Provost's Office for Faculty and Administration

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November 19, 2026

To: Brooklyn College Faculty

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

Re: Spring 2027 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

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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 General Education/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. Course-based guidelines on the use of Generative AI. (*See below for more information and college guidelines for GenAI*)

6. 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*)

7. 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. 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.

8. 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.

9. 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.
    - **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.
    - **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.
    - **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.
    - **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!
10. Reference to the Student Bereavement Policy.
11. Reference to the state law regarding absences due to 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.
12. Your specific class policies about participation 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.
13. 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.
14. Faculty Council's Library Committee urges you to provide a link to the library website on your syllabus so those who are new and returning to campus are aware of the library's services.

Important Dates to Include on the Syllabus

The dates below are for the standard 15-week semester. Contact the Office of the Registrar if your course follows an alternative calendar.

– Thursday, January 28	First day of Spring classes
– Saturday, February 6	No Classes Scheduled (College Open)
– Friday, February 12	College Closed
– Monday, February 15	College Closed
– Wednesday, March 10	No Classes Scheduled (College Open)
– Thursday, March 11	Conversion Day – Classes follow a Wednesday schedule
– Sunday, March 28	No Classes Scheduled (College Open)
– Tuesday, March 30	Conversion Day – Classes follow a Monday schedule
– Monday, April 5	Last day to withdraw from a course with a "W" grade
– Wednesday, April 21 *thru* Thursday, April 29	Spring Recess – No Classes Scheduled (College Open)
– Friday, April 30	Classes Resume
– Thursday, May 20	Last Day of Undergraduate Classes
– Friday, May 21	Final Exams Begin
– Thursday, May 27	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.

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 also indicate this via the online bookstore.** *Every* class requires updated information on our online bookstore website.

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 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. **Do not skip this activity!**

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.

Consideration of Religious Observance

Please bear in mind that some students will not be able to attend classes or take examinations due to religious holidays and related religious observances. 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 an easy-to-navigate Multifaith Calendar on their website, which may be useful when planning your activities. CUNY's full religious accommodation policy and their own holiday calendar is posted on the Diversity, Equity and Inclusion Hub website. These resources should not be taken as exhaustive. Particular students may adhere to other religious traditions or have other religious obligations. 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 below.

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.

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. 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. *See page 11 for more info.*

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 (718.951.5511) 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.

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 student 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.

Guidelines for Generative AI Use at Brooklyn College

Generative Artificial Intelligence (GenAI) has transformative potential for higher education, with opportunities for enhancing teaching, learning, and operational efficiency. However, the use of GenAI must be balanced with the protection of institutional data, intellectual property, and academic integrity.

The Guidelines for Generative AI Use at Brooklyn College establish principles and provide guidance for the responsible use of GenAI at Brooklyn College. These guidelines are subject to periodic change as CUNY-wide technology and academic policies evolve.

Take special note of Section 5 (Academic Integrity and Course Policies). Each instructor may decide what type of AI usage is acceptable on a course-by-course basis. **Faculty must include course-based guidelines on AI usage in all syllabi and communicate any requirements clearly to the students in their classes.**

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 them 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.

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 of 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 is prohibited.

Accessibility of Digital Course Content (ADA Compliance)

In April 2024, the U.S. Department of Justice finalized new Title II regulations under the Americans with Disabilities Act (ADA). These updates mandate that all digital course content—including materials hosted on Brightspace—must be fully accessible. To ensure Brooklyn College is in compliance with these federal standards, **prioritize your efforts on these core components**: syllabus, announcements, assignment instructions, slides, and worksheets, as well as all required readings and videos.

CUNY provides online resources to assist you in making your course materials accessible on their Making Content Accessible page. You may also download a PDF version of their "Digital Accessibility in Practice" booklet. The staff at the AIT Faculty Training and Development Lab can provide you with resources to assist with your Brightspace course materials and, as always, help you get started in-person.

Learning Management System (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 20205, 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.

Other Important Considerations

- **Grades:** The deadline to submit Final Grades for the Spring semester is **Tuesday, June 1, 2027**.
- **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 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.

  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 2027 Verification of Enrollment (VOE) Dates
  - Thursday, February 4 VOE Rosters Available
  - Wednesday, February 17 VOE Rosters Due

  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.

  CUNY is considered a "non-attendance-taking institution" because there is no University-wide requirement to track daily student attendance and collect attendance records, and federal financial aid rules do not require it. Attendance records are different than the VOE reporting requirement described above. Faculty may still take attendance for instructional, pedagogical, classroom management, grading, or other course-related purposes. See the Attendance at CUNY FAQ for more info.

- **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) 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.

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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 and guidance are found on the college's Policies webpage, including the Guidelines for Generative AI Use at Brooklyn College.

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 exams and the last class / final exams for Graduate courses must be held at time and place specified by the Registrar.
    - 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 constitute 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.

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.

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."

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.

Brooklyn College and CUNY provide 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. 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. Someone 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 Danielle Haynes, Chief Diversity Officer (718.951.4128 or danielle.haynes@brooklyn.cuny.edu) or Michelle Mendez, Title IX Coordinator (718.951.4128 or 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 be made to Melissa Chan, Associate Director of Judicial Affairs, Division of Student Affairs (718.951.5352). Complaints involving employees may be made to Human Resource Services (718.951.5137). Allegations can also be reported using the incident reporting form on the CUNY Discrimination, Harassment, and Retaliation Homepage.

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. 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 Human Resource Services (718.951.5137) if you have questions regarding campus-specific information and procedures.

Mandatory Annual Compliance Training

All employees—*including* adjunct faculty and graduate assistants—are responsible for completing the Employee Sexual Misconduct Prevention and Response Course (ESPARC), the Workplace Violence Prevention (WVP) training course, and the Cybersecurity Awareness Training course each year. The trainings are available on Brightspace and should be completed by the end of the Fall Semester, but no later than the end of each academic year.

All employees are also responsible for completing annual Ethics Training to fulfill the requirements of the NYS Commission on Ethics and Lobbying in Government (COELIG). Information about the live comprehensive training and the refresher training may be found on this BC Knowledge page—including training directly with the state and periodically at different venues within CUNY.

In addition, all full-time faculty must complete the Understanding Title VI training at least once each year, and all employees who supervise someone must complete the Gender-based Violence Training (GBVT) course annually. These are also available on Brightspace.

Visit the Mandatory Employee Compliance Trainings page on BC Knowledge for details and in-person options to fulfill certain training requirements.

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.

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.

"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.

Principles of Academic Freedom

Brooklyn College is deeply committed to the First Amendment and the principles of academic freedom in order to ensure a welcoming, safe, and inclusive educational environment that supports academic and social activities at the college.

As noted in the CUNY Manual of General Policy, Section 1.02 "Academic Freedom," the Committee on Personnel Matters approved the 1940 Statement of Principles of the American Association of University Professors (AAUP) as related to academic freedom. This policy statement concludes, "The City University of New York should remain a forum for the advocacy of all ideas protected by the First Amendment to the Constitution and the principles of academic freedom."

Doxxing Resource Guide

Doxxing is the action or process of collecting and disseminating someone's personal information in order to shame, embarrass, expose or intimidate them. This information can come from private sources but is often obtained from public records. The term derives from the phrase "dropping dox (documents)" and describes a tactic that has evolved into a form of online harassment that can escalate into stalking or other criminal conduct.

CUNY has developed a Doxing Resource Guide with helpful information about dealing with this form of harassment, including suggestions about what to do if you have been doxxed and measures you can take to reduce your chances of being doxxed. The Brooklyn College Library has also put together a set of resources for Doxxing and Personal Data Safety.

Human Resource Services and the Office of Diversity and Equity are additional sources for assistance. If you believe you are targeted by an explicit threat of physical violence or if you believe you may be in imminent danger of violence, call 911 or the campus Public Safety (719.951.5511).

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 can provide referrals for faculty and staff.

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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!

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