

December 19, 2025

To: Brooklyn College Faculty

From: James T. Eaton  
Associate Dean for Faculty and Administration



Re: Spring 2026 Guidance for Syllabus Preparation, Classroom Policies and Faculty Obligations

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In planning for the upcoming semester, take note of the following information regarding your teaching assignments, and other policies and faculty obligations. In addition to what is included in this memo, the [Faculty Handbook](#) is a key reference for policies and practices related to faculty life. This memo is organized in two major sections:

### **The Classroom and Students**

- Posting Course Material Information and Library Reserves
- Syllabus Preparation and Vital Information for Students
- Consideration of Religious Observance
- Classroom Decorum and Establishing Classroom Behavioral Guidelines
- CUNY Guidelines: Use of Cameras during Online Classes
- Students' Rights and Responsibilities: Discrimination and Harassment
- Learning Management (LMS) Use Policy and the Brightspace Transition
- Other Important Considerations, including grading deadlines and verification of enrollment
- Resources and Support for Teaching and Learning

### **Key Policies and Obligations of the Faculty**

- E-mail and Computer Resource Use
- Conformance to Class Schedule and Office Hours
- Changing Course Content
- Faculty Absences
- Copyright and "Fair Use"
- Sexual Misconduct and Non-Discrimination
- Campus and Workplace Violence Policy
- "The Henderson Rules" (Rules and Regulations for the Maintenance of Public Order)
- State Ethics Policy and CUNY Conflict of Interest Policy
- Research Misconduct
- Support for Faculty Wellness

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## Posting Course Material Information

The Higher Education Opportunity Act of 2008 mandates that all course material information be posted online well in advance of the start of the term. Having this information makes it possible for our students to acquire materials at lower cost. **Zero Cost / OER / No Course Materials? You must indicate this online.**

Our mechanism for posting this information is our online bookstore, which updates the class information in CUNYfirst. Go to <https://brooklyn.textbookx.com> and use your CUNYfirst credentials to log in. All information submitted to the online bookstore will be transferred to CUNYfirst within 48 hours. The adoption process takes a few minutes to complete and, in following semesters, if you are using the same materials, it takes under a minute to update.

If you haven't already, take the time to complete this important task. Failure to do so harms our students and puts the college out of compliance with Federal law.

## Library Reserve for Course Materials

Consider placing materials for your course on Reserve for the upcoming semester. Simply complete the Library's [Reserves Request Form](#).

New orders may take a few weeks to process. Please submit requests early. If the library cannot acquire the materials, you may place personal copies on reserve. Please note that the Library does not usually purchase textbooks from the big textbook publishers such as McGraw-Hill, Cengage, Macmillan, Pearson, etc. Additional information about placing items on Reserve may be found [here](#).

## Syllabus Preparation and Vital Information for Students

Submit your current syllabus to your department at least one week prior to the start of class via the [BC Knowledge Employee Portal](#) ("Post My Syllabus" under the *Faculty eServices* dropdown menu), unless directed otherwise by the department chair. You should also post your syllabus to your class LMS (Brightspace) and make sure to tell your students where to find the syllabus at the first class meeting. The syllabus should include the following:

1. A statement of course goals and learning objectives (that is, what do you want your students to know and be able to do by the end of the course?);

### **Syllabus Policy for Pathways Courses: Listing Student Learning Outcomes**

Are you teaching a Pathways course? All syllabi for Pathways courses must list the student learning outcomes (SLOs) specified by Pathways for the relevant Pathways category. Review the curriculum map of the Pathways SLOs for your course.

2. A statement and timetable of all required learning activities that will enable students to achieve, and to demonstrate their achievement of, the course's objectives (for example, research projects, essays, exams, lab reports, presentations, portfolios);
3. An explanation of how the final grade for the course will be determined with specific weights indicated for each of the components of the course, including the mandatory final examination

(except for those courses exempt from this requirement), and an indication of whether the final grade will be based on a curve or scale;

4. An indication of whether students will be given the opportunity to revise and resubmit essays or other assignments;
5. Information about your office hours, including times, location (established video conference meeting space), your office telephone number and/or department telephone number where messages can be left, and your official CUNY e-mail address. (*See below for more guidance on office hours*);
6. The following statement on the University's policy on Academic Integrity:

The faculty and administration of Brooklyn College support an environment free from cheating and plagiarism. Each student is responsible for being aware of what constitutes cheating and plagiarism and for avoiding both. The complete text of the CUNY Academic Integrity Policy can be found at [www.brooklyn.edu/policies](http://www.brooklyn.edu/policies). If a faculty member suspects a violation of academic integrity and, upon investigation, confirms that violation, or if the student admits the violation, the faculty member MUST report the violation. Students should be aware that faculty may use plagiarism detection software.

7. The following statement about the Center for Student Disability Services:

In order to receive disability-related academic accommodations students must first be registered with the Center for Student Disability Services (CSDS). Students who have a documented disability or suspect they may have a disability (physical or mental condition which substantially limits one or more major life activity) are invited to call the Center at (718) 951-5538 or visit 138 Roosevelt Hall. If you have already registered with the CSDS and submitted necessary forms, you will receive your course accommodation letter to provide to your professor and these specific accommodations can be discussed when appropriate.

8. Support for Student Wellness and Welfare

- **Personal Counseling Center** (0203 James Hall) provides individual and group counseling, emergency support, and other services to all Brooklyn College students. Call 718.951.5363 or email [BCPersonalCounseling@gmail.com](mailto:BCPersonalCounseling@gmail.com).
- **Immigrant Student Success Office** (117 Roosevelt Hall) provides immigrants and other first-generation students with immigration-informed academic and non-academic support and resources, including legal services, personal and career counseling. Call 718.951.5023 or email [ISSO@brooklyn.cuny.edu](mailto:ISSO@brooklyn.cuny.edu).
- **LGBTQ+ Resource Center** (219 Student Center) is both a welcoming space and supportive network for lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, and other LGBTQIA+ identities, and allied students, staff, and faculty at Brooklyn College. Call 718.951.5739 or email [LGBTQCenter@brooklyn.cuny.edu](mailto:LGBTQCenter@brooklyn.cuny.edu).
- **Women's Center** (227 Ingersoll Hall Extension) expands on the conventional direct services approach of traditional women's centers, which focuses on solving immediate crises through referrals and/or counseling, adopting a wide range of multidimensional needs-driven program activities that address the emotional, intellectual, physical and financial well-being of the whole person. Call 718.951.5777

- **Health Clinic** (114 Roosevelt Hall) is a primary care facility where enrolled students may receive evaluation and treatment for acute and chronic medical conditions as well as guidance on practices that promote good health and disease prevention – free of charge. Call the clinic at 718.951.5580 or email [bchealthclinic@brooklyn.cuny.edu](mailto:bchealthclinic@brooklyn.cuny.edu).
  - **Other Help?** Tap or click the **“Hand Raise”** button in *Navigate* to get help with academic advisement and planning, technology, financial concerns or emergency grants, physical and mental health services, food and housing assistance, and much more!
9. Reference to the [Student Bereavement Policy](#).
  10. Reference to the state law regarding non-attendance because of religious beliefs, noted in the front matter of the *Undergraduate Bulletin* and *Graduate Bulletin*. These may be found on the [Bulletins page](#) of the Registrar’s website. Additional information is noted below.
  11. Your specific class policies (attendance, participation, camera usage, etc.) and required class readings. Faculty may establish classroom behavioral guidelines. See below for more information and refer to the [Faculty Handbook](#) or the [Adjunct Faculty Handbook](#) for additional guidance.
  12. If you have expectations for student use or avoidance of particular types of available software, tools or equipment—including, for example, generative AI tools or resources—you should include an explicit statement in your syllabus.
  13. Faculty Council’s Library Committee urges you to provide a link to the library website on your syllabus so that students who are new and returning to campus are aware of the library’s services: <https://library.brooklyn.cuny.edu/>

### Important Dates to Include on the Syllabus

– Monday, January 26	First day of Spring 2026 classes
– Sunday, February 1	Last Day to Add or Swap a Course
– Thursday, February 12	College Closed
– Monday, February 16	College Closed
– Tuesday, February 17	No Classes Scheduled (College Open)
– Friday, March 20	No Classes Scheduled (College Open)
– Wednesday, April 1 <i>thru</i> Thursday, April 9	Spring Recess / No Classes Scheduled (College Open)
– Monday, April 13	Last day to withdraw from a course with a “W” grade
– Tuesday, April 21	Conversion Day – Classes follow a Thursday schedule
– Saturday, May 16 <i>thru</i> Monday, May 18	Final Exams
– <b>Tuesday, May 19</b>	<b>Last Tuesday Class Meeting</b>
– Wednesday, May 20 <i>thru</i> Friday, May 22	Final Exams
– Saturday, May 23 <i>and</i> Sunday, May 24	No Classes or Exams Scheduled (College Open)
– Monday, May 25	College Closed
– Monday, May 26	Final Exams End / End of Spring Semester

The full academic calendar, including many other important dates, is available on the [Office of the Registrar](#)'s website. The Registrar also posts [Academic Planning Calendars](#) on BC Knowledge.

## Consideration of Religious Observance

Please bear in mind that due to religious holidays and related religious observances, some students will not be able to attend classes or take examinations. New York State Education Law (Title I, Article 5, Section 224-a) requires that we “make available to each student who is absent from school, because of [their] religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which [they] may have missed because of such absence on any particular day or days.”

The Harvard Divinity School maintains a helpful [Multifaith Calendar](#) on their website, which may be useful when planning your activities. Note that students may adhere to religious traditions, or have other religious obligations, not reflected in this list; the list should not be taken as exhaustive. CUNY's full religious accommodation policy and their own holiday calendar is posted on the [Diversity, Equity and Inclusion Hub](#) website. If you have specific questions regarding granting a student's request to miss class or reschedule an examination on religious grounds, seek guidance from the [Office of Diversity and Equity](#). Students may also be directed to the Vice President for Student Affairs, if they have questions about accommodations for religious observance. Faculty who must miss a class session for religious reasons should arrange for another faculty member to cover the class, as discussed above.

## Classroom Decorum

To preclude distraction or disruption, it is reasonable to request that electronic devices such as phones, and, in some instances, notebook computers be turned off during the classroom period. The Center for Teaching and Learning has posted an online etiquette guide for remote instruction—[Netiquette in an Online Academic Setting: A Guide for Brooklyn College Students](#). This may be shared with your students or adapted, as appropriate, for the needs of your particular classes.

The [Office of Judicial Affairs](#) handles complaints about student behavior. In case of a disruptive student or college policy violation, faculty can file a complaint by submitting a *Student Behavior Form*, found on the Judicial Affairs website, to [discipline@brooklyn.cuny.edu](mailto:discipline@brooklyn.cuny.edu).

The [Brooklyn College Behavioral Education and Support Team](#) (BEST) is a resource to report or discuss strategies for dealing with disruptive students in the classroom. BEST seeks to promote a civil campus environment and support students who may be in distress. Our work includes communication, collaboration, education, and prevention with respect to behaviors of concern while attempting to protect the privacy and the rights of the individuals involved. Two helpful resources available to faculty are the “[Addressing Challenging Student Behavior](#)” wallet card and [How to Identify, Assist, and Refer Students with Personal Problems and/or Disruptive Behavior](#).

**Important Note:** All Brooklyn College and CUNY policies apply to students, including but not limited to the Sexual Misconduct Policy, whether the behavior occurs on campus, off campus or virtually. Questions or concerns can be directed to the Title IX Coordinator by calling 718.951.4128.

## **Establishing Classroom Behavioral Guidelines**

Instructors may establish classroom behavioral guidelines. If a student's behavior is disruptive and violates the guidelines, the instructor should verbally warn the student. If the disruptive behavior continues during the same class session, the instructor may ask the student to leave the classroom for the remainder of the class session. If the student does not leave when requested by the faculty member, the faculty member should contact Public Safety for assistance.

If the disruptive behavior continues to be a problem in future class sessions and the instructor wishes to dismiss the student from the course, the instructor must file a complaint with the Office of Judicial Affairs. The instructor does not have the authority to dismiss the student from the course. The [Office of Judicial Affairs](#) will review the complaint to determine next steps. The student may continue to attend class sessions while the instructor's request for dismissal from the course is reviewed. If the student repeats the disruptive behavior while the case is under review, the instructor may again dismiss the student from the class session. If this occurs, the Office of Judicial Affairs may seek to temporarily bar the student from attending subsequent class sessions until the case has been resolved. Faculty should work closely with Judicial Affairs in addressing these issues.

After listing any classroom guidelines in your syllabus, faculty are encouraged to insert the following paragraph:

The above represents the guidelines for our class. Failure to comply with the above guidelines will first result in a verbal warning. If the disruptive behavior continues in the same class session, you will be asked to leave the classroom for the remainder of the class session. The behavior may be reported to Student Affairs for further disciplinary action.

## **Recording of Instructor**

Video and/or audio recording of class lectures and review sessions without the advanced consent of the instructor is prohibited. Upon written request, the instructor may grant in writing permission for students to record course lectures, on the condition that these recordings are only used as a study aid by the individual making the recording.

Students with approved accommodations from the [Center for Student Disability Services](#) permitting the recording class meetings must present the accommodation letter to the instructor in advance of recording. On any days when classes will be recorded, the instructor will notify all students in advance. Distribution of recordings without written permission of the instructor violates educational law.

## **CUNY Guidelines: Use of Cameras during Online Classes**

Faculty may require students to turn on their cameras in online and hybrid courses during class periods or for remote testing purposes. Requiring students to use cameras may be important pedagogically to increase engagement, social connection, accountability and collaboration. Moreover, in some testing situations, cameras are essential to ensuring the integrity of the testing environment. You should clearly state your requirements for camera use in your syllabus and reiterate it during the first class meeting(s).

For temporary pivots to online class meetings due to an emergency, faculty may encourage camera use, but students may keep their cameras off. Review the [full guidance statement \(June 2024\)](#) for more details.



## Students' Rights and Responsibilities: Discrimination and Harassment

Students are entitled to an educational atmosphere conducive to learning and free from discrimination and harassment. Students are entitled to equitable treatment in all aspects of the teacher-student relationship. The U.S. Department of Education, Office of Civil Rights, notes that faculty members may not refuse to enroll or teach students based on their religion or national origin (including shared Jewish, Muslim, Israeli, Palestinian, Arab, or South Asian ancestry), association with a national origin or shared ancestry, or other protected status.

A faculty member may not use the authority inherent in the instructional role to discriminate, harass, or to compel a student to engage in political action that is not listed on the syllabus available before the semester begins. The evaluation of students and the awarding of credit must be based on a professional judgment of academic performance and not on matters irrelevant to academic performance, such as race, religion, sex, sexual orientation, shared ancestry, or other protected status.

You can review the full policy and procedures related to [Student Complaints About Faculty Conduct in Academic Settings](#) on our website. As always, students are encouraged to resolve complaints informally with their faculty or seek the assistance of a department chairperson or the campus [ombudsperson](#) to facilitate a resolution. If students have questions about the procedures to follow, they should consult the [Office of the Vice President for Student Affairs](#).

## Learning Management (LMS) Use Policy

CUNY recently updated the [Policy for Use of an LMS for Online Classes](#). The updated policy emphasizes the desirability of a single platform and cybersecurity compliance. As noted in the policy rationale, a single LMS contributes materially to student success both by establishing a uniform tool for accessing course materials and by limiting the technology that must be mastered by any student. Students report that the multiple tools faculty use to deliver online classes create confusion and are unnecessarily burdensome.

Effective Fall 2020, CUNY and Brooklyn College no longer support Blackboard. The sole official LMS is D2L Brightspace.

## Brightspace Support

Brightspace is CUNY's official learning management system (LMS). Training information and resources may be found on [AIT's Brightspace for Instructors](#) website. Keep your eye out for announcements about training and Q&A sessions throughout the year.

For questions about Brightspace training and resources, get in touch with Carlos A. Cruz, the college's LMS Administrator, at [carlosa@brooklyn.cuny.edu](mailto:carlosa@brooklyn.cuny.edu).

## Other Important Considerations

- **Grades:** The deadline to submit Final Grades is **Friday, May 29, 2026**, for the Spring semester.
- **Incomplete Grades:** Resolution of incomplete (INC) grades will be accepted only if the missing work was made up prior to the deadlines published by the [Office of the Registrar](#). Exceptions to this policy require the approval of the Committee on Course and Standing and must be supported by clear

documentation of the reasons for the request. It is your prerogative to establish an earlier deadline to give you time to grade the missing work.

- **Enrollment Verification:** During the first class meeting, confirm that the name of every student in attendance appears on your roster. Students who claim to be registered but are not on your roster should be referred to the Enrollment Services Center. Please download a roster from [CUNYfirst](#) on the first day of class so that your roster will accurately reflect drops for non-payment and other adjustments prior to the start of classes.

Regardless of whether attendance is a component of your course grades, it is vital to ensure that all students appear on the roster. Faculty are required to submit official “Verification of Enrollment” (VOE) through CUNYfirst indicating those students who have never participated in an **“academically related activity”** for your course. Failure to submit accurate enrollment records jeopardizes the students’ financial aid and puts the college at risk for federal penalties.

#### **Spring 2026 Verification of Enrollment (VOE) Dates**

- VOE Rosters available starting Monday, February 2
- VOE Rosters due by Sunday, February 15

#### **What is an “Academically Related Activity”?**

As noted in the guidance linked above, simply logging in is not enough. Especially for asynchronous online courses, make sure you plan *at least* one required academically related activity prior to the VOE roster submission deadline to allow your students the opportunity to demonstrate their participation.

- **No Late Adds:** Please remind students that “late adds” will not be accepted after the deadline to add a class (except for acknowledged College error).
- **Student Academic Regulations:** Please mention that all students should read the section entitled “Academic Regulations and Procedures” in the Brooklyn College Undergraduate or Graduate *Bulletin* for a complete listing of academic regulations of the College. These may be found on the [Bulletins page](#) of the Registrar’s website.

### **Resources and Support for Teaching and Learning**

The Center for Teaching and Learning website ([www.brooklyn.edu/CTL](http://www.brooklyn.edu/CTL)) contains many resources:

- CTL and AIT Workshops and Other Training Opportunities
- Inclusive and Anti-Racist Pedagogy Resources; Teaching and AI; Accessibility for Students with Disabilities; Trauma-Informed and Healing Centered Pedagogy Resources
- Classroom Practices, Student Engagement and Active Learning; Sample Teaching Resources
- Teach in Ten: 10 Steps for Effective Online Pedagogy

If you have questions or have an idea for professional development or other helpful resources, contact the Center for Teaching and Learning (CTL) at [ctl@brooklyn.cuny.edu](mailto:ctl@brooklyn.cuny.edu).

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## *Key Policies and Obligations of the Faculty*

### **E-mail and Computer Resource Use**

Brooklyn College faculty are expected to check their **official college e-mail** on a regular basis, and to use their college account for all college business.

Additionally, please review the CUNY [Computer Resource Use Policy](#) and the college's [Email Policy](#) for more information about appropriate and permissible use of these electronic resources. Other information technology policies are found on the college's [Policies webpage](#).

### **Conformance to Class Schedule**

Faculty must meet all classes at the time and place scheduled, for the prescribed number of hours. The following regulations govern classroom teaching responsibilities:

1. In accordance with New York State Education Law (Title VIII, Chapter II, Section 145-2.1), all undergraduate and graduate classes must meet for the full term (a period equivalent to 15 weeks) as indicated in the college calendar.
2. Final Exams / Final Week
  - Undergraduate final examinations must be held in the 15<sup>th</sup> week of the semester at the specified time and place during the scheduled examination period.
  - Graduate final examinations, if conducted, will be held in their regular assigned time and place at their last class meeting during the final week unless instructed otherwise. Whether or not a final exam is a component of the course, all class must meet for the full term.
  - Final examinations for weekend courses will remain in their regular assigned place and will be administered at the regular class time on either May 16 or 17.
  - Additional information will be posted on the [Office of the Registrar](#)'s website.
3. Classes must meet on the days and at the times assigned in the college course schedule. In-person classes and synchronous distance learning sessions must begin promptly at the designated start times and run for the duration of the scheduled meetings.
  - Deviations from this schedule for any reason must receive prior approval from the department chairperson and dean.
  - Repeated delays or finishing class early constitutes a *de facto* deviation from the college course schedule and, therefore, are not permissible without prior approval.
4. All classes must have an established mode of delivery—in-person, online, or hybrid. Any class not delivered in-person must clearly identify the delivery method, such as Brightspace, Zoom video conferencing, Microsoft Teams, and so on. In addition to sharing this information clearly with your students prior to the start of the course, you must ensure your department chair is also informed.
5. The mode of instruction (in-person, hybrid, fully online, etc.) cannot be modified to differ from what is noted in the schedule of classes.
6. Independent library assignments or written assignments are not acceptable substitutes for a class meeting.

## Changing Course Content

To protect the Faculty Council's authority over the curriculum, an individual faculty member may not significantly change the content of a course from the description approved in the *Undergraduate Bulletin* and *Graduate Bulletin* once the course has begun. As indicated in the [Faculty Handbook](#), "A faculty member who wishes to alter course content significantly from the description in the Brooklyn College Bulletin should confer with the department chairperson. It may be necessary to present a curricular proposal to the department for discussion, approval, and referral to Faculty Council for final approval."

## Office Hours

Your office hours (including [Adjunct Paid Office Hours](#)) must be formally established, held at regularly scheduled times, be clearly communicated to students on the course syllabus and elsewhere as appropriate, and occur at a set location corresponding to the delivery mode of the course. The meeting method should be explicitly stated and may be different from how you conduct your classes (e.g., you use Brightspace for your course, but schedule Zoom meetings for your office hours).

"Office hours by appointment" are not an acceptable substitute for regularly scheduled office hours. If you need to cancel office hours due to an emergency, you must inform your students about when your make-up hours will be held.

As noted in the *Faculty Handbook*, Full-time faculty are asked to set aside two or three regular office hours each week throughout the academic year—following the formal scheduling and modality guidelines described above.

Similarly, Graduate Assistants and Graduate Fellows should establish at least one regular office hour each week per class section during the semester—following the same guidelines described above.

## Faculty Absences

Faculty members who wish to miss an in-person class or synchronous online session **for professional purposes**, such as attending professional meetings/conferences, must obtain prior approval from the chairperson. Provisions must be made to have the class taught by another faculty member. Brooklyn College has a tradition of collegiality in which, in most departments, faculty have covered each other's classes on a basis of mutual accommodation. Such reciprocity is encouraged, but it must be cleared with the department chairperson *in advance*.

In cases of **personal emergency or illness**, the chairperson (or a deputy chairperson, if appropriate) must be notified. Faculty members should be given the mobile and/or home telephone numbers of the department chairperson and the deputy chairperson(s) to facilitate prompt reporting of unexpected absences. In cases of anticipated or actual absences of more than five consecutive calendar days (exclusive of Saturdays, Sundays, authorized holidays and recesses) due to illness, faculty must file a Temporary Disability Leave form accompanied by a physician's report.

## Copyright and "Fair Use"

Copyright protections apply to both scholarly and creative works that you create and works that you use. You must comply with copyright law when engaged in teaching, research and other scholarly activities. By default, the copyright holder holds specific rights related to reproduction, distribution, and public

performance or display of their work. When claiming fair use, you must first decide if your use is supported by the [Four Factors](#) that make the case for this exception to following the copyright law.

The Brooklyn College Library offers [guidance](#) about copyright that will help you decide what is a permitted, or fair use. If your use of someone's creative work would not be considered fair use, you must then obtain permission from the copyright holder or otherwise license the use of a work. Again, the Brooklyn College Library offers guidance on [obtaining permission to use copyrighted work](#).

Brooklyn College and CUNY provides access to millions of titles—including licensed electronic academic journals, databases, videos, books and book chapters—that can be integrated into your courses or made available via reserve. [Conformity with copyright restrictions is the responsibility of the instructor](#). If you need help navigating Fair Use and copyright rules, do not hesitate to contact our Library's experts at [copyright@brooklyn.cuny.edu](mailto:copyright@brooklyn.cuny.edu). For assistance with researching library resources to use in your courses, contact [your subject liaison librarian](#).

## **Sexual Misconduct and Non-Discrimination**

Brooklyn College is committed to fostering a safe, equitable and productive learning environment. Students experiencing any form of prohibited discrimination or sexual misconduct, on or off campus, can find information about how to make a report, their rights, confidential resources, supportive measures, and reporting obligations of Brooklyn College employees on the [Office of Diversity and Equity](#) website.

All reports of sexual misconduct or discrimination should be made to Michelle Mendez, Title IX Coordinator (718.951.4128 or [mvargas@brooklyn.cuny.edu](mailto:mvargas@brooklyn.cuny.edu)), and may also be made to Public Safety (719.951.5511), the New York City Police Department (911 or a local NYPD precinct). Complaints involving students may also be made to Melissa Chan, Associate Director of Judicial Affairs, Division of Student Affairs (718.951.5352). Complaints involving employees may also be made to Renita Simmons, Executive Director of Human Resources (718.951.5137). Allegations of discrimination and retaliation can also be reported using the [CUNY Discrimination and Retaliation Reporting Portal](#).

Please refer to the [CUNY Policy on Sexual Misconduct](#) and the [CUNY Policy on Equal Opportunity and Non-Discrimination](#) for more detailed information.

## **Campus and Workplace Violence Policy**

All employees are responsible for helping to create an environment of mutual respect and for assisting in maintaining a safe and secure work environment and will participate in the annual Workplace Violence Prevention Training Program. Individuals who violate this Policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

The full CUNY [Campus and Workplace Violence Policy](#) provides the definition and scope of workplace violence, along with the basic procedural provisions. You may contact [Renita W. Simmons](#), Director of Human Resource Services, if you have questions regarding [campus-specific information \(PDF\)](#).

## **“The Henderson Rules” (Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129-A of the Educational Law)**

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms; the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

The [Rules and Regulations for the Maintenance of Public Order](#) were adopted by the CUNY Board of Trustees on June 23, 1969 and most recently amended on June 25, 1990.

## **State Ethics Policy and CUNY Conflict of Interest Policy**

All state employees, including employees of The City University of New York, are bound by the New York State Public Officers Law and New York State ethics regulations. These laws and regulations address topics such as conflicts of interest, political activity, improper use of state resources, honoraria, compensation for outside activities, financial disclosure requirements and gifts.

Visit the [CUNY Legal Affairs Ethics website](#) for more information and resources.

## **Research Misconduct**

A fundamental purpose of the university is to foster an environment that promotes the responsible conduct of research, discourages research misconduct, and deals promptly with any allegations or evidence of such misconduct. The university policy pertains to and sets out procedures to be followed in connection with allegations of fabrication, falsification and plagiarism in research, as defined by the policy. The policy covers all research conducted by university faculty, staff, and postdoctoral associates, regardless of the academic discipline of the researcher or the sponsorship or source of support for the research.

The full policy relating to the disposition of allegation of misconduct in research is available on the CUNY policy website at [www.cuny.edu/policy](http://www.cuny.edu/policy).

## **Support for Faculty Wellness**

As a reminder, the CUNY Employee Wellness Program is available *free of charge* to all Brooklyn College faculty. The university resources include a range of support (mental health, legal, financial, daily life) and convenient services provided by [CCA@YourService](#) to employees and their families. More information about that program designed to assist and support your ongoing health and well-being may be found on the program's [website](#).

Additionally, the [Personal Counseling Center](#) at Brooklyn College provides services and referrals for faculty, staff, and students.

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Your assistance in this effort to inform our students of key academic information is greatly appreciated.  
Thank you and best wishes for a successful spring semester!

cc: President Michelle J. Anderson  
Provost April Bedford  
Vice President Lillian O'Reilly  
Interim Vice President Yasmin Ali  
Interim Dean James Lynch  
Dean María Scharrón-del Río  
Dean Philip Napoli  
Dean Peter Tolia  
Dean Paula Massood  
Natalie Coombs  
Jessica Gomez  
Jaclyn Helms, Esq.  
Danielle Haynes