

BUFFALO STATE COLLEGE

HANDBOOK FOR

FACULTY AND LIBRARIANS

August 2006

Dear Colleagues:

The *Buffalo State Handbook for Faculty and Librarians (Handbook)* is an up-to-date guide on procedures, rules, regulations, governance, services, and benefit guidance. This publication, together with the *SUNY Policies of the Board of Trustees (Policies)* and the *Agreement Between the State of New York and United University Professions (Agreement)*, will give you a grasp of how the place works. That is what these publications are designed to do.

(A separate, slimmer, publication is being created to provide guidance to adjunct faculty, and, appropriately will be titled, *Adjunct Faculty Guidebook*.)

An orientation for new full-time faculty amplifies and augments the *Handbook*. Department chairs, deans, or your director can clarify points about which you may be uncertain.

Things change, of course, and such changes and updates are published in the *Bulletin*, the weekly electronic publication that informs the Buffalo State community.

Dr. Janet Ramsey, associate vice president for undergraduate education and dean of University College, and Mrs. Patricia Alessandra, senior staff associate, update new editions annually, and this 2006 edition includes the past year's organizational changes. We are grateful to them for their lucid guide through the complications of our system.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dennis Ponton', with a long horizontal flourish extending to the right.

Dennis Ponton, Ph.D.

Provost and Vice President for Academic and Student Affairs

INTRODUCTION

This handbook provides basic information on offices, policies, and procedures that will assist you as a faculty member or librarian at Buffalo State. Entries are intended to be brief where possible, more expansive when necessary, and to provide you with resources for additional information, such as Web addresses. New and updated policies and procedures are announced in the weekly posting of the *Bulletin* at <http://bscintra.buffalostate.edu/bulletin>, where you also may access *Bulletin* archives. Please refer as well to the *Directory of Policy Statements (DOPS)*, available in the deans' offices, for college policies and procedures. Sources of the most recently published policies and procedures are noted in the text of this handbook.

The *Handbook* is available on the Academic Affairs Web site, www.buffalostate.edu/academicaffairs.

To submit suggestions for future editions of the handbook, please contact the Academic and Student Affairs Office, Cleveland Hall 519, 878-5901, or e-mail Patricia Alessandra at chambepa@buffalostate.edu.

Large-print copies and sans serif-font copies for text readers are available.

Contact the Academic and Student Affairs Office, 878-5901.