



NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

School of Health Sciences and Practice

SCHOOL OF HEALTH SCIENCES AND PRACTICE

FACULTY HANDBOOK

Please Note:

All faculty in the School of Health Sciences and Practice are subject to the policies/procedures set forth in this handbook. If the handbook is revised, faculty are subject to the updated handbook policies/procedures. If any information in this handbook is inconsistent with college policy, the policy of the College prevails. New York Medical College reserves the right to change policies and procedures at any time and without prior notice. Errors and omissions in published documents (written or electronic) may be corrected at any time. This handbook is provided for informational purposes only and is not a contract.

See NYMC website or the Touro One portal for the most updated list of policies and procedures.

Handbook Updated October 2023

Statement of Academic Freedom

Cognizant of its responsibility as an institution of higher learning, the university encourages its faculty and students to pursue the search for knowledge in academic freedom. A commitment to academic freedom that preserves the rights of individuals recognizes the university's public trust and is respectful and sensitive to all faiths but is in keeping with Jewish tradition, is a core value of New York Medical College. The university strives to create an atmosphere in which knowledge is valued both for itself and for how it will improve human life. Those who conduct research or who teach may, in their search for truth within their specific disciplines, reach whatever conclusions are presented by evidence and analysis. The academic community is encouraged to teach and to publish the results of scholarly research. The individual's rights, the public trust, respect and sensitivity to all faiths, and adherence to Jewish tradition are respected.

The College

STATEMENT OF MISSION AND VISION

New York Medical College (NYMC), a member of Touro University, is a health sciences College whose purpose is to educate clinical and public health professionals as well as researchers, to conduct biomedical and population-based research. Through its faculty and affiliated partners, the College engenders a diverse and inclusive community that promotes an atmosphere of excellence, scholarship and professionalism.

NYMC will promote health science education and research; preparing and empowering the next generation of researchers and health care leaders to advance human health and well-being.

A BRIEF HISTORY OF THE COLLEGE

NYMC was founded in 1860 in New York City by a group of visionary civic leaders who believed that medicine should be practiced with more sensitivity to the needs of patients. They were led by William Cullen Bryant, the noted poet and editor. Bryant, the son of a physician, was particularly concerned about the condition of hospitals and medical education. The city during those pre-Civil War days was plagued by garbage-laden streets, a constant threat of epidemics, and a lack of running water. Bryant especially disliked current medical practices such as bleedings, purges, and the administering of unpalatable drugs in enormous doses. He was zealously devoted to a branch of medicine known as homeopathy, which, among its tenets, advocated moderation in medicinal dosage, exercise, a good diet, fresh air, and rest. Through Bryant's efforts, the New York Homeopathic Medical College opened its doors in 1860 on the corner of 20th Street and Third Avenue. At the College's first session, there were 59 students and 8 faculty members. Bryant served as the medical school's first president and was president of the Board of Trustees for 10 years.

University Governance and Administration

See NYMC website for current listing

School of Health Sciences and Practice Administration

Robert W. Amler, M.D., M.B.A.

Dean

Ben F Johnson, Ed.D.

Vice Dean

Michelle Novotny

*Senior Associate Dean for Admissions
and Administration*

Amy Ansehl, D.N.P., F.N.P.B.C

Associate Dean for Student Experience

Denton Brosius, Ph.D.

Associate Dean for E-Learning

Nick Sekkas

Director of Enrollment Management

Josephine Ragaini

*Assistant Dean for Financial
Planning and Analysis*

Stefania Bonanni

*Director of Operational Support
and Designated School Official (SEVP)*

Department of Public Health

Ken Knapp, Ph.D

Interim Department Chair

Department of Rehabilitation Sciences

Sambit Mohapatra, Ph.D., PT

Department Chair

Division of Physical Therapy

Janet Dolot, DPT, DrPH

Division Chief

Division of Speech-Language Pathology

Vikas Grover, Ph.D., CCC-SLP

Division Chief

Institute for Public Health

Center for Children's Environmental Health

Allen J. Dozor, M.D.

Center Director

Center on Disability and Health

Susan W. Fox, Ph.D.

Center Director

Center for Disaster Medicine

David Markenson, MD

Center Director

Center for Long Term Care

Kenneth A. Knapp, Ph.D.

Center Director

About SHSP

The School of Health Sciences and Practice is a founding member of the Association of Schools and Programs of Public Health (ASPPH).

The New York Medical College School of Health Sciences and Practice is located just 15 miles north of the New York City limits, in suburban Westchester, we offer exceptional opportunities to upward-mobile professionals from varied backgrounds. More than 3 million people live in our primary catchment area, which includes the scenic Hudson River valley and parts of Connecticut and encompasses a variety of community settings – urban, suburban, and rural.

Most of our faculty are actively involved with local health departments, health systems, and other agencies. The region has a rich history and highly developed network of social services, advocacy for children and the elderly, disability services, and vocational rehabilitation.

Our **public health programs** are accredited by the Council on Education for Public Health (CEPH), and feature online and late afternoon and evening on-campus classes to match the busy schedules of working professionals.

Our full-time weekday professional programs, in **physical therapy** and **speech-language pathology**, add a community-oriented perspective that does not occur in most other teaching settings. Service-based learning activities integrate health sciences and public health practice with the clinical arts.

Founded in 1860, New York Medical College is one of the nation's largest private health sciences universities. It has a strong history of involvement in the social and environmental determinants of health and disease, and special concern for the poor, the powerless, and the helpless.

Accreditation

New York Medical College is chartered by the Regents of the State of New York, and all of its degree programs are authorized by the New York State Department of Education.



The College is accredited by the Middle States Commission on Higher Education (MSCHE).

Specialty accreditations for programs in the School of Health Sciences and Practice have been granted by:



[Council on Education for Public Health \(CEPH\)](#)



[Council on Academic Accreditation in Speech-Language Pathology and Audiology \(CAA\)](#)



[Commission on Accreditation in Physical Therapy Education \(CAPTE\)](#)

Comments regarding programs in the School of Health Sciences and Practice may be made directly to the appropriate accrediting body.

A copy of the self-study may be obtained by request to the Dean's Office of the School of Health Sciences and Practice.

Mission & History

Mission

We prepare tomorrow's leaders to preserve, protect, and improve the health of individuals, families and communities through education, investigation, practice and service.

History

The School of Health Sciences and Practice—which opened its doors in 1981 as the Graduate School of Health Sciences—embraces the founding principles of New York Medical College (NYMC) and shares pride in its past.

Founded in 1860 by poet William Cullen Bryant, NYMC has a long history of academic excellence and public service as well as an unwavering commitment to inclusion and diversity. While much has changed at the College since the early days, NYMC's tradition of progress and service has remained steadfast. The

School of Health Sciences and Practice embraces these tenets and has enjoyed remarkable growth and development since its inception.

Guiding Values

At NYMC, we believe success in fulfilling our mission begins with the commitment we have to our values. These guiding values consist of:

Excellence

We believe in holding ourselves to high professional and academic standards. We are therefore committed to pursuing ambitious goals and quality assurance in our intellectual, educational and programmatic endeavors. We strive not to rest on our accomplishments, but rather to build on them to set new standards in our fields.

Human Dignity

We believe that before health professionals see patients, they must first see their patients, and themselves, as people. This commitment to acknowledging and appreciating the entirety of a person will lead our students to develop professional and personal integrity.

Intellectual Curiosity

We believe in the importance of a life-long commitment to intellectual curiosity that encourages individuals to not only seek to push beyond boundaries of research but also to question commonly-held assumptions. By providing an atmosphere where students and faculty are encouraged to seek out, master and respond, to the latest advances in their fields of study, we can further health sciences research and patient care.

Service

We believe that health care education and research should not be pursued solely for the sake of intellectual edification. Rather, we are committed to the belief that health care education should be used to improve the lives of patients and benefit the communities we serve.

Diversity and Inclusion

We believe that the rich diversity of our student body and faculty is important to our mission of educating outstanding well-rounded health care professionals for the multicultural world of the 21st century. Our commitment to diversity and inclusion encompasses our accommodation for Jewish observance and culture, as we recognize the benefit of providing Jewish students the ability to become health care leaders in an environment where they do not have to choose between professional and personal values and obligations. This commitment to diversity and inclusion extends to all members of the greater NYMC community on and off campus.

Integrity

We believe that acting on our values in pursuit of our mission will keep us both true to our mission and to our values. We strive not only for a culture that complies with our norms and policies. We strive to embed a culture of integrity into everything we do.

Robert W. Amler, M.D., M.B.A., Dean, School of Health Sciences and Practice; and Vice President for Government Affairs



Dr. Amler was appointed by New York’s governor in 2006 to chair the regional advisory council for the Berger Commission on hospital and long-term care utilization. He helped secure independent access for physical therapists in New York and has consulted for academic medical centers on clinical research support, graduate medical education, regional service integration, and disaster preparedness.

Dr. Amler previously was Regional Health Administrator, US Dept of Health and Human Services, where he secured supplemental SCHIP funding for Medicaid programs. He oversaw hospital emergency preparedness and directed federal medical emergency assets during heightened external threats to the region. As chief medical officer at the Centers for Disease Control (CDC)’s Agency for Toxic Substances and Disease Registry (ATSDR), he coordinated medical monitoring for anthrax response teams, launched a nationwide program

to protect children from chemical hazards, established standardized environmental medicine biomarkers, and created a nationwide clinical network (Pediatric Environmental Health Specialty Units, PEHSU) that has since expanded to several other countries. He led CDC’s development of the evidence-based risk models for Health Risk Appraisal (HRA) that underlie standards used today by government, military, and industry. At NYMC, he secured funding to repurpose the Dana Road and Skyline facilities, oversaw growth of the physical therapy and speech-language pathology programs, and launched the Institute of Public Health which includes the Public Health Practice Council and centers of excellence in Disability and Health, Disaster Medicine, Environmental Health, and Long-Term Care.

A practicing physician, Dr. Amler is a graduate of Dartmouth College, New York University, UMDNJ Robert Wood Johnson Medical School, and the CDC’s Epidemic Intelligence Service, with residencies at Bellevue and at St. Lukes–Roosevelt. He is a Board member of the Westchester County Association, and Hudson Valley Economic Development Corporation; Fellow and former Chapter President of the American Academy of Pediatrics and Fellow of the American College of Preventive Medicine, and New York Academy of Medicine. He was his medical school’s Distinguished Alumnus of the Year in 2005 and Keynote Lecturer in 2011. A co-founder of BioInc, the biotech incubator at NYMC, he received the Doctor of Distinction Award for Medical Entrepreneurship from the Westchester Business Journal and Medical Society, the Outstanding Service Award from the American Academy of Pediatrics, and in 2015 was named to City & State’s “Responsible 100: New York’s Most Outstanding Corporate Citizens.”

SHSP Academics

See NYMC website for current list

SHSP Faculty

See NYMC website for current list

SHSP Contacts

School Address:

School of Health Sciences and Practice
Office of Admissions
School of Health Sciences and Practice Building, Room 316
Valhalla, NY 10595
914-594-4510

Email:

General questions: shsp@nymc.edu
Admission questions: shsp_admissions@nymc.edu

Directory of Offices

Office of the Dean

(914) 594-4531

SHSP Office of Admissions

(914) 594-4510

Center on Disabilities and Human Development

Cedarwood Hall
(914) 493-8204

Physical Therapy Department

(914) 594-4917

Public Health Department

(914) 594-2045

Speech-Language Pathology Department

(914) 594-4239

By-Laws of the School of Health Sciences and Practice

Approved - July 12, 2021

I. Mission Statement

A. School of Health Sciences and Practice (the “School”)

We prepare tomorrow’s leaders to preserve, protect, and improve the health of individuals, families and communities through education, investigation, practice and service.

B. New York Medical College (“NYMC”)

New York Medical College is a health sciences college whose purpose is to educate physicians, scientists, public health specialists, and other healthcare professionals, and to conduct biomedical and population-based research. Through its faculty and affiliated clinical partners, the College provides service to its community in an atmosphere of excellence, scholarship and professionalism. New York Medical College believes that the diversity of its student body and faculty is important to its mission of educating outstanding health care professionals for the multicultural world of the 21st century.

II. Faculty of the School

A. Membership

Membership of the School’s faculty shall consist of those persons who are engaged in instruction and research, are recommended to the Dean by majority vote of the School's Committee on Appointments and Promotions, and are appointed pursuant to the authority of the NYMC Board of Trustees. Faculty shall be awarded rank in accordance with the School Bylaws and resolutions of the Trustees. Voting membership on the School’s faculty shall be awarded to all full-time faculty in good standing and to members of the School's administration who hold a faculty appointment.

B. Responsibilities

Voting faculty of the School, subject to the reserved power of the Board of Trustees of NYMC, shall have the responsibility to:

1. Recommend to the Dean educational requirements for admission, programs of study, and conditions for graduation, and recommend for conferral of degree to students who have fulfilled these conditions.
2. Make recommendations for governance of the School as shall not contravene the Certificate of Incorporation, Bylaws, or amendments thereto, or any

resolution of the Board of Trustees of NYMC.

3. Serve in a representative capacity on one or more standing committees of the School.

C. Procedures

The School faculty shall meet at least twice each year. The Dean of the School or the Dean's appointed replacement shall preside during meetings of the faculty and Robert's Rules of Order shall be observed. The agenda for the meeting shall be set by the Dean of the School and shall be circulated to all faculty members in advance of the meeting.

III. Department Chairs

A. Procedures

Department Chairs shall be appointed by the Dean upon recommendation of a faculty search committee and shall be subject to approval by the Board of Trustees of NYMC. Chairs shall serve a specific term to be determined at the time of appointment.

B. Qualifications

A Department Chair is a recognized health professional with a terminal degree and a record of significant accomplishments in one or more areas within the broad field of health science, policy, service, research, or practice. Evidence of such accomplishment includes, but is not limited to, research, clinical, or academic expertise in an applied discipline of public health or the health sciences, health policy-making experience at the local, state, or federal level of government, or senior managerial experience in public health or in a healthcare organization or group.

C. Duties

Department Chairs shall provide administrative leadership for their departments, ensure that department resources are deployed as efficiently and effectively as possible to meet the needs of students and faculty, further the professional development of faculty and the academic quality of the School, make recommendations to the Dean for appropriate appointments and promotions, represent the School in official matters pertaining to their areas of expertise, and develop and maintain community relationships.

To this end, the Department Chairs shall:

1. Develop, review, and revise a curriculum appropriate to the educational and professional needs of their students in the Department's discipline(s).
2. Teach in their area(s) of expertise.

3. Recruit faculty to teach courses and otherwise provide instruction subject to the authorization of the Dean and the Board of Trustees.
4. Evaluate faculty performance on an annual basis.
5. Participate in student recruitment, and the development of student admissions standards, recruitment materials, and procedures.
6. Participate in the development of student support services and provide academic and career advisement to students.
7. Participate in the School's policy-making and governance process.
8. Convene meetings of their department faculty at least twice per year and maintain minutes of such meetings.
9. Review and approve all departmental expenses against current budget.

IV. Institute of Public Health

A. Centers of Excellence

The Institute of Public Health houses the School's Centers of Excellence – at the time of this writing, Center for Disaster Medicine, Center on Disability and Health, Center for Children's Environmental Health, Center for Medical Outcomes Research and Center for Long Term Care Research and Policy. These centers focus on high-priority topics of concern to communities and the Nation at large. They draw upon the expertise in our academic departments and other resources outside as well as inside NYMC.

A new Center may be proposed by faculty members and is subject to approval by the Academic Policy Committee, the Dean, and the Board of Trustees. A Center may be closed by recommendation of the Dean and majority vote of the Academic Policy Committee and Board of Trustees. Institutes and Centers shall be approved and at all times operate and comply with the requirements of the *Policy on Institutes and Centers* of the NYMC Board of Trustees, and as such policy may be amended.

B. Center Directors

1. Appointment

Center Directors shall be appointed by the Dean and shall be subject to approval by the NYMC Board of Trustees.

2. Qualifications

A Center Director is a recognized health professional with a terminal degree and a record of significant accomplishments in one or more areas within the broad field of health science, policy, service, research, or practice. Evidence of such accomplishment specifically includes, but is not limited to, a history of successful funding from government and/or non-governmental agencies in support of research, training, and/or applied public health or health sciences.

3. Duties

Center Directors shall provide administrative leadership for their centers, ensure that center resources are deployed as efficiently and effectively as possible to meet the mission of the center, further the professional development of center fellows and the academic quality of the School, make recommendations to the Dean for appropriate appointments and promotions, develop and maintain community relations relevant to the mission of the center, and represent the School on matters pertaining to their expertise.

To this end, the Center Directors shall:

1. Develop, review, and revise the center mission and ensure its consistency with the missions of NYMC and the School.
2. Obtain funding to support center activities.
3. Manage center activities.
4. Recruit center faculty and staff to fulfill the mission of the center subject to the authorization of the Dean.
5. Evaluate center fellows and staff performance.
6. Participate in the School's policy-making and governance process.

V. Standing Committees

Academic Policy Committee

A. Membership

The Academic Policy Committee shall consist of the Dean, Vice Dean, Associate Dean for Student Experience, Associate Dean for eLearning, Department Chairs, Center Directors, three members from the full-time faculty and two members from the part-time faculty. Representatives of the full-time faculty shall be selected by a majority vote of the School's full-time faculty (excluding Chairs and Center Directors). Representatives of the adjunct faculty shall be selected by a majority vote of the School's full-time and adjunct faculty. Full-time and adjunct faculty shall serve a term of two years, shall serve no more than two consecutive terms, and shall not be from the same department.

The Associate Dean for Enrollment Management and NYMC Registrar shall serve as non-voting members.

B. Responsibilities

The Committee shall meet at least two times each year to consider issues of major importance to the School, including, but not limited to, review of existing and proposal of new academic policies, curriculum development, evaluation and outcomes assessment, and recommendation of standards for student admission and graduation. Department chairs shall communicate actions of the committee back to their respective faculties. The Dean shall establish the agenda for meetings of the Academic Policy Committee. The Vice Dean shall assume this role in the Dean's absence. Minutes of all meetings shall be maintained and distributed to the members.

Committee on Appointments and Promotions

A. Membership

The Committee on Appointments and Promotions shall consist of the School's Department Chairs and two representatives of the full-time faculty who hold the rank of Associate or Full Professor. The Dean shall appoint the committee chair. The two faculty representatives shall be appointed by the Dean. The faculty members shall serve a term of two years, shall serve no more than two consecutive terms, and shall not be from the same department.

B. Responsibilities

The Committee on Appointments and Promotions shall meet at least once each semester to review faculty candidates for appointment, reappointment, and/or promotion. Based on this review, the Committee shall recommend to the Dean all faculty appointments, reappointments, and promotions. Minutes of all meetings shall be maintained and distributed to the members.

Curriculum Committee

A. Membership

The Curriculum Committee shall consist of one faculty representative from each of the academic programs within the School and three student representatives, one of whom shall be a distance learning student. The Dean shall appoint the committee chair. Faculty representatives shall be appointed by the Dean. The faculty members shall serve a term of two years, shall serve no more than two consecutive terms, and shall not be from the same program. Members of the committee will recommend student members who will be appointed by the committee Chair.

B. Responsibilities

The Committee shall meet at least four times each year to review the curricula and teaching programs in the School. It shall recommend to the Academic Policy Committee any changes to the curriculum, including new courses and degree and certificate requirements, and shall oversee an ongoing program of curriculum evaluation and assessment. Minutes of all meetings shall be maintained and distributed to the members.

Research Committee

A. Membership

The Research Committee shall consist of faculty members from each of the academic programs. The Dean shall appoint the committee chair. Faculty representatives shall be appointed by the Dean. The faculty members shall serve a term of two years, shall serve no more than two consecutive terms, and shall not be from the same department.

B. Responsibilities

The Committee shall meet at least four times each year. It shall facilitate collaboration among faculty in developing funded research projects that meet the highest standards of scientific rigor and ethical adherence, provide a forum for issues relating to building research capacity within the School, make recommendations to the Academic Policy Committee regarding overall research strategy, and advise the Dean regarding resource requirements. Minutes of the meetings shall be maintained and distributed to the members.

Student Affairs Committee

A. Membership

The Student Affairs Committee shall consist of one faculty representative from each academic department, one student representative from each academic program, and the Associate Dean for Student Experience. The Dean shall appoint the committee chair. Faculty representatives shall be appointed by the Dean. The faculty members shall serve a term of two years, shall serve no more than two consecutive terms, and shall not be from the same department. Department Chairs shall recommend student members who will be appointed by the Committee Chair. Students may serve up to two terms.

B. Responsibilities

The Committee shall meet at least three times each year to review policies and procedures relating to the student experience, the honor code, student advisement and career placement, and any other issue of importance to the School and its students. It shall recommend to the appropriate committee new

or modified policies and procedures relating to student affairs and shall advise the Dean on matters of concern to students. Minutes of all meeting shall be maintained and distributed to the members.

VI. Administration of the School

The School shall be administered by a Dean appointed by the Board of Trustees upon recommendation of the Chancellor/CEO. Subject to the direction and authorization of the Chancellor/CEO and the President, the Dean shall serve as the chief academic and administrative officer of the School and shall execute the following responsibilities:

1. Direct the School's academic, financial, personnel (including personnel actions), and administrative affairs.
2. Represent the interests of the faculty and present views and recommendations to the Chancellor/CEO, President, Trustees, and to appropriate bodies deliberating on matters of concern to the School.
3. Serve as the School's principal representative to other institutional units, outside agencies and oversight bodies, students, and the public.
4. Prepare annual reports on the work and progress of the School.
5. Call and preside over meetings of the Academic Policy Committee and of the School's Faculty.
6. Pursuant to these Bylaws, recommend to the Chancellor/CEO, President and Trustees all faculty appointments and promotions.
7. Pursuant to these Bylaws, recommend for degrees students who have fulfilled conditions for graduation.
8. Recommend the appointment, reappointment, or non-appointment of Chairs, Center Directors, Program Directors, and other administrative and academic positions (full-time and part-time) in the School.
9. Set a general policy within the School concerning the application for and acceptance of research grants and consulting contracts that conform to overall NYMC policy.
10. Establish committees, task forces, working groups, and make other assignments as needed to better the administration of the School's affairs.

VII. Categories of Faculty Appointment

Full-time faculty appointed to one of the professorial ranks noted below will select, in coordination with their department chair, to be classified under one of two tracks: 1) Research-Focused or 2) Teaching-Focused. If research-focused then the faculty member is expected to produce research, publish findings and seek external funding (30-40% effort) in accordance with their expertise with a lighter annual teaching load (50-60% effort). If teaching-

focused then the faculty member has a lesser expectation in the area of research (10-15% effort) and a heavier annual teaching load (85-90% effort). The faculty member and department chair will agree on the track prior to the beginning of each academic year. The faculty member is annually evaluated based on the track selected (*see Appendix A for more information*).

A. Full-Time and Regular Part-Time Faculty

Full-time and part-time faculties hold academic appointments and receive salary and benefits consistent with regular employment status at New York Medical College or at the Westchester Institute for Human Development.

Ranks are reserved for full-time or part-time faculty, Department Chairs, and other professionals who hold a primary academic appointment in the School. Faculty who hold an appointment in one of the Centers in the School will have the title modifier, Institute of Public Health.

1. Professor (of Department) is a faculty rank reserved for an acknowledged expert in an academic discipline of public health or the health sciences who holds a doctorate or equivalent degree, and who has compiled a distinguished record of accomplishment with widely acknowledged professional recognition as a teacher, practitioner and researcher.
2. Associate Professor (of Department) is a faculty rank reserved for a specialist in an academic discipline of public health or the health sciences who holds a doctorate or equivalent degree*, and whose past and current accomplishments as a teacher, practitioner and/or researcher indicate an established record of contributions to the specialty and significant potential to achieve widely acknowledged professional distinction.
3. Assistant Professor (of Department) is a faculty rank reserved for a specialist in an academic discipline of public health or the health sciences who holds a doctorate or equivalent degree*, and whose promise as a teacher, practitioner and/or researcher indicate significant commitment, ability and potential to establish a record of contribution to the specialty.
4. Instructor is an entry-level faculty rank reserved for a specialist in an academic or applied discipline of public health or the health sciences who holds a graduate degree and shows promise as a teacher, practitioner and/or researcher in the specialty.
5. Distinguished Professor is an uncommon and distinctive faculty rank reserved for a full-time Professor in the School who is exceptionally distinguished by virtue of having achieved national or international renown, and whose accomplishments and contributions to public health or the health sciences, or both, have received widespread citation, recognition, external awards, and acclaim.

** A Master's Degree in Speech-Language Pathology is considered a terminal/qualifying degree in that field*

B. Clinical Public Health (or) Health Science

Clinical Public Health [in public health departments] or Clinical Health Science [in clinical departments] ranks are reserved for faculty in the School of Medicine and the Graduate School of Basic Medical Sciences at NYMC who teach, conduct research, support student activities, or perform community outreach projects in the School. The rank of such faculty members in the School corresponds directly to their rank in the other schools, as follows:

1. Professor of Clinical Public Health (or) Health Science
2. Associate Professor of Clinical Public Health (or) Health Science
3. Assistant Professor of Clinical Public Health (or) Health Science
4. Instructor of Clinical Public Health (or) Health Science

C. Retired or Adjunct faculty

Ranks are reserved for retired or adjunct faculty:

1. Emeritus is a rank reserved for a faculty member in good standing who has retired with a professorial rank and has served as a full-time faculty member in the School for at least ten years.
2. Distinguished Visiting Professor is an adjunct faculty rank reserved for a practitioner or academician with advanced or unique responsibilities or accomplishments in the field of public health or the health sciences.
3. Adjunct Professor (of Department) is an adjunct faculty rank reserved for an acknowledged expert in an academic discipline of public health or the health sciences who has compiled a distinguished record of accomplishment and recognition as a teacher, practitioner and researcher.
4. Adjunct Associate Professor (of Department) is an adjunct faculty rank reserved for an acknowledged expert in an academic or applied discipline of public health or the health sciences.
5. Adjunct Assistant Professor (of Department) is an adjunct faculty rank reserved for a specialist in an academic or applied discipline of public health or the health sciences.
6. Clinical Instructor is an adjunct faculty rank reserved for a practitioner or academician in a field of public health or the health sciences who provides clinical mentorship and training to students.
7. Public Health Practicum Preceptor is reserved for a practitioner or academician in a field of public health or the health sciences who provides mentorship and practicum experience and training to students.

D. Center fellows

Centers within the Institute of Public Health in The School of Health Sciences and Practice may engage personnel who do not hold full-time academic positions or receive salary and benefits consistent with regular employment status at New York Medical College or at the Westchester Institute for Human Development.

Ranks reserved for Center fellows:

1. Distinguished Fellow is an appointment reserved for individuals of national or international renown, whose accomplishments and contributions have received widespread recognition and acclaim.
2. Senior Fellow is an appointment reserved for unusually accomplished practitioners or academicians.
3. Fellow is an appointment reserved for acknowledged experts in an academic or applied discipline.

VIII. Faculty Appointments

A. Full-time and Part-time faculty

Full-time and part-time faculty shall be appointed by the Dean upon recommendation of the Department Chair and the Committee on Appointments and Promotion and shall be subject to approval by the Board of Trustees of NYMC. Faculty members are appointed to specified terms that may be renewed.

B. Adjunct faculty

Adjunct faculty members shall be appointed by the Dean upon recommendation of the Department Chair and the Committee on Appointments and Promotion and shall be subject to approval by the Board of Trustees of NYMC. Faculty members are appointed to specified terms that may be renewed.

C. Center Fellows

Center fellows shall be appointed by the Dean upon recommendation of the Center Director and shall be subject to approval by the Board of Trustees. Center fellows are appointed to specified terms that may be renewed.

IX. Criteria and Procedures for Evaluating Faculty Performance

The School shall maintain, annually review, and distribute to faculty the criteria and procedures for evaluating faculty performance. Department Chairs have the responsibility for conducting the annual review to be completed by the last business day in February. Faculty members are responsible for providing documentation of performance for the calendar year just completed by the last business day of the first full week in January. All faculty annual reviews must be approved by the SHSP Dean's Office before being shared with the faculty member.

X. Faculty Grievance

Faculty grievances shall be reviewed in accordance with the policies and procedures of the School of Health Sciences and Practice.

XI. Academic Freedom

The School shall adhere to the principle of academic freedom for all members of the faculty. Principles of academic freedom shall be executed in accordance with the [NYMC Statement of Academic Freedom](#).

XII. SHSP participation in NYMC faculty senate

Voting members of the faculty shall elect Senators to participate in the New York Medical College Faculty Senate. Senators shall be elected for two-year terms. Each department faculty shall have a minimum of one elected Senator even though a department may have fewer than seven eligible voters (as defined in Section V of the NYMC Faculty Constitution and Bylaws).

Each department with eight to 14 eligible voters shall elect one additional, at-large Senator. Each department with 15 to 21 eligible voters shall elect two additional, at-large Senators, and so forth.

Senators elected by the SHSP faculty shall elect a representative from among their number to serve on the Executive Committee of the NYMC Faculty Senate. This individual shall serve on the Executive Committee for the duration of his or her term.

XIII. Amendments

The Dean may initiate amendments to these Bylaws at any time. The voting faculty may initiate amendments upon the vote of two-thirds of the voting members of the School faculty at a duly constituted meeting. All proposed amendments to these Bylaws shall become effective if and when they are approved by the Board of Trustees of NYMC

XIV. Effective Date

These Bylaws shall be effective as of July 21, 2021

SHSP Faculty Promotion and Annual Evaluation Process and Procedures

Unless otherwise formally agreed to in writing with signatures between the Dean (or designee) of the School of Health Sciences and Practice and the respective faculty member, any faculty member wishing to apply for promotion to the next highest rank to which they may advance based upon the faculty category and rank in which they are currently assigned must:

- Prepare a detailed electronic dossier (PDF format) noting their qualifications and accomplishments since last promoted for advancement. The dossier will include at the minimum:
 - A detailed justification to support the promotion highlighting the faculty member's qualifications and accomplishments. Should include detailed descriptions/explanations of accomplishments in teaching/instruction/advising, research and scholarship, and/or service.
 - An up-to-date curriculum vitae.
 - Copies of all annual performance evaluations provided by the Chair of the respective department (since the last promotion if this applies).
 - Copies of syllabi from all courses taught since the last promotion.
 - Copies of student evaluations of teaching for all courses taught with summary page denoting overall quantitative averages of teaching effectiveness
 - Copies of peer-reviews of teaching effectiveness since the last promotion
 - Copies of research/scholarly products such as journal articles, grant applications, book chapters, conference proceedings/abstracts, etc.
 - Listing of all service-related activities in which the faculty member has engaged (since last promoted) with a brief description of what those activities entailed.
 - Letters from external peers at the same rank or higher at comparable academic institutions. In rare cases, external peers who are not associated with an institution of higher education may be allowed to serve as reviewers pending approval of the Dean or designee. The candidate for promotion shall provide a list of eight or more names of suggested peers to provide these external reviews. The candidate may select three peers from this list to provide a review. The department chair will select three additional peers from this list or a list the chair compiles independent of the candidate. The candidate must disclose any personal or professional relationships/connections they have with anyone included on the list provided to the chair (colleagues at same institution, co-authors, grant collaborators, advisor, etc.). This requirement may be waived by the Dean's Office if circumstances warrant.
 - Letters of support from colleagues, peers and/or students

Steps for Promotion

Upon a decision to apply for promotion, a faculty member must notify their Department Chair of their intent to apply for promotion to the next level appointment no later than the last business day of January. The dossier created by the faculty member in support of their promotion application is due to the Department Chair no later than the last business day of May following the notification of the intent to apply. The dossier is distributed to external reviewers selected by the candidate and their chair in June. The external review letters are due back to the department chair by the end of August. The external review letters are added to the dossier by the chair. The designated departmental faculty from the faculty member's department who hold rank at or above the level to which the faculty member is making application will review the submitted dossier and provide the Department Chair with feedback in writing as to their support or non-support for the promotion request no later than the last business day of October. Faculty who apply for promotion will only be reviewed within their department by faculty holding appropriate rank. In the event that there are no faculty members within the department holding appropriate rank to provide review of the applicant, the Dean will determine as to how the departmental faculty review will be conducted. Prior to the end of November, the Department Chair, utilizing feedback from the external reviewers and faculty members in their department, then writes a summary letter along with his/her opinion that is submitted to the SHSP Appointment and Promotions Committee. This committee then reviews the submitted dossier, summary and recommendation of the Department Chair, letters from the external reviewers, and the letters from the departmental faculty, interviews the faculty member making application for promotion, in order to make a recommendation to the Dean of the School of Health Sciences and Practice prior to the end of January. The Dean then reviews all pertinent information and makes a recommendation to the Chancellor of New York Medical College by the last business day of February. The Chancellor then makes a recommendation to the NYMC Board of Trustees for a final decision.

The department chair will add the following confidential documents to the faculty member's electronic dossier:

- Letters from external reviewers selected by the candidate (3) and chair (3).
- Review letters from departmental faculty at the same or higher rank.
- Summation letter from chair providing unbiased analysis of reviews provided by the department's faculty. The department chair will also offer their recommendation based on a preponderance of the evidence.

The SHSP Appointments and Promotion Committee will conduct a thorough and confidential review when the department chair forwards the electronic document to the chair of this school committee. This committee will schedule a face-to-face meeting with the applicant for the purposes of thoroughly reviewing and understanding the context of the records/information provided to them. This committee will review all provided materials and consider the information conveyed from the interview in rendering its recommendation to the Dean. Any faculty members from the applicant's department who serve on this committee should recuse themselves from any and all discussions/decisions related to that applicant. The committee will produce a thorough review letter that is added to the electronic dossier which will then be forward to the Dean of the School of Health Sciences and Practice.

The Dean will consider the materials provided within the electronic dossier in making a recommendation to the Chancellor. The Dean retains the option to meet with the candidate to discuss the application and qualifications.

The Chancellor of New York Medical College will receive the full electronic dossier from the Dean. The Chancellor may confer with the Dean before rendering a final recommendation to be forwarded to the NYMC Board of Trustees.

The NYMC Board of Trustees holds the final authority to approve or disapprove the applying faculty member with a promotion to a higher faculty rank.

Written Statements of Evidence Appropriate to Department Disciplines for Use in Annual Performance Review and Promotion Evaluations

The following outlines general details of the types of evidence a faculty member must provide when applying for promotion or in their annual evaluation. The specific items of evidence are determined by the faculty of the individual departments as this evidence should be in alignment with the academic discipline represented by the department and its individual programs.

A. Instruction

Expectations for Promotion to Associate Professor

Faculty at the rank of Assistant Professor who choose to apply for promotion to Associate Professor (or those initially appointed to the rank of Associate Professor) are expected to have demonstrated effectiveness in classroom and/or laboratory instruction as evidenced by peer-review and student evaluations of teaching as well as a track record of supporting student-related research/education by serving on thesis/dissertation and/or chairing doctoral student committees (if applicable).

Expectations for Promotion to Professor

Faculty at the rank of Associate Professor who choose to apply for promotion to Professor are expected to have met all the requirements for Associate Professor. The faculty member must have demonstrated outstanding effectiveness in classroom and/or laboratory instruction as evidenced by peer-review and student evaluations of teaching as well as a track record of supporting student-related research/education by serving on and/or chairing thesis/dissertation and doctoral student committees (if applicable).

Documenting for Promotion

Effectiveness in Teaching and Mentoring. Types of evidence for effectiveness in teaching and mentoring include the following:

- Command of the subject
- Ability to organize and present subject matter in a logical and meaningful way
- Ability to motivate students
- Ability to stimulate student creativity
- Creative and effective use of innovative teaching methods and curricular innovations
- Ability to provide effective advisement

Examples of documentation for teaching and mentoring include the following:

- Statement of teaching philosophy
- Course materials
- Systematic student evaluations for each course each semester
- Systematic peer evaluations for one or more courses each academic year
- Grade distribution (and comments, if desired, about relationship of grades and nature of course)
- Evidence of supervision of student projects and other forms of mentorships
- Evaluation by department chairs
- Comments of pedagogical experts
- Teaching awards
- Students advised

B. Research and Creative Activity

Expectations for Promotion to Associate Professor

Faculty at the rank of Assistant Professor who choose or are obligated by policy to apply for promotion to Associate Professor (or those initially appointed to the rank of Associate Professor) are expected to have earned external recognition for excellence in her or his scholarly activities. Where appropriate, this recognition should be on a regional or national level as appropriate to the field of assignment.

Expectations for Promotion to Professor

Faculty at the rank of Associate Professor who choose to apply for promotion to Professor are expected to have met all the requirements for Associate Professor. Particularly, such an appointment implies that, in the opinion of colleagues, the candidate's research/scholarship is excellent and, in addition, she or he has earned a high level of professional recognition. Where appropriate, this recognition should be on a national or international level in the field of assignment.

Documenting for Promotion

Effectiveness in Research and Scholarly/Creative Activities. Types of evidence and documentation for effectiveness in research and scholarly/creative activities include the following:

- Publications: e.g., appropriate textbooks, books or chapters in books, articles in refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews and other related items, written reviews and evaluations by qualified peers.

- Papers presented: e.g., papers presented at local, state, regional, national and international professional meetings (significance of the content and selection process should be considered in the process of reviewing such presentations).
- Grant submissions: e.g., preparation of competitive grant proposals, writing/presenting the results of a sponsored project, work required in fulfilling the grant terms, funding success.
- Performances or exhibitions: e.g., performances or exhibitions that are invited or juried by nationally or regionally recognized members or groups within the discipline.
- Research in progress: e.g., verification of stages of development for research in progress is mandatory.
- Contributions to the art of teaching: e.g., appropriate textbooks or education articles in peer review forum, development of computer software or audiovisual media, etc.

C. Service

1. Intramural Service to Department, College and University

Types of evidence and documentation for professionally related services include the following:

- participation and leadership roles in departmental, college or school and university committees;
- participation in university governance;
- administrative service;
- recruitment activities;
- service to student organizations;
- other related activities

2. Extramural Service Relating to Profession

- Service to one's discipline;
 - memberships and leadership roles in professional organizations at state, regional, or national levels;
 - editorial and review services for professional journals;
- Service to the larger society;
 - presentations related to the discipline;
 - professional advice and counsel to groups or individuals;
 - memberships and leadership in community nonprofit organizations
 - engagement/volunteer work with local schools, agencies and organizations

Forms for Use in Annual Evaluation Process

See Appendix A and B (end of the handbook) for (A) Annual Faculty Performance Review for use by the department chair and faculty member and (B) Peer Review Observation Form for teaching evaluation by a departmental faculty peer.

ACADEMIC POLICIES

See website for current list.

NYMC College-Wide Policies and Procedures

College Policies and Procedures

Any of the College administrative policies listed below may be amended at any time, in accordance with applicable institution policies and procedures except as otherwise provided in such policies. Questions regarding College administrative policies should be directed to the Office of the General Counsel at (914) 594-4567.

See NYMC website for details.

Privacy Rights of Students/Family Educational Rights and Privacy Act (FERPA)

It is the policy of New York Medical College to protect information contained in students' records from unauthorized disclosures and to comply in all respects with the provisions of the Family Educational Rights and Privacy Act of 1974 and its associated regulations. Students should be aware of the College's policy on the rights to privacy related to students.

Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), with which New York Medical College complies, was enacted to protect the privacy of education records, to establish the right of students to review their education records, and to

provide guidelines for correction of inaccurate or misleading statements. “Education records,” as defined in the law, include records, files, documents, or other materials in hard copy or in electronic format, maintained by NYMC or a party acting on its behalf, which contain information directly related to a student. There are a number of types of records that are specifically excluded from the scope of the Act, such as records maintained personally by faculty or staff that are not available to others, medical records maintained by the university’s health service, and employment records.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within a reasonable period of time, but not more than 45 days after the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed. A student will ordinarily not be provided with copies of any part of his record other than his transcript, unless the inability to obtain copies would effectively prevent him from exercising his right to inspect and review his education records.
2. The right to request an amendment to the student’s education records that the student believes is inaccurate, misleading, or in violation of the student's rights of privacy. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information contained in the student’s education records. FERPA authorizes disclosure without consent in specific circumstances including:
 - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees;

or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Requests for access to student educational records are vetted by the custodian of the record and the employee's supervisor (where appropriate), in consultation with the Registrar.

b. A second exception that permits disclosure without consent is disclosure of "directory information." NYMC has established the following student information as public or directory information, which may be disclosed by the institution at its discretion:

- Name
- Address
- E-mail address
- Telephone number
- Date and Place of birth
- School or program attended
- Major field of study
- Photographic, video, or electronic images
- Classification (year level)
- Dates of enrollment
- Full- or part-time enrollment status
- Expected year of graduation
- Degrees, honors and awards conferred and their dates
- Most recent educational agency or school attended
- Residency or other post-completion placements
- User ID or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records
- Annual yearbook and graduation programs
- Membership in registered student clubs and organizations

Students may request that NYMC withhold release of their directory information by notifying the Registrar's Office in writing. Please be advised that such a request will make this information unavailable to prospective employers, licensing boards, insurance companies, and others to whom you may want this information known or verified. Thus, it is recommended that students carefully consider whether personal privacy concerns outweigh the potential inconvenience of having directory information withheld.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NYMC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Confidentiality of Student Health Records (HIPAA)

NYMC is committed to protecting the privacy and security of personal health information concerning our employees and students. As such, NYMC is fully compliant with the [New York State Health Insurance Portability and Accountability Act \(HIPAA\)](#). Students should be aware of the College's policy on the rights to privacy related to student health and mental health information provided here and available at:

HIPAA Privacy Rules for the Protection of Health and Mental Health Information

(Note: The information provided below is a summary and intended for general informational purposes. Mental health providers and other covered entities should not rely on this summary as a source of legal information or advice and should consult with their own attorney or HIPAA Privacy Officer for specific guidance.)

Introduction:

This document provides guidance about key elements of the requirements of the Health Insurance Portability and Accountability Act (HIPAA), federal legislation passed in 1996 which requires providers of health care (including mental health care) to ensure the privacy of patient records and health information. HIPAA required the federal Department of Health and Human Services (HHS) to develop regulations to implement these privacy requirements, called the Privacy Rule, which became effective on April 14, 2003. State statutes which provide more stringent protections of health care privacy remain in effect even after HIPAA, and therefore this document includes a few relevant references to requirements in New York State's mental health confidentiality statute (section 33.13 of the Mental Hygiene Law).

General:

The HIPAA Privacy Rule (45 CFR Parts 160 and 164) provides the first comprehensive Federal protection for the privacy of health and mental health information. The Rule is intended to provide strong legal protections to ensure the privacy of individual health information, without interfering with patient access to treatment, health care operations, or quality of care. The Privacy Rule applies to “*covered entities*” which generally includes health plans and health care providers who transmit health information in electronic form. Covered entities include almost all health and mental health care providers, whether they are outpatient, residential or inpatient providers, as well as other persons or organizations that bill or are paid for health care.

Basic Principles of the Privacy Rule:

The Privacy Rule protects all “*protected health information*” (PHI), including individually identifiable health or mental health information held or transmitted by a covered entity in any format, including electronic, paper, or oral statements.

A major purpose of the Privacy Rule is to define and limit the circumstances under which an individual's PHI may be used or disclosed by covered entities. Generally, a covered entity may not use or disclose PHI to others, except as the Privacy Rule permits or requires; or

as authorized by the person (or personal representative) who is the subject of the health information. A HIPAA-compliant Authorization must contain specific information required by the Privacy Rules.

A covered entity must provide individuals (or their personal representatives) with access to their own PHI (unless there are permitted grounds for denial), and must provide an accounting of the disclosures of their PHI to others, upon their request.

The Privacy Rule supersedes State law, but State laws which provide greater privacy protections or which give individuals greater access to their own PHI remain in effect.

(Note: One must consult not only HIPAA but also other relevant federal privacy laws (such as regulations pertaining to Medicaid and federally funded substance abuse treatment programs), as well as State privacy laws (including the Mental Hygiene Law- section 33.13, the Public Health Law, the Education Law licensing provisions, and the Civil Practice Laws and Rules), to determine whether a disclosure of medical information is permissible in a given circumstance.)

Permitted Uses or Disclosures of PHI Without Authorization:

Extensive provisions of the Privacy Rule describe circumstances under which covered entities are permitted to use or disclose PHI, without the authorization of the individual who is the subject of the protected information. These purposes include, but are not limited to, the following:

A covered entity may disclose PHI to the individual who is the subject of the information.

A covered entity may use and disclose protected health information for its own “treatment, payment, and health care operations.”

Treatment is the provision, coordination, or management of health care and related services for an individual, including consultation between providers and referral of an individual to another provider for health care.

Payment includes activities of a health care provider to obtain payment or to receive reimbursement for the provision of health care to an individual.

Health care operations include functions such as: (a) quality assessment and improvement; (b) competency assessment, including performance evaluation, credentialing, and accreditation; (c) medical reviews, audits, or legal services; (d) specified insurance functions; and (e) business planning, management, and general administration.

Permission may be obtained from the individual who is the subject of the information or by circumstances that clearly indicate an individual with capacity has the opportunity to object to the disclosure but does not express an objection. Providers may also rely on an individual's informal permission to disclose health information to an individual's family, relatives, close personal friends, or to other persons identified by the individual, limited to information directly related to such person's involvement.

When an individual is incapacitated or in an emergency, providers sometimes may use or disclose PHI, without authorization, when it is in the best interests of the individual, as determined by health care provider in the exercise of clinical judgment. The PHI that may be disclosed under this provision includes the patient's name, location in a health care provider's facility, and limited and general information regarding the person's condition.

Providers may use and disclose PHI without a person's authorization when the use or disclosure of PHI is required by law, including State statute or court order.

Providers generally may disclose PHI to State and Federal public health authorities to prevent or control disease, injury, or disability, and to government authorities authorized to receive reports of child abuse and neglect.

Providers may disclose PHI to appropriate government authorities in limited circumstances regarding victims of abuse, neglect, or domestic violence.

Providers may disclose PHI to health oversight agencies, (e.g., the government agency which licenses the provider), for legally authorized health oversight activities, such as audits and investigations.

PHI may be disclosed in a judicial or administrative proceeding if the request is pursuant to a court order, subpoena, or other lawful process (note that "more stringent" NYS Mental Hygiene law requires a court order for disclosure of mental health information in these circumstances).

Providers may generally disclose PHI to law enforcement when:

Required by law, or pursuant to a court order, subpoena, or an "administrative request," such as a subpoena or summons (Note: the "more stringent" NYS Mental Hygiene Law section 33.13 requires a court order for disclosure of mental health information in these circumstances). The information sought must be relevant and limited to the inquiry.

To identify or locate a suspect, fugitive, material witness or missing person (Note: under Mental Hygiene Law section 33.13 this information is limited to "identifying data concerning hospitalization").

In response to a law enforcement request for information about a victim of a crime (Note: under Mental Hygiene Law section 33.13 this information is limited to "identifying data concerning hospitalization").

To alert law enforcement about criminal conduct on the premises of a HIPAA covered entity.

Providers may disclose PHI that they believe necessary to prevent or lessen a serious and imminent physical threat to a person or the public, when such disclosure is made to someone they believe can prevent or lessen the threat (including the target of the threat). An authorization is not required to use or disclose PHI to certain government programs providing public benefits or for enrollment in government benefit programs if the sharing of information is required or expressly authorized by statute or regulation, or other limited circumstances.

“Minimum Necessary” Rule:

A covered entity must make reasonable efforts to use, request, or disclose to others only the minimum amount of PHI which is needed to accomplish the intended purpose of the use, request or disclosure. When the minimum necessary standard applies, a covered entity may not use, disclose, or request a person's entire medical record, unless it can specifically justify that the entire record is reasonably needed.

The minimum necessary standard does not apply under the following circumstances:

- disclosure to a health care provider for treatment;
- disclosure to an individual (or personal representative) who is the subject of the information;
- use or disclosure made pursuant to an Authorization by the person (or personal representative);
- use or disclosure that is required by law; or
- disclosure to HHS for investigation, compliance review or enforcement.

Penalties for Violation of HIPAA:

- **Civil monetary penalties:** HHS may impose civil money penalties on a covered entity of \$100 per failure to comply with a Privacy Rule requirement- not to exceed \$25,000 per calendar year for multiple violations of the same Privacy Rule requirement. Generally, HHS may not impose civil monetary penalties when a violation is due to reasonable cause, there was no “willful neglect,” and the covered entity corrected the violation within 30 days of when it knew (or should have known) of the violation.
- **Criminal Penalties.** A person who knowingly obtains or discloses individually identifiable health information in violation of HIPAA could face a fine of \$50,000 and imprisonment for up to one year. If the wrongful conduct involves “false pretenses” the criminal penalties could increase up to a fine of \$100,000 and up to five years imprisonment. A fine of up to \$250,000 and up to ten years imprisonment could be imposed if the wrongful conduct involves the intent to sell, transfer, or use individually identifiable health information “for commercial advantage, personal gain, or malicious harm.”
- To view the entire Privacy Rule, or for other information about how it applies, visit the website of the HHS, Office of Civil Rights at: <http://www.hhs.gov/ocr/hipaa/>.

New York Medical College Record Retention Policy

The purpose of this policy is to ensure the integrity and security of all documents and records created, received or maintained in the course of institutional business, protect the interests of faculty, employees, students and of the College, facilitate appropriate access to such documents and records, preserve the confidentiality of such records, as applicable, reduce the cost of record maintenance and to inform all faculty, employees and administrators of the New York Medical College of the standards, requirements and responsibilities for the management, retention and disposition of all records of the College. In compliance with the College's record retention policy, academic records are maintained for 4 years after graduation or date of last attendance for admitted students. Student application records are maintained for 4 years for those not admitted to a program in the School of Health Sciences and Practice.

Enrolled students have access to their academic and clinical records at any time during their enrollment in the program. Written requests can be made to academic advisor or department chair.

Upon graduation, the university's Registrar's Office maintains a permanent record of student transcripts and clinical clock hours.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress ("SAP") ensures students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to conform to SAP standards as they work towards a degree in order for them to qualify to receive financial assistance through all Touro College and University System ("Touro") eligible Title IV federal financial aid programs, including New York Medical College ("NYMC"). Conformance to Touro's SAP policy ensures students complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

New York Medical College Policy on Students with Disabilities

The purpose of this policy is to reaffirm New York Medical College's commitment to comply with the laws regarding equal opportunity for all qualified students with disabilities who have identified themselves to the College in a timely manner as individuals with a disability in all aspects of campus life.

NYMC fully supports students personally with a breadth of services to address any goals, needs, special concerns or questions they may have. Whether of an academic, emotional, physical, social, spiritual or financial nature, we offer compassionate staff, valuable resources and supportive advice and counseling. Any student requiring accommodations due to a diagnosed disability or illness should make an appointment with Disability Services to get their requested accommodations approved.

Statement of Non-Discrimination Policy

It is the policy of the College that no person shall be denied admission to any education program or activity on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, religion, sex, color, national or ethnic origin, creed, age, disability, sexual orientation, gender, pregnancy, veteran status or any other any status or condition protected by applicable federal, state, or local law. Under Title IX, any educational institution receiving Federal financial assistance must notify the school community of its nondiscrimination policy and the name and contact information for its Title IX coordinator, and adopt and publish grievance procedures providing for the prompt and equitable resolution of sex discrimination complaints. Every member of the College community should also be aware that it is the policy of the College to prohibit all forms of sexual and gender-based discrimination and misconduct, that such behavior violates both law and this Policy, that the College shall respond promptly and effectively to reports of violations of this Policy and shall take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this Policy.

The College is an Equal Educational and Employment Opportunity Institution. It is the policy of the College to provide equality of educational and employment opportunity for all persons regardless of as race, religion, sex, color, national or ethnic origin, creed, age, disability, sexual orientation, gender, pregnancy, veteran status or any other any status or condition protected by applicable federal, state, or local law - except where sex, age, or ability represent bona fide educational or employment qualifications. The College is committed to recruiting, employing, and promoting individuals based on job-related qualifications and to engage in good-faith efforts to achieve employment parity when necessary.

All policies of the College regarding admissions, employment and educational programs and activities are established and administered in conformity with applicable federal and state laws specifically including Title IX, Age Discrimination Act of 1975, Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973, as amended, and regulations thereunder prohibiting practices or policies in admissions, education programs, or employment that are in any way discriminatory on the basis of sex, age and disability, respectively.

Sexual and Gender-Based Harassment Policy

NYMC is committed to providing all students and employees an environment free from conduct constituting harassment and to discipline any student or employee who violates this policy.

See NYMC website for details.

Hate/Biased-Related Crime Prevention Statement

Under the New York State Hate Crimes Prevention Act of 2000, the College is required to inform students about the provisions of the law and how hate crimes (also known as bias-related crimes) can be prevented on campus. The new law helps reinforce the message that hate crimes will not be tolerated.

See NYMC website for details.

Policy on Sexual and Gender-Based Misconduct and Policy for Alcohol and Drug Use Amnesty in Sexual Violence Cases

This policy and its procedures is intended to provide for the process and procedures for the prompt and equitable resolution of complaints of sexual and gender-based misconduct and to reaffirm the commitment of NYMC to ensure a safe and non-discriminatory educational environment in accordance with Title IX, the Violence Against Women Act, Article 129-B of the New York State Education Law, Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, and other applicable federal and state laws.

See NYMC website for details.

Policy on Victim and Survivors Student Bill of Rights, Reporting and Individual Rights and Resources Available Regarding Alleged Sexual Violence Incidents

I. Purpose

The purpose of this policy is to affirm the commitment of New York Medical College ("College") to comply with applicable federal, state and local laws and regulations including with Article 129-B of the New York State Education Law.

II. Policy

It is the policy of the College to incorporate the Victim and Survivors Student Bill of Rights ("Student Bill of Rights") as set forth below as part of the College's code of conduct, to distribute the Student Bill of Rights annually to the College's students, to post it on the College's website and in the College's Student Housing facilities and other College's building on its campus and include links or information to file a report and seek a response. It is also the policy of the College to advise reporting individuals of their rights and to provide information on resources available to them as described in this Policy.

III. Student Bill of Rights

All students of the College have the following rights regarding alleged sexual violence incidents:

- Make a report to local law enforcement and/or state police;

- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or incident and participate in the judicial or conduct process and/or criminal justice process free from pressure by the College;
- Participate in a process that is fair, impartial and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from College courteous, fair and respectful health care and counselling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such a crimes or violations;
- Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the College, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
- Access to at least on level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent through the judicial or conduct process including during all meetings related to such process;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

IV. Response to Reports-Reporting Individual Rights The College shall ensure that all reporting individuals are advised of their right to:

- Notify College's Campus Security, local law enforcement and/or state police;
- Have emergency access to a Title IX Coordinator or other duly authorized representative of the College trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible, and detailing that the criminal justice process utilizes different standards of proof of evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the District Attorney. Such College representative shall also explain whether he or she is authorized to offer the reporting individual confidentiality or privacy, and shall inform the reporting individual of other reporting options;
- Disclose confidentially the incident to representatives of the College, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
- Disclose confidentially the incident and obtain services from the state or local government;
- Disclose the incident to College representatives who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
- File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult with a Title IX Coordinator or

other duly authorized representative of the College for information and assistance. Reports shall be investigated in accordance with College policy and a reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy;

- Disclose, if the accused is an employee of the College, the incident to the College's Human Resources Authority or the right to request that a confidential or private employee assist in reporting to the appropriate Human Resources Authority of the College;
- Receive assistance from appropriate College representatives in initiating legal proceedings in Family Court or Civil Court; and,
- Withdraw a complaint or involvement from the College's process at any time.

The College shall ensure that reporting individuals are informed that, if any individual discloses information through a public awareness event such as candlelight vigils, protests, or other public event, the College is not obligated to begin an investigation based on such information. The College may use such information provided at such an event to inform its efforts for additional education and prevention efforts.

In addition to the above, the College shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to a Title IX Coordinator or other authorized College representative, the following information is presented to the reporting individual:

"YOU HAVE THE RIGHT TO MAKE A REPORT TO THE COLLEGE'S CAMPUS SECURITY, LOCAL LAW ENFORCEMENT, AND/OR STATE POLICE OR CHOOSE NOT TO REPORT; TO REPORT THE INCIDENT TO THE COLLEGE; TO BE PROTECTED BY THE COLLEGE FROM RETALIATION FOR REPORTING AN INCIDENT; AND TO RECEIVE ASSISTANCE AND RESOURCES FROM THE COLLEGE.

New York Medical College Student Code of Academic Integrity and Professionalism

Academic integrity is essential in any educational endeavor and it is expected at all times from both students and faculty. By accepting admission to New York Medical College, students commit to the ideals, ethics and conduct of their profession and of the institution. The Student Code of Academic Integrity and Professionalism outlines responsibilities and expected behaviors. Suspected violations of the Student Code of Academic Integrity and Professionalism are investigated in accordance with established Procedures as well as the guidelines of the relevant academic program and may lead to dismissal from the school. See NYMC website for details.

Policy on Professional Conduct in the Student-Student and Teacher-Student Relationship

This policy outlines guidelines for the proper behavior of students and teachers within the College towards each other.

See NYMC website for details.

Drug-Free School and Campus Policy

New York Medical College recognizes its special responsibility to prevent the illicit use of drug or alcohol on College premises by faculty, students and employees. The effects of drug or alcohol dependency compromise work and academic performance as well as health care. This, therefore, is to advise that the College, in consultation with faculty, the Deans' offices and appropriate administration, has developed and adopted a Drug Prevention Program which reaffirms our policy regarding the use of drugs and alcohol and provides specific information in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

See NYMC website for details.

Smoke-Free Policy Statement

It is the policy of New York Medical College to maintain a smoke-free environment at all of its owned and leased premises, including the inside and outside areas at Grasslands housing and dormitories, the outdoor enclosed work areas as provided herein, outdoor events sponsored by the College and in all vehicles owned and operated by the College.

Policy for On Campus Student Sponsored Events Where Alcohol is to be Served

Students and faculty are expected to know and follow all applicable state and federal laws and College policies and procedures. All on-campus student sponsored events where alcohol is served requires the prior approval of the Office of Student Affairs.

See NYMC website for details.

Information Services, Social Media, and E-mail Usage and E-mail Security

It is the policy of New York Medical College to:

1. Provide e-mail access to the users of the College network.
2. Prevent users from sending harassing, obscene or threatening e-mail messages to other users.
3. Secure e-mail from unauthorized access.

4. Provide users a method to post advertisements, commercial notices or inquiries such as “Items for Sale” or “Apartments for Rent” in public folders.

Procedures

A. General

1. E-mail users are prohibited from:
 - a. Engaging in forgery or in attempts to read mail of other users.
 - b. Sending harassing, obscene or threatening e-mail messages to other users.
 - c. Sending copyrighted materials via e-mail not within fair use guidelines or without prior permission from author or publisher.
 - d. Deleting or copying files (excluding the X: drive) on the College network.
2. Advertisements such as “Items For Sale” MAY NOT BE sent to any public group. These items may only be posted on Distribution Group – ADVERTISEMENTS.
3. All inquiries or notices, including commercial notices, such as: “Housing Wanted”, “Jokes and Humor”, “Ride Sharing”, “Lost and Found”, etc. MAY NOT BE sent to any public group. These items must be posted in the Distribution Group – ANNOUNCEMENTS.
4. The users are advised to change their network password frequently and not to disclose their network password to others to protect their mailboxes from unauthorized access.
5. Users sending confidential messages via e-mail or Internet do so at their own risk since mail either way should not be considered secure.
6. Users should check their e-mail daily and delete unwanted messages since they take up disk space.
7. The e-mail system will automatically delete all messages, both read and unread, that are over 90 days old.
8. Users wanting to keep their messages for future reference should save their messages to their local hard disk drive, other back-up media or their X: drive. Note: The space on X: drive is limited to 100MB (megabytes) per user.

B. Statement of enforcement

1. Noncompliance with this Policy will result in the following actions:
 - a. First Offense: User will be warned by Information Services Department to abide by the College’s policies and procedures.
 - b. Second Offense: User’s access to e-mail will be disabled for a period of 1 week.
 - c. Third Offense: User’s access to e-mail will be disabled for a period of 1 month.
 - d. Any Offense Thereafter: User’s access to the College network and e-mail will be disabled for a period of 1 year.

C. Exceptions

1. All exceptions to this Policy require a written authorization from the appropriate Dean or Vice President or designee and an approval from the Vice Provost, Administration and Finance.

Responsibility

A. Students and individuals employed or affiliated with New York Medical College who have access to the College network and e-mail are responsible to comply with the provisions of this policy.

B. Information Services Department staff is responsible to provide advice and guidance with respect to the interpretation and administration of this policy.

Other policies with which you should be familiar may be found by clicking on the links below:

See NYMC website for details.

Name Change Policy

All currently enrolled students, male or female, will be granted the opportunity to change their names on college records when they produce evidence showing the name change is official. A certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is the evidence required to support an official name change. Students are required to present documentation to the Office of the Registrar.

Policy on Filming, Videotaping, Photography, and Visual or Audio Recordings

It is the policy of New York Medical College to require advance written permission from the Office of Public Relations prior to the taking, publication or dissemination of any photograph, film, videotape or recording of NYMC buildings, facilities, property, student, faculty or employee. No commercial filming, videotaping, photography, or visual or audio recording is permitted without the express written permission of the Office of Public Relations. Permission for still photography (still or digital) will be granted only for the personal use of students, parents, alumni, faculty, staff and trustees of the College. Photography, videotaping or recording authorized by the College which is intended for public affairs purposes will be coordinated with the Office of Public Relations and in accordance with College policies. Similar photography, videotaping or other recordings which is intended for educational purposes will be coordinated by the Office of Student Affairs for the School of Medicine or the appropriate Dean for the College's other schools, in consultation with the College's Office of Public Relations.

It is also the policy of New York Medical College to prohibit the taking, publication or dissemination of any photograph, film, videotape, digital image or other visual or audio recording of any cadaver donated or otherwise provided to or by the College. These human remains are to be treated with respect for their humanity and gratitude for their contribution to the advancement of medical education; to act otherwise, served no educational or scientific purpose.

Furthermore, it is the policy of the College to prohibit the taking, publication or dissemination or other use of any photography, videotape, digital image or other visual or audio recording of any patient without prior written consent of such patient. This protects the privacy of patients and is consistent with the Health Insurance Portability and Accountability Act (HIPAA) standards and codes.

Policy on Fund Raising by Students or Registered Student Organizations

It is the policy of New York Medical College to require prior written authorization by the Office of Student Affairs or appropriate Dean prior to any student or registered student organization undertaking a fundraising event for the benefit of a not-for-profit registered Charitable Organization, association, or cause. Such event must also comply with all College policies and procedures. Nothing in this policy limits the ability of an individual to make personal contributions.

Policy on Campus Parking

It is the policy of the College to offer vehicle parking to employees, contractors, volunteers, and visitors at no cost and to students on a fee basis subject to the requirements of this policy. The College assumes no liability for loss or damage to any vehicle or its contents nor liability for damage to persons or property for any parked or moving vehicle on campus.

NYMC POLICY ON INSTITUTES AND CENTERS

I. PURPOSE

New York Medical College recognizes the importance of focused, interdisciplinary and coordinated efforts directed towards the cure and treatment of disease and the discovery and development of new and innovative methods, devices and systems for the alleviation of illness, injury and their effects and for meeting the costs thereof. The purpose of this policy is to provide for, where appropriate, the creation and operation of Institutes and Centers, as hereinafter defined, of New York Medical College whereby research, patient care, teaching and other health-related services centering on biological and life processes or particular disease entities and/or their detection, prevalence, causes, symptoms, cures and effects, and on systems of health care may be carried out in focused, interdisciplinary and coordinated ways among and within the schools and the various basic and clinical science departments of New York Medical College.

II. DEFINITIONS

For the purpose of this policy, the following terms shall have the meanings indicated:

Center - a college-related site, program or initiative, using the title "Center of New York Medical College" or words of similar identity, association or effect, devoted primarily to focused, coordinated or interdisciplinary clinical care or consulting services with or without incidental research activities, including for:

- a) the detection, prevalence, clinical prevention, diagnosis or treatment of illness, injury or disease or the effects thereof; or
- b) the provision of advisory, consulting, information or analytical services with respect to principles, programs or systems for the delivery of health care and health-related services, or related to the utilization, quality or recovery of the costs thereof.

Institute - a College-related site, program or initiative, using the title "Institute of New York Medical College" or words of similar identity, association or effect, devoted primarily to research activities with or without incidentally related clinical or consulting services including:

- a) basic or clinical research into illness, injury or disease, and the detection, prevalence, causes, prevention, diagnosis, treatment and/or effects thereof: or
- b) research, scholarship and publications with respect to principles, programs or systems for the delivery of health care and health-related services, or related to the utilization, quality or recovery of the costs thereof.

II. CHARACTERISTICS

All Institutes and Centers of New York Medical College hereafter approved shall have the following characteristics unless otherwise prescribed by the Board of Trustees:

1. They shall require approval by the College's Board of Trustees upon (a) the recommendation of the President and the Chancellor; (b) presentation of a description of the proposed purposes, objectives and activities of the Institute or Center; (c) presentation of a financial analysis and projections acceptable to the Senior Vice President for Finance and Chief Financial Officer reflecting adequate initial and on-going revenues and the expenses of the Institute or Center, sources of funding and space and capital requirements; and (d) in the case of an Institute or Center that will provide patient preventive, diagnostic or treatment services or involve patients or volunteers as subjects of clinical research, evidence of a commitment or arrangements for professional liability insurance naming the College as an insured in a form and with limits acceptable to the Office of General Counsel.
2. They shall be integral components of the New York Medical College corporate organization and shall be under the general supervision and direction of the respective Dean(s), the Chancellor and the President.
3. They shall cause teaching and education to be integral and prominent elements of their activities.

4. Each Institute or Center may have from time to time an External Advisory Board appointed by the President; and an Internal Advisory Board appointed by the Dean of the school in which the Institute or Center will reside consisting of members of College faculty and/or College staff.
5. Each director as administrative head of an Institute or Center shall, subject to review by the President and the Chancellor, be appointed by, and serve at the pleasure of the Dean of the school in which the Institute or Center resides and in which the director has his primary academic appointment; and will otherwise report and be responsible for the administrative matters to the Chairman of the department of his primary academic department or, as the appropriate Dean may prescribe, to the Dean or a designee of the Dean. Each Institute and Center shall reside within an existing department or program of the College and the Director of each Institute and Center shall report and be responsible to the Chairman or head of such department or program. Administrative assignment of other faculty to the staff of an Institute or Center shall be made by the respective Dean(s) upon (a) written recommendation by the Director, the Department Chairman to whom the Director is responsible for administration of the Institute or Center, and the Chairman of the department in which the faculty member to be assigned holds his primary faculty appointment; and (b) a satisfactory written understanding among the Director and the foregoing Chairmen as to the funding, if any, for the faculty member and its sources.
6. Each person from the medical school serving within an Institute or Center must possess a primary faculty appointment from the College department most appropriate to the faculty member's qualifications and activities and such academic appointment shall be subject to oversight by the College Chairman of such department. Each person serving within an Institute or Center with a primary faculty appointment from a Graduate School shall be subject to the oversight of the Dean of such school as to such academic appointment.
7. All administrative and academic policies and procedures of the College, including with respect to external commitments and contracts, shall apply to each Institute and Center through, and under the direction of, the College school or department of the Director's primary academic appointment unless such direction is given to another individual by the respective Dean.
8. All operating policies, guidelines, by-laws and activities of any Institute or Center shall be consistent with College policy and principles.
9. All finances supporting each Institute and Center shall be administered through the College's official system of deposits, accounts, records and controls under the general direction and supervision of the Senior Vice President for Finance and Chief Financial Officer and no other deposits or accounts shall be maintained by any Institute, Center or affiliated organization or person. Each Institute and Center shall be designated a separate account by the College and all financial activities shall be conducted through such account. Each Institute and Center may be funded from various College account sources including, but not limited to, grant, contract, gift and hard money accounts.

10. The Director of each Institute and Center annually shall present for approval in a timely manner to the College official to whom he reports for administrative matters a proposed operating budget for the Institute or Center in a format and with detail satisfactory to such official. The annual budget of each Institute and Center shall be presented so as to reflect discretely the operations of the Institute or Center and, as appropriate, shall also be integrated into the annual budget of the College academic department or school with administrative responsibility for the Institute or Center.
11. All fundraising activities of any Institute or Center, or for the benefit of any Institute or Center or involving the use of its name, shall require advance coordination and scheduling through the College's Vice President for Development.

III. OVERSIGHT AND REVIEW

All Institutes and Centers shall provide such information and reports of their activities and operations as may be requested from time to time by the Chairman or Program Director to whom the Director reports for administrative matters, the respective Dean(s) or the Chancellor or President. Institutes and Centers that are interdisciplinary and make substantial use of faculty with primary academic appointments from various departments or schools shall report, a frequently as may be prescribed by the Chancellor to a Review Committee appointed by the Chancellor which shall consist, among others, of the Deans of the schools of the College and the Chairman or Program Director, if any, to whom the Director of the Institute or Center reports.

V. EXCEPTION

Upon the recommendation of the Chancellor, the President may authorize in writing the establishment of a Center for clinical care to consist of existing faculty, services and resources available within a single department. In such a case, the Director of the Center shall be appointed and responsible to, and serve at the pleasure of, the Chairman of the department. The Center and its Director shall otherwise comply with the requirements of this policy.

VI. TERMINATION OF INSTITUTES AND CENTERS

The President, in his/her discretion, may terminate, close or reduce the scope of operations of any Institute or Center approved by the Board of Trustees upon a finding that the Institute or Center concerned is no longer financially viable, no longer contributes meaningfully to the mission and work of the College, no longer serves the purpose for which it was established or had as the objective of its activities an illness or disease that is no longer a significant threat to human health.

Approved: Board of Trustees, 5/92

Revised: Board of Trustees, 5/03

Revised: Board of Trustees, 5/06

POLICY ON PUBLIC RELATIONS RESPONSIBILITY AND AUTHORITY

PURPOSE

To provide information and guidelines regarding the practice of marketing and communications to ensure that matters under the purview of the Office of Public Relations are appropriately handled and referred.

POLICY

- A. **Branding** – The Office of Public Relations is responsible for the overall brand image and identity of New York Medical College. The brand presents a clear visual representation of the School and includes logos, font types, colors, photos, and the school name. The Office of Public Relations oversees the brand to ensure it is applied consistently and appropriately to all communication vehicles including publications both printed and electronic, the website, social media, stationary, signage, and business cards.
- B. **Media Relations** – To ensure that information about the college and its members is accurately, consistently and optimally disseminated to the public through the media, the Office of Public Relations is the only office authorized to issue a press release on behalf of New York Medical College. Press releases, which cover a broad range of topics including educational and research activities, appointments and other newsworthy items, are circulated to the media as well as posted on the college’s website. The Director of Communications serves as the official college spokesperson on matters of institutional policy or position and solicits leadership’s participation as warranted and is charged to respond to all general inquiries and to proactively engage the media to report on items of interest.

When members of the academic community are contacted by the media on any matter other than one relevant to their particular area of expertise, they should immediately refer the media to the public relations staff who will work with faculty and senior administrators in formulating appropriate responses. When the inquiry solely concerns an individual’s expertise, faculty and staff are encouraged to respond directly and to subsequently notify the public relations office so that any necessary follow up can be done. Because of the public relations staff’s functional range of knowledge, they may call upon other members of the academic community to expand or contain a news item.

- C. **Publications** – The Office of Public Relations produces the college’s primary publications including the bi-annual Chironian magazine, the weekly In Touch e-newsletter, as well as various brochures, booklets, etc. When departments produce printed pieces to advance their own programs, they need to seek the public relations department’s assistance during the early stages of production. The public relations staff will ensure the project is bid out to approved vendors for printing, updated photography is utilized, copy is properly proofed, and ensure the piece is designed to reflect the college’s brand image. The Office of Public Relations does not have a copy writer on staff, so producing content is the responsibility of the department requesting the publication.

- D. **Website:** The objectives of the New York Medical College website are to communicate to a global audience the mission, values, accomplishments, and fundamental workings of the college. The operation of the college website is under the purview of the Office of Public Relations. The department is responsible for the overall design and structure of the website while the Office of Information Technology is responsible for all software and server maintenance. The Office of Public Relations works with academic and administrative departments to update the homepage and other pages of the site; however, schools/departments/individuals are responsible for generating and updating the content on their sections of the site and ensuring content is current as well as accurate. All edits and additions to the website must be approved by the Office of Public Relations before they go live. Members of the academic community are expected to comply with Information Services' guidelines for academic computing. It is strictly forbidden for any member of the college community to gain access to any college protected information resources area of the web without authorization of the webmaster.

- E. **Social Media Platforms** – The Office of Public Relations is responsible for the College's official social media presence on platforms such as Twitter, Facebook, LinkedIn, Instagram, Flickr, etc. These platforms provide another opportunity to reach out to various audiences, such as prospective students, current students and alumni, and have the potential to create a significant impact on the reputation of the college. Public relations staff members ensure that social media accounts that are associated with New York Medical College portray and promote the College in a way that is consistent with its mission and reputation. Any department, group, or individual that wishes to create a social media site utilizing the New York Medical College name or logo must obtain approval from the Office of Public Relations and share the passwords to these sites with the department.

- F. **Digital Signage** - Digital Signage (flatscreen) monitors are located in all main New York Medical College buildings. The monitors are an internal communication vehicle for promoting news, events, and announcements. The content on these signs is under the purview of the Office of Public Relations. The hardware and software for the digital signage is under the purview of the Office of Information Technology.

- G. **Community Relations** – The Office of Public Relations seeks to increase awareness of New York Medical College through participation in worthwhile community events. Individuals who become aware of any activity in which the College's representation would be important are asked to bring it to the attention of the office.

- H. **Support Services/Special Projects** – Public Relations staff members provide consultation services to College faculty, administration and students in areas related to their expertise. They also execute special projects upon request of the president, Chancellor, and deans.

SCOPE

This policy applies to all members of the academic community.

DEFINITIONS

Responsibility and Authority – The Office of Public Relations has responsibility for a variety of communications that aim to increase awareness, understanding, reputation and support of the college and its mission. Under the department’s purview are media relations; publications (both printed and electronic) the college’s website; social media platforms; community relations; institutional advertising and support services.

PROCEDURE

Each of the areas under purview of the Office of Public Relations has pertinent procedures. Inquiries are welcome.

POLICY MANAGEMENT AND RESPONSIBILITY

In complying with certain of the above guidelines, members of the academic community are requested to provide at least three business days for Office of Public Relations staff to review information intended for distribution or publication.

Responsible Executive: Jennifer Riekert, M.B.A.

Responsible Officer: Vice President of Communications

Responsible Office: Office of Public Relations

School of Health Sciences and Practice Academic Policies and Procedures

Academic Regulations

SHSP ACADEMIC POLICIES

- More academic regulations specific to the NYMC School of Health Sciences and Practice not found below can be found on the SHSP Academic Regulations page. See NYMC website for details.

COURSE MATERIAL, STRUCTURE AND GRADING

Course Documents

For each course that you take, students should be provided, at the minimum, with the following:

- Course description and objectives
- Course syllabus
- Textbook and/or readings as required
- Requirements (e.g. papers, examinations, presentations, etc.)
- Basis for grading
- How and when students may reach you for advisement
- Class schedule and reading/work assignments for each session.

For all written assignments, students are required to use the current edition of the Publication Manual of the American Psychological Association as the standard for the form and structure of written documents. The manual is available in the New York Medical College Bookstore.

Class Size and Structure

The expected class size is 25-30 students for most courses though these may differ depending upon the program. Usually, a minimum of ten students must be registered for a course to be given. Standard classes meet weekly for 2 hours and 20 minutes. The fall and spring semesters are fifteen weeks each. The summer session runs for 7.5 weeks with 2 hour and 20 minutes sessions twice weekly. Other formats may be utilized under certain circumstances at the discretion of the faculty member with the approval of the department chair and the vice dean.

Physical therapy and speech-language pathology classes operate on a separate year-round schedule. Detailed information is available in the department offices and in the School's admissions office.

Course Evaluation

Student course evaluations are completed online at the end of each semester. Evaluations are usually distributed online one to two weeks before the end of the course. Evaluations are anonymous and are reviewed with the faculty member by the department chair.

System of Grading

Grade	GRADE POINT
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0
INC	0.0

Grade of Incomplete

A student who has completed a substantial portion of the course requirements but is unable to complete a course for reasons of health, change in job location, family emergency, or other exceptional non-academic circumstances must submit a written request to the course instructor for an incomplete grade (“INC”). Any faculty member wishing to give an INC to a student must have both Chair and Vice Dean approval. INC grades are appropriate for courses that are traditionally completed within one semester and which typically follow a didactic content-based format. If the reason is deemed appropriate, the student will receive the grade of INC for the course. Failure to complete the work by the end of the fall or spring semester following the term in which the course was taken will result in a grade of F.

Directed Research, Field Experience, Practicum and Professional Services Project (DPT) courses may not receive a grade of INC. Courses in these categories and those courses in Public Health noted specifically in the table below are appropriate for receiving an In Progress (“IP”) grade should the student not complete the course in the semester in which the course was registered for and any subsequent semesters not completed until the time limit is reached - then converting to an F. Faculty supervising the course and/or the student’s advisor need to monitor the student’s progress.

Course#	Title	Time Limit
Directed Research	BISM 7091, BSHM 7091, ENVM 7091, EPIM 7091, EPIM 7091, HPMM 7091	1 Year
Field Experience	BSHM 7090, ENVM 7090	1 Year
Dissertation Research	HPMM 9095	5 Years
Doctoral Internship	HPMM 9091	2 Years

When the student has completed all course requirements, a *Notice of Grade Change* should be sent to the Office of the University Registrar. These forms are available in your department chair’s office.

Course Audit

Students in programs other than Physical Therapy and Speech-Language Pathology, who do not wish to receive credit for a course may register as auditors. Such students must formally register and pay tuition and any fees associated with the course. However, they are not required to take exams or submit assignments.

A student may change from credit to audit status for a course through the third week of classes. A written request must be made to the Office of the University Registrar.

Withdrawal from a Course or Withdrawal from the School

Students who wish to drop a course or courses may withdraw from the course through the 10th week of a 15-week term and through the 6th week of an 8-week term. Students may drop any course and officially withdraw by completing a “Drop/Add” form, which is available in the department chair, admissions and registrar offices. The student must obtain the signature of the instructor and the department chair and then submit the form to the Office of the University Registrar or the Admissions Office. Requests for “drop” or “withdrawal” will not be accepted by telephone. Students who stop attending a course and do not officially withdraw will receive an *F*. Students who wish to withdraw from the School should inform the dean’s office by letter and should complete the *Request for Course Change*.

Students in the full-time physical therapy and speech-language pathology programs participate in a sequential curriculum. Thus, courses cannot be dropped and partial course loads cannot be taken. Any student who withdraws from a course or the School will be readmitted to the program only with the consent of the department faculty and the dean.

Repeating Courses

Students who do not meet a minimum grade requirement in a core or concentration course may be required to repeat the course. Similarly, students may wish to repeat a course in which a grade of *F* was received in order to remove that grade from the calculation of the GPA.

Confidentiality of Student Records and Information Policy

The Family Educational Rights and Privacy Act of 1974, as amended specifically provides that a school may disclose what is termed “directory information” about students to third parties without the student’s consent. Such directory information may include the following: student’s name, address, telephone number, major field or program of study, name of the school in which enrolled, dates of attendance, year of expected graduation and other similar information.

Any student who wishes any or all of his/her directory information to remain confidential may inform the Office of the University Registrar of this request in writing, at any time. In addition, The Family Educational Rights and Privacy Act guarantee all students access to their own education records. Additional specific information regarding confidentiality of students’ records can be obtained from the Office of the University Registrar.

The Act prohibits the release to third parties of academic information (e.g., enrollment, grades, GPA, academic status) without the specific and written consent of the student or alumnus. Therefore, the student lists that you receive are for your use only. If you wish to create a class list to be distributed to the class, the students must be given the option not to be included on the list.

SHSP Policy on Student Use of Social Media

In keeping with New York Medical College’s (NYMC) and Touro College and University System’s (TCUS) policies, College staff members do not actively monitor online social networks. The College is firmly committed to the principle of free speech; however, when the College receives a report of inappropriate online conduct, we are obligated to investigate. This is true regardless of where or when a student posts to a public or private social media account. In accordance with the Student Code of Academic Integrity and Professionalism and Standards of Conduct policies, the College has the right to take disciplinary action against students for misconduct or lack of professionalism wherever it occurs, including in an online medium.

Student Advisement and Thesis

Department chairs and faculty serve as advisors to the students in the planning of their program and thesis development. Other faculty members may serve as a thesis advisor or reader if arrangements are made with or by the department chair. The guidelines and requirements for a thesis are outlined in the *Thesis Guidelines*. The Publication Manual of the American Psychological Association is the selected format for the thesis and all other papers prepared by students. This manual serves as a guide for writing style and structure as well as reference format.

Student Grievance Procedure

A student who believes that he or she has not received equitable treatment by a member of the faculty may register a formal grievance. Grievances concerning course grades are appropriate only when the grade constitutes one of a number of factors that, together, may represent a pattern of inequitable treatment of the student. In all cases, course instructors have final responsibility for assigning course grades.

The grievance will typically be submitted in writing to the appropriate department chair. If the department chair is the source of the grievance, the student will submit the grievance to the vice dean. In either case, the written grievance must include the relevant facts surrounding the grievance and any supporting materials.

If the department chair is not the subject of the grievance, he or she will take steps necessary to investigate details of the grievance. If the department chair is the subject of the grievance, the vice dean will take all steps necessary to investigate details of the grievance. Such steps may include, but are not limited to, interviewing the student and faculty member, reviewing supporting documentation, and soliciting external, blinded review of materials by the individuals with appropriate expertise. Within 30 days of receipt of the written grievance, and after consideration of all available and relevant facts surrounding the grievance, the department chair or vice dean will propose a resolution to the grievance. The student may either accept the proffered resolution or appeal the decision.

A student who believes that he or she has not received equitable treatment by a member of the faculty may register a formal grievance. Grievances concerning course grades are appropriate only when the grade constitutes one of a number of factors that, together, may represent a pattern of inequitable treatment of the student. In all cases, course instructors have final responsibility for assigning course grades. View the Student Grievance Procedures on the NYMC website.

Complaints Related to Accreditation Standards

Students with concerns related to any aspect of the program's compliance with accreditation standards may at any time voice their concerns directly to the respective accreditation agency. The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, and include supporting data for the complaint. The complainant should exhaust all institutional grievance and review mechanisms before submitting a complaint to the agency. Submissions should be addressed to:

- Public Health: Council on Education for Public Health (CEPH) <https://ceph.org>
- Physical Therapy: Commission on Physical Therapy Education (CAPTE) <https://www.apta.org>
- Speech-Language Pathology: Council on Academic Accreditation in Speech-Language Pathology and Audiology (CAA) <https://caa.asha.org>

Student Professional Conduct

Overview

Students must represent the program at all times by exhibiting professionalism, ethical behavior, and reporting any occurrence of unprofessional behavior.

NYMC Student Code of Academic Integrity and Professionalism

Academic integrity and respect for the dignity of the individual are essential in any educational endeavor. In scholarly endeavors, all participants must commit themselves to truthfulness and honesty in the search for new insight and knowledge. In addition, honesty, integrity and respect in all interactions with colleagues, peers, teachers and support staff, as well as with patients and their families, are essential professional attributes. As a community devoted to the health sciences, professionalism is a core value. The attitudes and behaviors described by the term professionalism serve as the foundation of the expectations that society has of us as members of the medical and health sciences community. Therefore, as professionals, practitioners, scientists and students, we value attitudes, behaviors and habits expected of professionals – e.g., commitments to high standards of competence and performance; integrity, honesty and ethical behavior; respect for all individuals regardless of gender, sexual orientation, race, religion, age, national origin, marital status, veteran status, disability, or occupation or level of training; meeting responsibilities and commitments; excellent communication skills, reflecting behaviors expected of professionals; maintaining appropriate relations with patients, colleagues and others; managing conflicts of interest; continuous self-improvement; and honoring the trust that is placed in us by society. By accepting admission to New York Medical College, students commit to the ideals, ethics and appropriate conduct of their chosen profession.

School of Health Sciences and Practice Procedures for Addressing Violations of the Student Code of Academic Integrity and Professionalism

Violations of Student Code of Academic Integrity and Professionalism, including failure to report violations of student conduct or professionalism, may result in the student being subject to disciplinary action.

Respect

Respect for others is essential in therapeutic and professional relationships. The School of Health Sciences and Practice recognizes that students, staff, faculty, and clients each bring individual cultural experiences, belief systems, and biases. In all interactions, members of the School are expected to demonstrate respect for others and uphold the College policy of nondiscrimination.

Attitude

Students are expected to possess and demonstrate personal qualities of honesty, dedication, responsibility, flexibility, compassion, sensitivity to differences and diversity, inclusiveness, and a positive outlook. Students are expected to: treat faculty, clients, clinical educators, staff, and peers with respect; display a willingness to learn; be able to accept constructive feedback; be punctual; and, be respectful of others in the classroom learning environment.

Attendance

Students are expected to attend all scheduled classes, labs, clinics, and mandatory program-related meetings (e.g., orientation), unless excused in advance by the instructor. Absences and tardiness may negatively impact demonstration of required competencies and professionalism, including grades assigned in academic or clinical courses.

Ability to Work Independently and Demonstrate Learning Outcomes Individually

Students are expected to initiate and pursue study independently and to accept responsibility for their own learning. All assessments of student knowledge and skill must be the student's own work unless group submission is specified by the instructor. Prior to submission, it is each student's responsibility to seek clarification about whether projects or assessments are expected to be completed individually or may be completed collaboratively. Under no circumstances may a student share their NYMC log in credentials with another student or provide access to another student to online learning or assessment platforms (e.g., Canvas).

Ability to Work with Others

Students are expected to cooperate, participate, share information, and show respect for fellow students and colleagues when learning. When group projects or assessments are assigned it is expected that each member of the group will contribute as an active and respectful collaborator.

Appearance and Dress

Students are expected to display a confident and mature professional demeanor and to observe professional guidelines for cleanliness and appropriate dress at all times. Students should refer to department-specific requirements as they may vary depending upon the nature of the academic experience in which the student is participating, i.e. clinical experiences, labs, etc.

Citizenship

Students are expected to demonstrate the attributes expected of a professional in all interactions within the School and when representing the School/Department in the community. Students are expected to uphold the college's non-discrimination policy at all times. As future professionals it is expected that throughout their enrollment students will adhere to city, state, and federal laws and regulations. Any student convicted of a misdemeanor or felony during their enrollment will be evaluated under the NYMC Student Code of Academic Integrity and Professionalism.

Use of Social Media

The School of Health Sciences and Practice recognizes that social networking websites and applications are important and frequently used means of communication, collaboration, and networking. As future professionals, students are strongly advised to consider that, regardless of privacy settings, all information on social networking web sites may be viewed by clients, clients' family members, colleagues, and current and prospective employers.

Students are advised against accepting social media connections with clients or members of client's families. The following actions are strictly forbidden and will result in evaluation under the NYMC Student Code of Academic Integrity and Professionalism and typically will lead to dismissal from the program.

Any unauthorized release of client information protected by Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA) including but not limited to:

- Revealing the personal health or educational information of other persons, and this includes any identifying information including name, date of birth, age, diagnosis, gender, gender identity, race, ethnicity, contact information or clinic identity numbers, any images of the individual, or any other means through which an individual could be identified.
- Conveying private (protected) academic information of clients seen in educational settings or those of another student in the Department of Speech-Language Pathology, including but not limited to: course, exam, or assignment grades; narrative evaluations; adverse academic actions; professional behavior checklists or contracts; or clinical performance evaluations to any party within or outside the program.

Any misrepresentation of role or credentials including but not limited to:

- When posting information on social network sites, presenting themselves as an official representative or spokesperson for NYMC, the Department, or any affiliate organization;
- inflating or misrepresenting academic or clinical credentials in on-line or face-to-face environments;
- Representing themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the prohibitions included in this handbook.

Any threat or implication of threat to others including, but not limited to:

- Threatening or presenting statements that imply threats to anyone including but not limited to fellow students, faculty, peers, staff, clients, caregivers, clinical supervisors, or groups of individuals such as linguistic or cultural groups.

Additionally, the actions listed below may be considered a violation of Student Code of Academic Integrity and Professionalism and will result in evaluation under the Code.

- Posting or sharing of statements or photographs that imply disrespect for any person, group of persons, or identities as included in the College nondiscrimination policy or its equivalent.
- Displays of information including personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Displays of personal engagement in illegal activities including use of illegal recreational drugs.
- Posting of potentially bullying, inflammatory, discriminatory, threatening, or unflattering material on another individual's social media site.

New York Medical College's Social Media Policy Statement

In keeping with New York Medical College's (NYMC) and Touro College and University System's policies on student online conduct, College staff members do not "police" online social networks and the College is firmly committed to the principle of free speech. However, when the College receives a report of inappropriate online conduct, we are obligated to investigate; This is true even when a student posts to a personal social media account using their own phone or computer while off-campus or during a break. The College has the right to discipline students for misconduct or lack of professionalism wherever it occurs, including online.

On-Campus Resources

Student Health Services

The NYMC Health Services Office—located in the Basic Sciences Building, near the Pathology wing—is staffed by a nurse practitioner and a medical director and handles internal medicine problems. Our nurse practitioner is able to diagnose and treat most common illnesses as well as prescribe medications.

Mailing Address:

New York Medical College
Health Services
Basic Sciences Building
Valhalla, NY 10595

Walk-in Clinic Office Hours:

Monday – Thursday 8:30 a.m. – 4:30 p.m.

Friday – 8:30 – 3:00 p.m. (From October 1st through March 31st).

The nurse practitioner is unavailable between 1:00 – 2:00 p.m. daily.

Main Phone Number: 914-594-4234
Office Fax: 914-594-4692
Email: health_services@nymc.edu

Student Academic Support

The purpose of the Office of Academic Support Programs is to foster a better learning environment for, and provide resources to all students at New York Medical College. Programs are designed to help students study more effectively and become more self-sufficient and proactive in their learning. These programs include: peer learning partners, workshops given periodically to address study techniques, a study partner match service, one-on-one academic support advice and assistance in making study plans, standardized test preparation lectures and workshops, and writing assistance.

The Office of Academic Support also evaluates and processes all applications from students seeking appropriate and reasonable accommodation by the College as stated in the Institution's Policy on Students with Disabilities and Application for Accommodations. The office will provide support to students who identify themselves as needing special accommodations, per the ADA, and communicate those needs to the dean and course directors.

Mailing Address:

Office of Academic Support
Sunshine Cottage Administration Building
2nd Floor, Rooms 213-222A
New York Medical College
40 Sunshine Cottage Road
Valhalla, NY 10595

Office hours:

9:00 a.m. - 5:00 p.m., Monday through Friday
(Note: the College closes at 3:00 p.m. on Fridays from October 1 - March 31)

Main Phone Number: (914) 594-3880

NOTE: For any questions regarding proctoring of exams and/or grades, please contact the Office of Medical Education, as Student Affairs has no jurisdiction over exam or grading policies. It is also the policy of the College to provide reasonable accommodations, as required by Section 504 of the Rehabilitation Act of 1973, the ADA and the ADA Amendments Act of 2008 (the “ADAAA”), to qualified students with a diagnosed and documented disability who have identified themselves to the College in a timely manner as individuals with a disability so that such qualified students will be capable of completing the full curriculum of required courses and electives under College policies and in accordance with applicable technical standards for admissions and enrollment.

Student Mental Health and Wellness

Virtual Mental Health Services

New this academic year, NYMC has formed a partnership with [Teladoc](#) and [Health Advocate](#) to provide free, confidential, virtual mental health services, both long term and during emergent situations, to all students. [Teladoc’s](#) Mental Health services offer students the opportunity to work with a clinician of their choice. Students will have access to psychiatrists, psychologists and licensed clinical social workers by appointment, seven days a week. [Health Advocate](#) will offer professional telephone evaluation and in the moment support, where help is available 24/7. Other support services through Health Advocate include help with childcare, eldercare, relocation, financial and legal problems, life transitions, substance abuse and more. These expanded services replaced the previous structure effective July 1st, 2021.

Please find some frequently asked question below and know we will continue to offer wellness classes (e.g., yoga, meditation), psychoeducational workshops and events (e.g., suicide prevention, sleep hygiene) as well as our anonymous online program, the Interactive Screening Program (ISP). Starting in the fall of 2021, we will offer counseling sessions with Master of Social Work interns in addition to maintaining our ongoing collaboration with faculty, staff, and student organizations on campus.

We encourage you to contact SMHW if you have questions about transitioning your care, or other concerns and strongly recommend you sign up for the new services.

Frequently asked questions:

What is available through Teladoc?

Students can get counseling, medication evaluation and treatment for anxiety, depression, grief, family issues, and more. Choose to see a psychiatrist, psychologist, licensed clinical social worker, or other mental health professional and establish an ongoing, long-term relationship. This is free, confidential and there are no limitations on the number of visits.

T: 1-800-Teladoc

Web: member.teladoc.com/registrations/get_started to get started.

App: [Teladoc](#)

Hours: 7AM-9PM

If I have private insurance, can I still use Teladoc?

YES. This is available to all enrolled NYMC/TCDM students, regardless of your insurance. When you set up your account, select NYMC as the payer.

I registered but forgot to select NYMC as my benefits provider.

No problem, you can contact The Student Success Team:

T: (860) 217-0851 x 1

Email: support@cadplus.com

If I take medication, or want to be evaluated for medication, what do I do?

Students who have set up their Teladoc account have access to a large network of board-certified psychiatrists and other mental health professionals such as a physician’s assistant who can prescribe medications. We encourage you to create your account ASAP and make an appointment to get started.

Are there medications that cannot be prescribed through Teladoc?

While Teladoc can meet most psychiatric needs, they do not prescribe controlled substances. We have established a special partnership with an outside provider to address this need. NYMC students will be given priority and able to easily connect with an excellent psychiatrist. Student will use their private insurance and be reimbursed for the cost of any co-payments up to \$150.00 per academic year. Students can and are encouraged to concurrently utilize the counseling services provided through Teladoc and Health Advocate. If this applies to you, please contact our office at nymc_studentwellness@listserv.touro.edu.

What if I need to talk to someone after hours?

Health Advocate offers students professional telephone evaluation and at the moment support 24/7.

T: 855-384-1800

Email: answers@HealthAdvocate.com

Web: HealthAdvocate.com/members

Contact: Mental Health and Wellness

Email: NYMC_STUDENTWELLNESS@listserv.touro.edu

Follow us on Instagram @ [NYMC_TCDM_SMHW](https://www.instagram.com/NYMC_TCDM_SMHW)

Bursar

The Office of the Bursar is responsible for:

- Billing and collection of Tuition, fees, housing, health insurance.
- Approval and processing of refunds.

Mailing Address:

Office of the Bursar
New York Medical College
40 Sunshine Cottage, Suite 115B
Valhalla, NY 10595

Hours:

October 1 to March 31 (Fall/Winter):

Mon - Thurs 8:30 a.m. to 5:00 p.m.

Fri: 8:30 a.m. to 3:00 p.m.

April 1 to September 30 (Spring/Summer):

Mon - Fri: 9:00 a.m. to 5:00 p.m.

Main Phone Number: (914) 594-4471

Registrar

Our goal is to provide user-friendly support and expertise to complement your primary work at NYMC – whether you are a current or former student, or a member of the College’s teaching and administrative staff. Our services are listed below and to the left. If you have questions about our services, please contact us. We are here to help.

Address:

Office of the Registrar
Sunshine Cottage Administration Building, #127
New York Medical College
40 Sunshine Cottage Road
Valhalla, NY 10595

Office Hours

April to September:

Mon - Fri: 9:00 a.m. to 5:00 p.m.

October to March:

Mon - Thurs 9:00 a.m. to 5:00 p.m.

Fri: 9:00 a.m. to 3:00 p.m.

Email: Registrar@nymc.edu

Phone: 914-594-4495

Fax: 914-594-3752

Student Housing and Residential Life

We believe that how you perform as an NYMC student has a lot to do with where and how you live. We are committed to providing a residential community that is more than just buildings and rooms. We want every student to truly feel part of a community of like-minded peers who live together comfortably, safely and with respect for each other. Supported by a healthy and enjoyable living environment, students have the stability they need to be their best. The Office of Student and Residential Life provides a range of housing options for full-time, matriculated medical and graduate students. We strive to be responsive to individual student's needs and are available to address any issues at any time—whether school is in session or not.

Office of Student & Residential Life

Sunshine Cottage, Room 116

New York Medical College

40 Sunshine Cottage Rd

Valhalla, NY 10595

Office Hours:

October 1 through March 31 (Fall/Winter):

9:00 a.m. - 5:00 p.m., Monday, Wednesday, Thursday

9:00 a.m. - 7:00 p.m., Tuesday

9:00 a.m. - 3:00 p.m., Friday

April 1 through September 30 (Spring/Summer):

9:00 a.m. - 5:00 p.m., Monday, Wednesday, Thursday, and Friday

9:00 a.m. - 7:00 p.m., Tuesday

Main Phone Number: (914) 594- 4832

Email: housing@nymc.edu

Information Technology

The NYMC Division of Information Technology focuses on maintaining and enhancing the quality, reliability, accessibility and security of all campus-wide information applications and services that support students, faculty and staff. Our functional areas include:

- Information Services (desktop, laptop, mobile computing, server, cloud, network, telephone, and cellular support services)
- Applications Development
- Applications Maintenance and Support

Students, faculty and staff may contact Information Services on Monday through Friday from 8:00 a.m. to 5:30 p.m. by telephone at 914-594-2000, or by e-mail at helpdesk@nymc.edu. We also welcome walk-in visitors to our office at 19 Skyline Drive, 2N-F31, during these hours.

We provide expert, responsive support for desktops, laptops, tablets, smart phones, email, Wi-Fi, passwords, Microsoft Office, antivirus and anti-malware. Information Technology maintains contracts and support agreements with various software, hardware, and service providers.

Office located:

19 Skyline Drive

2N-F31

Hours:

Monday through Friday from 8:00 a.m. to 5:30 p.m. by telephone

Main Phone Number: (914)594-2000

Email: helpdesk@nymc.edu

The NYMC division of Information Technology includes the Office of the Senior Director of Information Technology & Services, Applications Development, Applications Maintenance and Support, Desktop Support Services, Data Communications, Educational Media, Network Support Services, and Telephone Support Services. Information Technology's objective is to maintain and enhance the quality, reliability, accessibility and security of all campus-wide information applications and services that support students, faculty and staff in ways that maintain the mission of the College.

Information Services (Desktop Support Services, Data Communications, Network Support Services and Telephone Support Services) may be contacted at: helpdesk@nymc.edu. Additionally, individuals are welcome to stop by Information Services, located in 19 Skyline Drive, 2NF31, at any time from 8:00 a.m. to 5:00 p.m. Monday through Friday. Educational Media may be reached by contacting (914) 594-2553.

Our staff is dedicated to assisting NYMC's students, faculty and staff with their technology issues. Support is provided for Windows and Macintosh hardware and software, Exchange Email, wireless connectivity, Virtual Private Network (VPN) connectivity, and password expiration and resets. The College maintains a host of contracts and support agreements with various software vendors.

Who We Are

The NYMC Information Technology department is divided into the following areas:

Helpdesk

At the Information Technology helpdesk, located in 19 Skyline Drive 2NF31, the staff deals with everything from setting up wireless connections for laptops to installation and maintenance of NYMC owned computers. All of our technicians are well versed in both PC and MAC computers. We also offer support to smartphones (Androids, Windows Phones, as well as iPhones and mobile devices). We offer approved packages from Dell(R) and HP(R) to faculty members wishing to purchase new computer systems. Our goal is to provide excellent and conscientious support to both students and faculty of the NYMC community.

Network

The Network technicians provide proactive and extensible solutions to ensure a stable network infrastructure for our NYMC community. They provide hands on server and network configuration support. They review and further document networking components and connections. Our Network Technicians are responsible for ensuring that active networks and servers are secure and fully accessible to properly authenticated users. The technicians provide network administrative operations and perform maintenance requests as well as help

to implement system policy. They also work with staff in managing the required systems, operation techniques, and processes, along with supporting off site schools and municipalities throughout campus.

Systems & Programming

Our programmers at NYMC are tasked with the maintenance and creation of campus specific programs used by the college. They provide programming and system support to academic and administrative departments for enterprise applications, system integrations and reporting. Our programmers are tasked with the maintenance and creation of custom programs used by the college.

Network Security

Why Secure Computing Is Your Responsibility

While your department may have staff who provide computer setup and assistance, ultimately you are responsible for taking care of your computer and guarding the information it holds. Following security guidelines and good business practices is part of doing your job. The vast majority of computer breaches that we have investigated over the past few years have been the result of poor personal choices, weak computer practices, and less-than-satisfactory data-handling procedures. It is the responsibility of everyone who uses a computer at work to protect NYMC data. The data on your computer is college property that has been placed in your care. Much of the data we work with is sensitive, such as Social Security numbers, payroll information, grades, and more. However, all college data needs to be protected.

Consequences of Not Practicing Secure Computing

Keeping your computer secure takes vastly less time than recovering from a security problem. If your computer is compromised, you will likely lose access to it for at least a few hours, possibly days. You may also lose any work you did since your computer was last backed up. If the security problem put sensitive data at risk, or if your computer is lost or stolen, the effects can be far-reaching:

- You may be held accountable for any negligent action, or inaction, that led to the incident.
- The college may suffer financial loss as well as loss of reputation.
- The individuals whose data is compromised could potentially also suffer financial loss, identity theft, and unwanted public exposure of private information.

Recovering from a computer compromise or loss of sensitive data, large or small, can take people many hours and, as a result, is an expensive activity.

Consequences of Mishandling Sensitive Data

Mishandling sensitive data can lead to NYMC suffering financial loss or loss of reputation. The possible loss of certain types of data requires NYMC to report the event to government agencies and inform possible affected individuals.

If there is even a possibility of data loss, responding can easily consume hundreds of hours and is, as a result, an expensive activity. It can also involve many people from both within your department and elsewhere around campus and, consequently, can significantly disrupt college business. Many universities, even NYMC, have experienced the repercussions of losing sensitive data, including:

- Regulatory fines
- Loss of funding from government agencies
- Lawsuits
- Loss of donations and gifts
- Loss of reputation

What Happens When NYMC Data May have Been Exposed to an Intruder or Malicious Software

If an intruder has gained access to a computer used at NYMC that contains sensitive data, the IT Security Office will lead an investigation of the incident.

1. The computer's hard drive will be copied for analysis.
2. Information on the computer's hard drive and other data, such as network traffic history, are analyzed to determine whether sensitive data may have been exposed.
3. The College's response to the incident is determined by a team whose members include:
 - Vice President for Information Technologies (chairs the group)
 - IT Policy Office
 - IT Security Office
 - Audit Office
 - College Counsel
 - NYMC Security
 - College Communications
 - Risk Management

The team will also bring in the unit head, IT staff, and other staff from the department where the incident occurred, as well as the college data steward (for example, the Vice President for Student and Academic Services for incidents involving student data, or the Vice President for Human Resources for incidents involving employee data).

4. Officers meets to review the incident and determine how the college should respond to it. If there is a reasonable likelihood that sensitive data could have been accessed in an unauthorized fashion, Officers determines which potentially affected parties need to be notified. The Officers also considers what needs to be done to avoid similar incidents in the future.

Forms

Network Access (IS-2)

Please download this form if you are a New Student or Faculty.

Wireless Device Request

Please download this form if you are replacing or obtaining a new NYMC supplied phone.

Network Installation

Please complete this form and return the original to Information Services, Room 2NF31, 19 Skyline Drive. Contact the Helpdesk through Touroone for additional assistance. Account will be billed for network card (if installed), port charge and actual cabling cost.

Network Name Change (IS-3)

DO NOT use this form unless you already have an account on the NYMC Network. Use Form IS2 to request a new network account. This form allows you to request a change in how your name is displayed in the New York Medical College Email system, global address list (how it appears when someone searches for your name in the address book). It is the college's policy that all display names will be unique, therefore, requests for display names that already exist cannot be honored. This form does not guarantee that your request will be accepted. All requests are subject to the approval of Information Services.

Student Equipment Waiver

All NYMC students wishing to have their PC repaired, must sign this form before an Information Service technician can troubleshoot the problem. Please present the completed form to your assigned technician.

Non-PeopleSoft Request

Please complete this form for Non-PeopleSoft related System Modification/Enhancement requests.

ListServ Request Form

Please complete this form to create or modify a ListServ distribution list and return the original to Information Services, Room 2NF31, 19 Skyline Drive.

Contact Us

The fastest way to submit a support ticket is by emailing helpdesk@nymc.edu.

Phone: (914) 594-2000

helpdesk@nymc.edu

Fax: (914) 594-2001

In the event of an emergency or significant problem with critical IT resources during non-business hours (weekdays after 5 p.m., weekends, holidays, or any other time the college is closed), support is available by calling the helpdesk at (914) 594-2000 and following the directions.

Examples of problems that constitute an emergency: outages of the campus network, campus-wide email, the college's web site, the central telephone system, or staff and faculty file shares. Emergency support coverage during non-business hours is limited to situations that are critical needs that cannot wait until the next business day.

Library

About the Library:

The Health Sciences Library (HSL) serves all faculty, students, employees, and sponsored residents and fellows of the New York Medical College.

History: New York Homeopathic Medical College first opened a Library in 1885 at the behest of students and alumni when the college was at Flower Hospital. In 1972 the libraries of New York Medical College Flower and Fifth Avenue Hospitals and Westchester Academy of Medicine in Purchase, New York merged under an agreement signed by both parties. As of 2011, when New York Medical College became part of the Touro College and University System, all Touro faculty and students have onsite access to the library facilities and resources.

The New York State Library has designated the Health Sciences Library as a Leader Electronic Doorway Library. The Library is also a Resource Library in the Middle Atlantic Region (MAR) of the National Network of Libraries of Medicine (NN/LM). The Library actively participates in the Online Computer Library Center (OCLC) global network and remains a full member of METRO, the New York metropolitan area library planning cooperative. We honor METRO card access for the public via local libraries.

Library Hours

The Health Sciences Library is open 24/7 but is ID access only outside of normal service hours. Normal service hours are as follows:

- Monday - Thursday: 8AM - 10PM
- Friday: April - September: 8AM - 5PM
 - October - March: 8AM - 3PM
- Saturday: Closed for Sabbath
- Sunday: 12PM - 8 PM

Hours are subject to change in relation to the Academic calendar. Extended hours are offered when possible during exam periods.

Access to the Library and Its Resources

The HSL serves all faculty, employees, students, residents, and fellows of New York Medical College. Licensed databases, e-books, e-journals, and Internet resources can be accessed via the many workstations in the HSL and via any internet-connected computer using your library barcode. The Library **barcode** is required to check out items, and to access online resources from off-campus locations.

Obtain a barcode by visiting the library or by completing and mailing/faxing the Library Membership Form available under “Request Forms” on the HSL website. Faculty barcodes **expire every five years** with expiration on November 1; contact Access Services to renew at (914) 594-4200.

User Support, Education and Research (USER) Services

If you have any questions about using library resources, services or programs, please contact us!

Get to know your liaison librarian. A professional librarian is assigned to each academic department and medical school course. Reach out to your librarian for an orientation, for searches, to conduct sessions or consultations with your students, to assist with research projects or for other information related assistance. Don't hesitate to ask.

USER Services/liaison librarians are available to assist users with their research on-site, via telephone, email or chat. Contact your liaison or stop in or call the general library number at 914-594-4200. Assistance is also available through the online Ask Us service. In addition, library faculty is available for scheduled one-on-one, in-depth consultations.

Reference & Information Services Librarians provide curricular support through instruction; by developing curriculum related web resources; and by collaborating with faculty on integrating information resources and information literacy into the curriculum. New faculty are encouraged to request individual or small group orientations and tours. HSL offers classes on demand on a wide array of information related topics.

Access Services/Circulation (914) 594-4200

Access Services provides basic library services such as circulation (borrower registration and renewals, item check-out and check-in, renewals, holds, and recalls), interlibrary loan and document delivery, course reserves, study room reservations, and poster printer reservations.

Interlibrary Loans/Document Delivery (914) 594-4201/594-4200

Interlibrary loan requests are managed online through the ILLiad system. The Health Sciences Library belongs to several networks allowing us to obtain materials the library doesn't own. You must set up an ILLiad account to use this service. Items ordered from another library incur a subsidized \$3 fee.

Items owned by the library can be scanned and emailed at no charge. This "Scan on Demand" service is also via the ILLiad system.

Course Reserves: Materials to support your classes may be ordered and placed in the Reserve Collection upon request. This includes the availability of online course reserves. See relevant form under "Request Forms" on the HSL home page, or call 594-4204.

Poster Printing (594-4200): The library can print posters up to 42" height (any width). The service is more cost-friendly than local commercial establishments. See the library's Poster Printing pages for assistance and fee information. The printer is available by appointment Monday through Thursday 9:00 AM -9:00 PM, Friday 9 AM – 1 (or 3) PM (depending on closing time), Sunday 9:00 AM – 12:00 PM and 2 PM – 4PM. Call 594-4200 to make an appointment -- or use our drop-off service.

Group Study Rooms and Classrooms (594-4200): Three group study rooms, a 20-person classroom and a computer lab, all equipped with whiteboards, tables, chairs, and network connections, are available for use by the NYMC community. Several of the rooms have videoconferencing capabilities. Reservations are via an online calendar accessible from the library website: Study Rooms | Classrooms.

Resources Management (914) 594-4205

Resources Management is the unit of the library which carries out much of the behind the scenes library work, like purchasing and cataloging of materials and making sure they are available to users. To recommend an item for the library's purchase, complete the form available under "[Request Forms](#)" on the HSL home page.

The Resources Management unit also strives to acquire, collect, and promote faculty scholarship. The library has been publishing a bibliography of faculty-authored materials for over twenty years (the print bibliography is now published by Touro) and maintains a database of these publications as well. The library is also able to help identify emerging areas of research, provide article and journal metrics, analyze research output, and help promote collaborative research.

Faculty Author Bibliography (594-4205): The Health Sciences Library produces – as of 2013 in conjunction with the Touro College and University System -- an annual compilation of publications by NYMC faculty authors within the past calendar year. Papers eligible for inclusion in the Faculty Authors Bibliography are those published in peer-reviewed and academic publications, with the author's NYMC affiliation listed.

Security and Safety

It is the policy of the college to promote the safety and security of the academic community on campus; to prohibit any criminal or illicit activities including sexual assault or other sex offenses; to report any alleged criminal conduct to the appropriate enforcement authorities and to discipline any student, faculty member or employee after the college has conducted its investigation of the alleged conduct. Discipline may include suspension, expulsion, dismissal or termination of employment.

The deans of the respective schools within the College are responsible for the coordination and dissemination of information regarding sexual assault prevention measures during the student orientation process.

Lose something on campus? Let us help you find it by filling out our [lost property form](#).

Public Safety Office
Basic Sciences Building
Valhalla, NY 10595
(914) 594-4226

Annual Security and Fire Safety Report ("Clery Act")

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV educational institutions, without exception, prepare, publish and distribute an Annual Security and Fire Safety Report. This report consists of two basic parts: disclosure of the College's crime statistics for the past three years; and information about the College's current campus security policies. Prospective students and employees are entitled to request and receive a copy of the New York Medical College's Annual Security and Fire Safety Report which is available below.

Paper copies of the College's Annual Security and Fire Safety Report are available at the New York Medical College Security Office located in room 223 in the Basic Sciences Building (BSB) or by contacting Campus Security at (914) 594-4577

Campus Public Safety recognizes that student and staff safety are of utmost importance at NYMC. Crime can happen anywhere and it is because of this, the Office of Public Safety has an ongoing program in safety education. A prepared College community is a safe community.

Off-campus Resources

Off-Campus Law Enforcement

- Dial 911 for emergencies
- Town of Mt. Pleasant Police: (914) 769-194 or 911
- Westchester County Department of Public Safety: (914) 864-7700 or 911
- Westchester County District Attorney- Sex Crimes Bureau (914)-995-4172

Off-Campus Advocacy, Counseling, and Health Services

- Westchester County Victim Assistance Services - 24 hour rape crisis hotline (914) 345-911 or toll free at (855) 827-2255
- Non-crisis calls: New York State Coalition Against Sexual Assault (914) 345-3113 Website:
<http://nyscasa.org/?q=responding%2Fcrisiscenters>

- Safe Horizon (212) 523-4728
 - Gay and Lesbian Anti-Violence Project (24-hours) (212) 714-1141
 - Westchester County Medical Center Emergency Room: (914) 493-7307
 - Westchester County Family Justice Center-provides services for individuals who are victims of domestic violence, dating violence, sexual assault, and stalking (914) 995-3100
- Website: <https://women.westchestergov.com/domestic-violence/family-justice-center>

College Facilities

THE VALHALLA CAMPUS

Administration Building (Sunshine Cottage)

The Administration Building, completely renovated in 1985-86, is entirely dedicated to administrative functions.

Alumni Center

The Alumni Center was completely restored in 1985 and now houses the offices of the Alumni Association, Parents' Council, and reception and meeting rooms.

Basic Sciences Building

The Basic Sciences Building, extensively renovated in 2001, is used primarily for teaching and research. The building contains two auditoria, seminar/case-study rooms and core research facilities. Also located in the Basic Sciences Building are the College's, Graduate School of Biomedical Sciences, basic science research laboratories, the Health Sciences Library, the Comparative Medicine Department, the campus bookstore, cafeteria and a student recreational area.

7 Dana Road Building

Previously a vacant building, a section of the Dana Road Building was renovated and transformed into a multimillion-dollar clinical skills and simulation center and biotechnology incubator. The building has a 115-person multifunctional classroom and also contains several simulation laboratories which house human body simulators.

Grasslands Housing

The Grasslands Housing complex is composed of 10 garden-style buildings and five suite-style buildings. The garden-style buildings contain studio, one, two and three bedroom apartments for families and older students; single students reside in 80 shared apartments in the suite-style buildings. In the center of the housing complex is the Student Center Building that contains a laundry room, study room and exercise room.

Medical Education Center

This four-story, 50,000 square foot building, constructed in 2001, provides a zone for medical education separate from the current research facilities. The ground level of the new building includes a lobby, additional library space and the 250-seat Nevins Auditorium. Student modules are located on the second and third floor of this tower. The fourth floor of the building is devoted to a new Gross Anatomy Facility.

The existing Health Sciences Library was expanded by more than forty percent with the addition of approximately 6,000 gross square feet in the new Medical Education Center. Renovations to the library included expansion of space for holdings and collections, separation of office and support space, study and teaching space, an elevator for handicapped access, and correction of maintenance and major HVAC problems. A special room adjacent to the library houses an Anatomage Table. The Anatomage Table is the most technologically advanced anatomy visualization system which offers unprecedented technology as an advanced tool for anatomy education.

The state-of-the-art 250-seat Nevins Auditorium enables the College to hold conferences and seminars for large groups.

The student modules on the second and third floors accommodate up to 216 students in a variety of flexible configurations within eighteen module classrooms. Each module may be divided into small group teaching and study rooms. The student module floors have specific preparation areas for educational and scientific materials, as well as student lockers and rest rooms.

The fourth floor of the Medical Education Center is devoted to a new, state-of-the-art Gross Anatomy Facility complete with embalming rooms, prep rooms, cold and warm storage, student and staff rest rooms and shower facilities.

Skyline

The 19 Skyline Drive Building is a 250,000 square foot 5 story building purchased by the College in 2013 with areas devoted to research and patient care. The ground level includes a lobby, additional library space and a 115-seat auditorium. The first floor also includes a lobby which serves as the building's main entrance. The first and second floors have been renovated and primarily house the offices of the various clinical departments of the College.

Vosburgh Pavilion/School of Health Sciences and Practice

The north wing of this four-story building is devoted to patient care, clinical research and some College administrative departments. The south wing, renovated in 1995, contains the School of Health Sciences and Practice and houses classrooms, computer facilities, study space, a student lounge and faculty offices for the School of Health Sciences and Practice. On the ground floor is the state-of-the-art Center for Interactive Learning, the hub of the College's distance learning program.

19 Bradhurst Avenue

The Brander Cancer Research Institute is located in this building.

Department of Public Safety

Emergency and General Number-914 594-4226

Security Department Administration

Director 914 594-4577

Daytime Supervisor 914-594-4662

Evening Supervisor 914 594-4339

General Information

The Security Department is located in the Basic Sciences Building room 223 and operates 24 hours-7days a week. The Department is responsible for overall campus security, emergency response, investigations, crime prevention, and management of the parking and identification badge programs. The department is staffed by a director, (1) associate director, (1) assistant director, (16) full time and (9) part time uniformed security officers. All security staff are employees of the college. Security officers are New York State licensed security officers who receive (8) hours of pre-employment training, (16) hours of on the job training and (8) hours of annual refresher training as required by New York State. Additionally, officers receive training annually in CPR/AED, fire extinguisher usage, response to hazardous materials emergencies and threat awareness. The security staff are not armed and do not have police or peace officer arrest powers. Officers are assigned to both fixed posts and motor patrols. Primary law enforcement jurisdiction for student housing lies with the Mt. Pleasant Police Department. The rest of the campus is under the jurisdiction of the Westchester County Department of Public Safety. The security director works closely with both of these police agencies on matters affecting the campus including criminal investigations, crime prevention and emergency response. The Security Department website includes links to the annual campus security report and the daily crime and fire logs.

Reporting Criminal Incidents and Other Emergencies

All on-campus emergencies, suspicious activities, or criminal offenses should be reported to the security department by calling 914 594-4226. Security is responsible for immediate response to such situations and will as required notify police, fire or EMS and direct them accordingly.

Identification Badges

Photo identification badges or ID badges are issued by the Security Department after the completion of the new employee orientation program provided by the Department of Environmental Health and Safety. The ID badge must be visibly displayed at all times while faculty members are on campus. The electronic proximity style ID badge is swiped at an ID badge reader to access college building and parking lots. Lost ID badges must be reported immediately to security so they can be deactivated. There is a replacement fee for lost ID badges. Defective or damaged ID badges should be brought to the security office for replacement. Faculty members who are not wearing an ID badge may be asked by a campus security officer to produce and display their badge. Guests of Faculty members must sign in with Security and obtain a visitor pass.

Limited Areas Access

Access to the Comparative Medicine Department is added to a faculty member's ID badge once a completed application for authorized access to comparative medicine signed by the Director of Comparative Medicine is presented to the Security Department.

A faculty member must have authorization from the Department of Cell Biology and Anatomy in order to have access to the Gross Anatomy Laboratory added to their ID badge.

General Parking Information

The Security Department is responsible for issuing parking stickers and enforcing campus parking rules. Faculty members are issued a non-expiring static cling style employee parking sticker which must be affixed to the lower right portion of the passenger side windshield. Only one permit is issued per faculty member but the sticker is interchangeable between vehicles. Lost stickers should be reported to the Security Department. Faculty members should contact security to update any changes to their vehicle make, model and/or license plate. Vehicles cannot be stored in campus parking lots. Faculty are given identification badge access to park in either gated parking lot (1) Basic Sciences Parking Lot or gated parking lot (5) Gravel lot located near the SHSP. Faculty members who park illegally will be notified by security to move their vehicle and/or be issued a warning notice. Repeat violators are subject to suspension or revocation of parking privileges and/or tow. Faculty members who are expecting guest/s should contact security to arrange for visitor parking.

APPENDICES A and B

APPENDIX A

**New York Medical College
School of Health Sciences and Practice
FACULTY ACTIVITIES REPORT
Academic Year 20##-20##**

NAME: _____ **TRACK/
RANK:** _____

Please include the products of collaboration and multi-disciplinary efforts in teaching, research/scholarship, and service under the appropriate section.

No materials will be reviewed unless all relevant Distribution of Effort (DOE) forms are attached.

I. TEACHING AND ADVISING **Composite DOE %:** _____

A. Teaching

Course Title <small>(Prefix, No., & Section No.)</small>	Credit Hrs.	No. Enrolled	Semester/Yr.
---	-------------	--------------	--------------

B. Teacher Course Evaluation (*faculty member may add additional attachments including peer reviews*)

Course Title (Prefix, No., & Section No.)	Responses	Course Mean	Teacher Mean	Semester/Yr.
--	-----------	-------------	--------------	--------------

II. RESEARCH AND SCHOLARLY ACTIVITIES

Composite DOE %: _____

III. COLLEGE AND PUBLIC SERVICE

Composite DOE %: _____

IV. ADMINISTRATION

Composite DOE %: _____

A. Administrative Assignments

(Faculty Member)

(Date)

(Chair)

(Date)

(Dean or Designee)

(Date)

APPENDIX B

School of Health Sciences and Practice
Peer Review Live/Classroom Observation and Feedback Form

Faculty Member Name:	Course #:
Faculty Observer Name:	Course Name:
Date of Observation:	Semester/Year:

I. COURSE ORGANIZATION & DELIVERY

Opening of Lesson	Comments:
Begins on time	<input type="radio"/> N/A
Opens the lesson by providing lesson context & relevance	<input type="radio"/> N/A
Asserts learning goal(s)	<input type="radio"/> N/A
Body of Lesson	Comments:
Defines any terms needed to understand concepts	<input type="radio"/> N/A
Uses effective examples, illustrations, handouts, anecdotes, etc.	<input type="radio"/> N/A
Clearly distinguishes main points from supportive details	<input type="radio"/> N/A
Organizes/sequences information for optimal learning	<input type="radio"/> N/A
Offers clear transitions between major points	<input type="radio"/> N/A
Stays on topic & achieves stated learning goal	<input type="radio"/> N/A
Demonstrates mastery of content knowledge	<input type="radio"/> N/A
Topic is addressed in a culturally sensitive/competent manner.	<input type="radio"/> N/A
Closing of Lesson	Comments:
Reasserts expectations for learning	<input type="radio"/> N/A
Offers final thoughts and transitions to next session	<input type="radio"/> N/A
Ends on time	<input type="radio"/> N/A
Managed time well (from start to finish)	<input type="radio"/> N/A

II. TEACHER ATTRIBUTES & LEARNING ENVIRONMENT

Teacher Presence	Comments:
Checks & responds to student understanding	<input type="radio"/> N/A
Attempts to engage group & individuals as appropriate	<input type="radio"/> N/A
Responds well to students' comments/questions	<input type="radio"/> N/A
Demonstrates confidence, rapport with students	<input type="radio"/> N/A
Interacts with students in a professional manner	<input type="radio"/> N/A

Verbal & Spatial Behavior	Comments:
Pacing and articulation	○ N/A
Voice level	○ N/A
Gestures & movement	○ N/A
Eye contact & facial expression	○ N/A
Use of board, other visual aids	○ N/A
Strategic pauses & silences	○ N/A

Summary of major strengths observed:

Suggested areas of improvement:

Additional Comments (if any):

Faculty Member:	Date:
Faculty Observer:	Date:

Signatures