Turn left onto Atlantic Ave. and continue to Flatbush Ave. Turn right onto Flatbush Ave. and continue approximately two-and-a-half miles to Parkside Ave. Turn left onto Parkside Ave. and travel four blocks to New York Ave. Turn right at New York Ave. and continue one block to Clarkson Ave.

Brooklyn-Battery Tunnel (toll): exit onto the Brooklyn-Queens Expressway. Continue approximately one mile, staying to the left, and exit onto Prospect Expressway. Travel three exits to the Fort Hamilton Parkway exit. Continue through two traffic lights to Caton Ave. Turn left onto Caton Ave., and continue nineteen blocks to New York Ave. Turn left at New York Ave. and continue one block to Lenox Road.

From Staten Island and Newark International Airport:

Verrazano Narrows Bridge (toll): follow bridge to Route 278, the Gowanus Expressway. Travel approximately five miles to the Prospect Expressway exit. Continue on the Prospect Expressway three exits to the Fort Hamilton Parkway exit. Travel along East 5 Street through two traffic lights to Caton Ave. Turn left onto Caton Ave., and continue 19 blocks to New York Ave. Turn left at New York Ave. and continue one block to Lenox Road.

### From Long Island and Airports

Southern Long Island and JFK: West on Belt Parkway to North Conduit Ave. exit (Exit 17W). Continue on North Conduit Boulevard for about 3/4 mile. Fork left onto

Linden Boulevard, and take Linden Boulevard 6 miles to New York Ave. Right two blocks on New York Ave. to Clarkson Ave.

Northern Long Island and LaGuardia: Take Grand Central Parkway to Jackie Robinson Pkwy (JRP / formerly Interboro Pkwy) exit. Continue on JRP to the end—Pennsylvania Ave. exit. Follow Pennsylvania to Linden Boulevard, turn right onto Linden. Take Linden Boulevard to New York Ave. Right two blocks on New York Ave. to Clarkson Ave.