Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface and Disclaimer</td>
<td>1</td>
</tr>
<tr>
<td>Statement of Academic Freedom</td>
<td>1</td>
</tr>
<tr>
<td>The College</td>
<td>2</td>
</tr>
<tr>
<td>Statement of Mission and Vision</td>
<td>2</td>
</tr>
<tr>
<td>A Brief History of the College</td>
<td>3</td>
</tr>
<tr>
<td>University Governance and Administration</td>
<td>8</td>
</tr>
<tr>
<td>NYMC Administrative Links</td>
<td>9</td>
</tr>
<tr>
<td>Faculty Resources</td>
<td>10</td>
</tr>
<tr>
<td>Faculty Constitution and Bylaws</td>
<td>10</td>
</tr>
<tr>
<td>Faculty By-Laws</td>
<td>17</td>
</tr>
<tr>
<td>Office of Research Administration</td>
<td>29</td>
</tr>
<tr>
<td>School of Health Sciences and Practice</td>
<td>33</td>
</tr>
<tr>
<td>School of Health Sciences and Practice and Institute of Public Health</td>
<td>33</td>
</tr>
<tr>
<td>Administration</td>
<td>34</td>
</tr>
<tr>
<td>About SHSP</td>
<td>34</td>
</tr>
<tr>
<td>Dean of the School</td>
<td>37</td>
</tr>
<tr>
<td>SHSP Academics</td>
<td>38</td>
</tr>
<tr>
<td>Academic Chairs and Faculty</td>
<td>38</td>
</tr>
<tr>
<td>SHSP Contacts</td>
<td>40</td>
</tr>
<tr>
<td>SHSP/IOE Organizational Chart</td>
<td>41</td>
</tr>
<tr>
<td>SHSP Bylaws</td>
<td>42</td>
</tr>
<tr>
<td>SHSP Faculty Promotion and Annual Evaluation Policy and Procedures</td>
<td>52</td>
</tr>
<tr>
<td>SHSP Academic Policies</td>
<td>56</td>
</tr>
<tr>
<td>NYMC Policy on Institute and Centers</td>
<td>62</td>
</tr>
<tr>
<td>Health Sciences Library</td>
<td>66</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>69</td>
</tr>
<tr>
<td>Office of Public Relations</td>
<td>77</td>
</tr>
<tr>
<td>Health Services</td>
<td>82</td>
</tr>
<tr>
<td>College Facilities</td>
<td>85</td>
</tr>
<tr>
<td>Department of Public Safety</td>
<td>86</td>
</tr>
<tr>
<td>NYMC Administrative Policies</td>
<td>88</td>
</tr>
<tr>
<td>Appendices A and B</td>
<td>94-101</td>
</tr>
</tbody>
</table>
Preface

New York Medical College is a private health sciences university comprised of three schools. This Faculty Handbook contains institutional information and policies and procedures pertinent to college and SHSP governance.

The School of Health Sciences and Practice, established in 1980, has a governance structure under by-laws constituted in 1994 and amended in 2006.

The Faculty Constitution and By-Laws in this Faculty Handbook was amended in 1997. It is periodically reviewed and revised to reflect changes in College policies, new regulations from government institutions and various matters as advanced by the faculty. Responsibility for the contents and accuracy of the Faculty Handbook resides with the president of the Faculty Senate and the dean of the School of Health Sciences and Practice.

The effort has been made to compile a Faculty Handbook that is as accurate and up-to-date as possible. This Faculty Handbook and revisions to it are placed on the College Network. However, at all times the official and applicable College policies shall be those as maintained by and in the Office of the President and of those immediately under the direction of the President.

DISCLAIMER

THIS FACULTY HANDBOOK IS PROVIDED TO YOU FOR INFORMATIONAL PURPOSES ONLY. IT IS INTENDED TO GIVE YOU A GENERAL OVERVIEW OF THE COLLEGE’S PRESENT POLICIES AND PROCEDURES. THE COLLEGE RESERVES THE ABSOLUTE RIGHT AND AUTHORITY TO MODIFY, REVOCe, SUSPEND, OR TERMINATE, AT ANY TIME AND IN ITS SOLE DISCRETION, ANY POLICY, PROCEDURE, TERM OR THE CONTENT OF THIS FACULTY HANDBOOK, IN WHOLE OR IN PART, WITH OR WITHOUT ADVANCE NOTICE. THIS FACULTY HANDBOOK IS NOT AND SHALL NOT BE IMPLIED, INTERPRETED OR CONSTRUED IN ANY MANNER TO CREATE OR CONSTITUTE A LEGALLY BINDING AGREEMENT OR CONTRACT BETWEEN THE COLLEGE AND YOU, OR TO CONTAIN A CONTRACTUAL OR LEGAL COMMITMENT, OBLIGATION, ASSURANCE OR PROMISE OF ANY KIND ABOUT ANY RIGHT TO OR GUARANTEE OF EMPLOYMENT WITH THE COLLEGE OR TO ANY BENEFIT OR POLICY. FINALLY, WHERE THE PROVISIONS OF THIS FACULTY HANDBOOK CONFLICT WITH A SPECIFIC OFFICIAL, WRITTEN POLICY, DOCUMENT OR AGREEMENT, THE PROVISIONS OF THE SPECIFIC WRITTEN POLICY, DOCUMENT OR AGREEMENT SHALL PREVAIL.

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) is a health sciences university whose purpose is to educate scientists, and other health care professionals, provide health care 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. NYMC believes that the diversity of its student body and faculty is important to its missions in a multicultural world.

The School of Medicine will be one of the foremost medical schools in the nation accredited by the Liaison Committee on Medical Education. The university will offer masters and doctoral programs in public health, the biomedical sciences and allied health professions. Together with its hospital partner, the College will be the leading academic medical center in the region, providing the best tertiary and quaternary specialized medical care, health care education and biomedical research. The College, with its spectrum of university hospitals and other teaching affiliates, will provide excellent educational, research and service opportunities throughout the New York metropolitan and tristate area.

Education

The College will:

• educate scientists and health care professionals;
• sponsor residency and fellowship programs accredited by the Accreditation Council on Graduate Medical Education and commission on Dental Accreditation;
• sponsor continuing medical education programs accredited by the Accreditation Council on Continuing Medical Education. These will be available to all physicians of its affiliated hospitals and other practitioners in the region;
• educate the public with innovative programs that integrate the latest research advances with the best clinical practices;

Research

The College will:

• improve health through cutting edge basic, clinical, and population-based research leading to improved scientific knowledge;
• be a leader in translational research to improve treatment and prevention of disease;
• promote excellence through research in medical education.

Clinical Care

The College will:

• with its clinical affiliates, provide outstanding clinical care;
• incorporate the latest advances in medical knowledge into health care practices;
• improve patient through advances in education and research.
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.

Advancing Women in Medicine

In 1863, a separate but related institution known as the New York Medical College for Women was founded by Dr. Clemence Sophia Lozier, staffed by many of the College's male personnel.

This institution graduated the first female physician in the country, Dr. Emily Stowe, in 1867. Dr. Susan McKinney, the first African-American female physician in New York State and the third in the nation, graduated from NYMC for Women in 1870 with the highest grade in the class. When the institution closed in 1918, students transferred to NYMC. Thus, NYMC was among the first medical schools in the nation to admit women.

Expansion and Growth of the College

The medical school moved in 1872 to larger quarters made available by the New York Ophthalmic Hospital, then one of only two institutions in New York City for the treatment of ophthalmic diseases. The hospital had been placed under the College's supervision five years earlier. Graduate study in ophthalmology and the Oculi et Auri degree became available. In 1875, Metropolitan Hospital opened as a municipal facility on Ward's Island, staffed largely by NYMC faculty. Physicians were rowed across the sometimes hazardous East River to care for patients. The relationship between the College and Metropolitan is among the nation's oldest continuing affiliations between a private medical school and a public hospital. Faculty often expressed a need for patients to be closer in proximity to the College. In 1889, the Flower Free Surgical Hospital was built by NYMC, the first teaching hospital in the country owned by a medical school. It was constructed at York Avenue and 63rd Street with funds donated by Congressman Roswell P. Flower, later governor of New York. The institution's noble purpose was "to embrace under its jurisdiction a free hospital for treatment of the poor and for clinical instruction of its students" as minutes of the Board of Trustees duly recorded.

A Reputation for Training Clinicians

By 1896, the College's reputation for producing superb clinicians and scholars was recognized by the Board of Regents of the State of New York. The College ranked first in the state in the percentage of its graduates who passed the examination for licensure. Skilled and enthusiastic voluntary faculty gave students an excellent combination of theoretical and practical instruction.
The Nation's First Minority Scholarship Program

Walter Gray Crump, Sr., M.D., led the College's effort to become the first medical school in the country to establish a minority scholarship program in 1928. Dr. Crump, an alumnus and faculty member, taught surgery and achieved emeritus professor rank, served as staff surgeon at several hospitals, was a founder of the NYMC for Women and was a trustee of Tuskegee Institute and Howard University. By 1935, the College had transferred its outpatient activities to Fifth Avenue Hospital at Fifth Avenue and 106th Street. The College (including Flower Hospital) and Fifth Avenue Hospital merged in 1938 to become New York Medical College, Flower and Fifth Avenue Hospitals. Fiorello H. LaGuardia, mayor of the City of New York, helped lay the cornerstone for the College’s new $1.2 million building adjoining Fifth Avenue Hospital in 1939.

Growth of Graduate Education

The College’s Certificate of Incorporation was amended in 1938 to include authority to award graduate degrees in addition to the M.D., specifically, a master of science in medicine, a doctorate in medical science and a doctorate in public health. College archives, however, record scheduling of advanced courses and research activity as early as 1910 and offerings of graduate courses in surgery and medicine to residents in the 1920s. In 1963, the Graduate School of Medical Sciences was founded, establishing for the first-time graduate education within a school separate from the medical curriculum. The Board of Trustees renamed the school the Graduate School of Basic Medical Sciences in 1969.

Fiscal Concerns

The advent of new technologies in the 1960s-70s made it increasingly expensive to operate Flower and Fifth Avenue Hospitals. In addition, the College was subsidizing faculty salaries to supplement private practice income. Around the mid-1960s, NYMC began to consider relocating its campus. After reviewing several options, the Board of Trustees voted to accept a proposal from Westchester County and to apply for a federal grant that would fund nearly half the expense of creating a new medical center. When the government discontinued the funding program, however, the College was unable to secure its share. The County raised the necessary funds and proceeded to manage the medical center in entirety. Meanwhile, financial difficulties at Flower and Fifth Avenue Hospitals continued. Toward the late 1970s, it was estimated that the College was subsidizing hospital operations at a rate of more than $1 million a month. The College was on the brink of bankruptcy. The Board of Trustees considered many options, but most required a takeover by another institution – an unacceptable course.

The Relationship with the Archdiocese of New York

At this critical time in the College’s history, the Board of Trustees attempted to interest the Archdiocese of New York in College affairs. In 1978, Terence Cardinal Cooke, Archbishop of New York, agreed to foster a relationship. He perceived that affiliation with a medical college would be important to the continued excellence of an extensive Catholic hospital system. The Archdiocese helped the College restructure its debt on more favorable terms, strengthened the Board of Trustees and added many Catholic hospitals to the College's affiliations. It also assumed operation of Flower and Fifth Avenue Hospitals, converting the facility into a specialty hospital serving the developmentally disabled. (It is presently known as Terence Cardinal Cooke Health Care Center.)
1980, intercession by the Archdiocese was critical in preventing the city from closing Metropolitan Hospital.

**Decade of Achievement**

During the "Decade of Achievement" (1978-1988), the size and stature of faculty, quality and amount of funded research, caliber of students and improvements in medical care afforded to people in communities served by the College increased significantly. Hospital affiliations grew to 34 in number, affording medical students a wide range of clinical training opportunities. National Institutes of Health research grant and contract awards more than doubled; sponsored programs (research, training and service) and New York State appropriations grew to a record level of $23 million. The Graduate School of Health Sciences, now known as the School of Health Sciences and Practice (SHS&P) was founded in 1980 to respond to the growing regional and national need for healthcare professionals. In 1984, the New York State Department of Education recognized NYMC as a university. By the end of the 1980s, the university was thriving once again.

**New Directions**

The university's progress, distinguished by a marked increase in the academic quality of the student body, continued. In 1992 the College launched a strategic planning initiative. For almost three years, the academic community engaged in intensive committee meetings, retreats, focus groups, and surveys intended to clarify the institution's strategic vision and direction. The resulting strategic plan, approved by the Board of Trustees, served as the foundation for the university's reengineering efforts, program planning, and resource allocation. Early in the decade, the Board of Trustees recognized that the nation's demand for healthcare professionals would soon exceed supply and began to focus attention on the School of Public Health. The College charged the dean with responsibility for revitalizing the SPH and expanding program offerings. Within a few years, enrollment increased by more than 50 percent and currently exceeds 600 students. In 1997, the school's new physical therapy program was accredited by the Commission on Accreditation in Physical Therapy Education. Subsequently, a program in health informatics was introduced to educate students about computer applications designed to improve the management of medical information while integrating traditional tools of healthcare administration. A master of science program in speech-language pathology began in 1999.

Leading the nation in response to a shortage of primary care physicians, the School of Medicine developed a program with the goal of doubling the number of medical school graduates who, after completing their residencies, enter generalist practices. The program, known as the generalist physician initiative, was awarded major funding from The Robert Wood Johnson Foundation, one of only 14 nationwide so designated. One innovative aspect of the generalist physician initiative, offered in conjunction with academic health center partner Saint Vincent's Hospital and Medical Center of New York, afforded eligible fourth-year medical students an opportunity to begin a residency program in Internal Medicine and thereby complete training in six years rather than the traditional seven.

By the middle of the 1990’s, the university had secured its first accreditation by the Commission on Higher Education of the Middle States Association of Colleges and Schools, concurrent with the School of Medicine’s re-accreditation by the Liaison Committee on Medical Education. This was followed a few years later with Accreditation as a School of Public Health. A longtime student concern – on-campus housing – was addressed with the completion of new construction to accommodate an
additional 300 students. A renovation of a campus building into a state-of-the-art Learning Center comprising classrooms, a computer laboratory and small group study rooms was also completed.

As the university strengthened, the need for a chief academic officer became more apparent. In 1995, the university appointed a provost to serve in this capacity.

The School of Medicine recorded large research grants during this period for the study of endothelial cells, cellular immune reactions in cancer, hypertension and hormones relevant to the regulation of blood pressure, cardiovascular and renal disease, the neurosciences, and infectious diseases. In 2001, the university completed construction of a new $24 million Medical Education Center and renovation of the Basic Sciences Building, the hub of campus research activity.

**The Change in Sponsor and the New Relationship with Touro College and University System**

As a result of several years of operating deficits and the increasing recognition that as a freestanding medical institution there was a need for a university or health system sponsor to achieve positive synergies in education and medical research, the College actively sought a sponsor able to make a significant investment in the institution and actively offer expanded educational opportunities. The Archdiocese of New York, the sponsor of the College since 1978, had moved its health care ministry away from acute care hospitals, and as a result of this change in Archdiocesan mission, joined the College in seeking a nonprofit sponsor to take its place.

After engaging in extensive negotiations and due diligence, the Archdiocese of New York and Touro College reached an agreement in late December 2009 for Touro College to replace the Archdiocese as the sponsor of NYMC. The transaction was completed in May 2011. According to the terms of the transaction agreement, the College will continue to operate as a separate institution, with the authority to appoint the College's Board of Trustees being transferred from the Archdiocese to a new entity organized by Touro (NYMC, LLC).

**Touro College**

Touro College is a Jewish-sponsored independent institution of higher and professional education. The College was established primarily to both enrich the Jewish heritage, and serve the larger American community in the spirit of Jewish values and the tradition of tikkun olam, enhancing the world in which we live.

Touro College was originally chartered by the Board of Regents of the State of New York in 1970. Under the leadership of its founding president, Dr. Bernard Lander, the College opened with a class of 35 Liberal Arts and Sciences students in 1971. Since the school has grown to nearly 18,000 students in 29 campuses around the United States and the world. Touro has long had a focus on healthcare education, and today it has over 3,000 students in its three schools of osteopathic medicine, two schools of pharmacy, two schools of nursing, and several schools in the allied sciences. Dr. Lander passed away in 2010 at the age of 94. He has been succeeded by Alan Kadish, M.D., a world-renowned researcher in cardiovascular and internal medicine.

Touro College in New York is accredited by the Middle States Commission on Higher Education. Touro University of California, Touro University of Nevada, Touro College Los Angeles, and Touro University Worldwide (an online higher educational school) are also part of the Touro college and university system. These institutions are accredited by the Western Association of Schools and Colleges (WASC), Middle States’ West Coast counterpart.
New York Medical College Today

NYMC is a health sciences university committed to educating individuals for careers in medicine, science and the health professions. Located in suburban Westchester County, about 20 miles north of New York City, the university comprises three schools with 1,500 students, 833 residents and fellows, 2,500 faculty members, more than 12,000 alumni. The school sponsors more than 50 ACGME approved graduate medical education programs.

The College awards advanced degrees from its School of Medicine (MD), Graduate School of Basic Medical Sciences (MS, PhD), School of Health Sciences and Practice (MS, MPH, DPT, and Dr.PH), and, in collaboration with Touro's College of Education, the MS in Biology Education. Plans are under consideration to offer the BS in Nursing, MS in Biomedical Ethics, Doctor of Dental Medicine, and Physician Assistant degrees. The institution is chartered by the Regents of the State of New York, and is accredited by the Middle States Commission on Higher Education, (MSCHE), the Liaison Committee on Medical Education (LCME), the Council on Education Public Health (CEPH), the American Speech-Language Hearing Association (ASHA), and the Commission on Dental Accreditation of the American Dental Association.

The total value of sponsored research and other programs under management at the College is more than $35 million. More than 200 scientists are engaged in vital research activities, funded by the National Institutes of Health, corporations and other sources. Research strengths are in cardiovascular disease, cancer, disaster medicine, kidney disease, the neurosciences and infectious diseases. In the public health arena, researchers contribute expertise and leadership in environmental health sciences, and in disaster management, including psychiatric illnesses and stress related to trauma, mass casualty events, and terrorism.

The university is affiliated with a network of hospitals and healthcare facilities in the New York metropolitan area and Hudson Valley region and New Jersey ranging from large urban medical centers and regional tertiary care facilities to community hospitals. This broad network affords students, residents and fellows a diversity of experiences and educational opportunities, and gives physicians at affiliated hospitals access to the university’s distinguished faculty, enabling them to enhance their knowledge of the latest technologies and treatments.

The College serves as the academic health sciences center and principal academic public health resource for seven county health departments in New York Hudson Valley region, and in central New York and Connecticut, a catchment area more populous than twenty states.

Of the university's 1,685 employees, 1,311 work in Westchester County representing some $88 million dollars in annual compensation, making the university a significant factor in the local economy. Economic impact of NYMC and affiliates was $2.6 billion in 2019 (per AAMC Tripp Umbach survey)
University Governance and Administration

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Chairman, Board of Trustees

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Vice Chairman of the Board

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University Administration

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President

Edward C. Halperin, M.D., M.A.
Chancellor and Chief Executive Officer

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Vice President of Government Affairs
Dean, School of Health Sciences and Practice

Marina Holz, Ph.D.
Dean, Graduate School of Basic Medical Sciences

Jerry Nadler, M.D.
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Adam D. Hammerman
Vice President for Finance Operations

Bess Chazhur
Chief Development Officer
Executive Director of Alumni Relations

Jennifer Riekert, M.B.A.
Vice President of Communications

Update, August 2021
NYMC Administrative Links
https://www.nymc.edu/departments/administrative-departments/

- Academic Support
- Alumni & Development
- Budget Office
- Bursar
- Campus Store
- Comparative Medicine
- Controller's Office
- Diversity & Inclusion
- Environmental Health and Safety
- Facilities Management
- Family Health Center at NYMC
- Finance
- Food Services
- General Counsel
- Health Services
- Housing (Student)
- Human Resources
- IT Help Desk Email
- Information Technology (IT)
- Institutional Compliance
- International Students & Scholars
- Medical Education (UME)
- Mental Health and Wellness
- Office of Research Administration
- Public Relations
- Purchasing
- Registrar
- Office of Public Safety
- Student Financial Planning
- Student Services
- Transportation
Welcome to the faculty resources area of the New York Medical College website. The Office of Academic Administration maintains these resources in order to facilitate faculty teaching, research and administrative needs. New resources will be made available on these pages as we continue to develop and grow our electronic faculty presence. Most information for and about NYMC faculty can be found through the link above.

**FACULTY CONSTITUTION AND BYLAWS**

I. PURPOSE

To provide a mechanism through which the faculty can efficiently use its talents and resources to participate, in a collegial manner, in academic governance; and, thereby, counsel and assist the College in its mission of maintaining a scholarly environment in which to provide and develop excellence in teaching, research and clinical service.

II. ORGANIZATIONAL STRUCTURE

The faculty organization shall be composed of:

1. Elected Faculty Senate.

2. President, Executive Vice-President, Secretary and Regional Vice-Presidents for the Basic Sciences and for each of the Academic Medical Centers and University Hospitals.

3. Committees as set forth in this document.

III. FACULTY SENATE

A. The Faculty Senate shall meet at least twice yearly. Additional meetings may be called by the President of the Faculty Organization; a majority of the Executive Committee; on written petition to the Secretary of the Faculty Senate signed by twenty (20) members of the Senate; or, on written petition to the Secretary of the Faculty Senate signed by fifty (50) faculty members. In the latter two instances the specific agenda items must be included in the petition. Meetings requested by valid petition must be held within forty-five (45) days after receipt of the petition.

B. In addition to electing or approving membership appointments to committees as outlined in this document, the Senate may:

1. Form such additional Ad Hoc Committees as it deems necessary;

2. Direct the Executive Committee or other permanent committees to deliberate on and/or make policy recommendations in various areas as deemed necessary by the Senate.

C. Senators shall be elected for two (2) year terms by facility to ensure appropriate representation for all facilities and departments. Facilities shall be defined as institutions where New York Medical College faculty teach, such as hospitals and the Basic Sciences Building and its not meant to include units of faculty organization such as individual academic departments. Representation shall be distributed in the following manner:

1. Facilities with less than 50 eligible voters: One at-large Senator for every seven eligible voters. Facilities with less than seven eligible voters shall elect one Senator.
2. Facilities with 50 or more eligible voters: One Senator for every seven eligible voters, except, each department with more than seven eligible voters shall have at least one Senator elected from that department.

3. Twenty (20) additional Senators shall be named from the part-time and voluntary faculty. Ten (10) of these Senators shall be chosen by the President of the Faculty Organization and ten (10) shall be chosen by the Dean of the College. An attempt shall be made to include voluntary and part-time faculty such that they represent the broad geographic range of the College’s constituency.

4. The Basic Sciences Faculty shall hold a minimum of 20% of the elected Senate seats. If representation calculated on the basis of one seat for each seven eligible voters results in a lesser percentage, additional Basic Science Senators shall be elected.

D. Once a year a meeting of the entire faculty shall be called by the President of the Faculty Organization to report to the faculty. This meeting is for informational purposes only and is not a Faculty Senate meeting.

IV. OFFICERS OF THE FACULTY SENATE

A. The officers of the Faculty Organization shall be the President, Executive Vice-President, Secretary and the Regional Vice-Presidents as described in Section II - 2.

B. The President shall preside over the Faculty Organization, meetings of the Faculty Senate and the Executive Committee as well as carry out the other duties assigned to that office in this document.

C. The Executive Vice-President shall assume the duties of the President in the President’s absence.

D. The Regional Vice-Presidents shall be responsible for conveying the concerns of their respective constituencies to the Executive Committee of the Faculty Senate. They shall be empowered to call meetings of the Senators at the facilities they represent in order to convey or receive information and/or concerns.

E. The Secretary shall carry out the duties assigned to that office in this document plus those that are customarily performed by the Secretary of similar organizations.

F. The President, Executive Vice-President and the Secretary shall be elected for two (2) year terms in school-wide elections by a majority of voters.

G. The Regional Vice-Presidents shall be elected for two (2) year terms by a majority of voters at the facilities they will represent.

V. ELECTIONS

A. Persons eligible to vote in elections shall include:

1. Any person with a full-time faculty appointment.

2. In order to be considered full-time for purposes of voting in Senate elections the faculty member must:

   a) Hold one of the following faculty titles: Professor, Professor Clinical, Research Professor, Associate Professor, Associate Professor Clinical, Research Associate Professor, Assistant Professor, Assistant Professor Clinical, Research Assistant Professor, Instructor, Instructor Clinical, Research Instructor.
and

b) Provide twenty-hours per week or more of some combination of teaching, research, clinical service or administrative service at New York Medical College or one of the College's affiliated institutions.

3. Part-time and voluntary faculty chosen as Senators under Section III-C-3 may also vote in Faculty Senate elections during their terms of office.

B. Any person eligible to vote in a Faculty Senate election shall be eligible to be elected an Officer or a Senator; except that department chairs, deans, medical directors, and other administrative personnel, although they may be eligible to vote in elections, shall not be eligible to become Officers of the Senate or Senators. Chiefs of service and departmental vice-chairs shall be eligible to hold elected positions.

C. Elections shall be conducted by the Nominating Committee as described in this document.

VI. COMMITTEES

A. There shall be three classes of Permanent Committees:

1. Committees of the Faculty Senate that shall include as members only Senators or Officers of the Faculty Organization. These committees are the Executive Committee, the Nominating Committee and the Grievance Committee.

2. Committees of the Faculty shall include the Student Admissions Committee; Education and Curriculum Committee; Tenure, Appointments and Promotions Committee; Faculty Compensation Committee; Advisory Committee on Graduate Medical Education. Appointments to these committees will be made by the Dean from a preferred list of faculty submitted by the Executive Committee of the Senate. Additional members may be appointed by the Dean in order to ensure an effective committee. The Executive Committee shall also forward to the Dean a list of suggested faculty to chair these respective committees.

3. Standing Committees of the Faculty shall include the Student Promotions Committees;Student Financial Aid Committee; Faculty-Student Relations Committee; Library and Academic Support Committee; Protection of Human Subjects Committee; Animal Care Committee; Radioisotope Committee; Biosafety Committee; Fellowship Review Committee and the Intellectual Property/Patent Committee.

Additional Committees may be formed as needed as described in the By-Laws to this Constitution. Appointments to these Standing Committees of the Faculty shall be in the manner described in the By-Laws.

B. Committees of the Faculty Senate:

1. The Executive Committee shall represent the faculty in regular communication with the Dean. It shall meet with the Dean on a regular basis or as often as it deems necessary in order to represent the interests of the faculty regarding major academic and personnel issues affecting the faculty. Periodic meetings of the committee, the Dean and Departmental Chairpersons shall also be held at the request of the Dean and/or the President of the Senate. The Committee shall serve as the coordinating body for recommendations or concerns received from the Faculty Senate, faculty committees, faculty at a given teaching affiliate, or member(s) of a particular academic department. The committee shall submit to the Dean a preferred list of names from which the Dean shall select members of the Committees of the Faculty. The Executive Committee shall also submit a list of suggested faculty to chair the Committees of the Faculty.
While the Executive Committee will have no standing committees, it shall be empowered to form ad hoc committees as needed. The Executive Committee may direct other permanent committees to deliberate on and/or make policy recommendations in various areas as it deems necessary.

The Executive Committee shall be composed of: the President, the Executive Vice-President, the Secretary, the Regional Vice-Presidents, the immediate Past President of the Faculty Organization and 10 other Senators. The 10 other members shall be elected by the Senate from among its membership for two years as described in the By-Laws to this Constitution. Among the 10 elected Executive Committee members there must be at least one from each of the Academic Medical Centers and University Hospitals. At least one member shall be from the Basic Sciences. One member shall be from the part-time and voluntary group. The President of the Organization shall serve as Chairperson.

2. The Nominating Committee shall be empowered to nominate two candidates for each of the following positions: President, Executive Vice President, Secretary, Regional Vice-Presidents. Additional nominations shall be added to the ballot when petitions signed by 25 faculty members eligible to vote are received by the Committee. Any faculty member eligible to vote in an election except department chairpersons, assistant deans, deans and other administrative personnel, shall be eligible to be Senators or Officers.

The Nominating Committee may appoint local nominating committees at the various facilities. These committees shall seek candidates for Senator from the faculty according to the appropriate formula. In addition, the Committee shall be responsible for conducting the actual election by secret mailed ballot, ensuring that appropriate ballots have been mailed, receiving the return ballots and counting the votes.

The Nominating Committee shall have a minimum of 10 members appointed by the Executive Committee and approved by the Senate. All members of this Committee shall be Senators. One of them shall be designated Chairperson by the Officers prior to Senate approval. At least 2 members shall come from the Basic Sciences and at least one from each of the Academic Medical Centers and University Hospitals.

3. The Grievance Committee shall consist of 7 individuals elected by the Faculty Senate from among its members. The President of the Faculty Organization shall appoint a Chairman and a Vice-Chairman from among the elected members of the Grievance Committee. The Grievance Committee shall elect a Secretary from among its own members.

Election to the Grievance Committee shall be for two years but individuals may serve unlimited successive terms. If a vacancy occurs on the Grievance Committee the Faculty Senate will elect one of its members to complete the term of the member who left.

Procedural details for the Grievance Committee shall be included in the By-Laws to this document. Confirmed grievances as found by the Grievance Committee shall be accorded a presumption of legitimacy by the Dean and the College Administration.

C. The purpose and composition of the various Committees of the Faculty and Standing Committees of the Faculty are described in the By-Laws to this document. Except as otherwise set forth in this document, the length of a faculty member’s service on a committee shall have no set limit; however, all appointments shall be reviewed annually. Every effort shall be made by the Dean and the Executive Committee of the Senate to ensure that interested members of the part-time and voluntary faculty group are represented.

Each of the committees shall meet at least twice a year. Periodic written reports shall be submitted to the Dean with copies to the Executive Committee of the Senate.
In making appointments to the five Committees of the Faculty, the Dean shall ensure that at least one member of each of these committees is a member of the Executive Committee of the Senate.

D. Search Committees for Department Chairpersons shall be formed to fill any vacancies in the position of Department Chairperson. The following procedures shall be followed:

1. The Dean shall notify the Executive Committee of the Faculty Senate that a vacancy in a department chair exists or is scheduled to occur. The Executive Committee will submit a list of at least twelve names of faculty members to the Dean which will be used by the Dean as a preferred list from which to choose members of the Search Committee. The Dean may also appoint as members of the Committee faculty who have not been nominated by the Executive Committee if the Dean feels that they will ensure that the Committee will function in the most efficient and effective manner.

One medical student shall be appointed to serve on the Search Committee by the Dean. The medical student should be recommended to the Dean by the Medical Student Senate. If a Chairperson for one of the Basic Sciences Departments is being sought, the Graduate Student Association may recommend to the Dean a full-time Ph.D. candidate to serve as a voting member of the Search Committee in addition to the medical student. The Dean may appoint a member of the New York Medical College alumni to serve on the Search Committee and the Dean may also appoint one house officer from the subject clinical department to serve on the Search Committee.

The Dean may appoint a knowledgeable professional from another institution not affiliated with the College to serve on the Search Committee. This person may not serve as Chairperson of the Search Committee. The Dean or a designated representative of the Dean will serve as ex-officio members of the Search Committee.

The Dean shall notify the Secretary of the Faculty Senate that a Search Committee for a Chairperson is to be formed. The Secretary of the Faculty Senate will request, by mail, nominees from the full-time faculty of the Department for which the search is going to be conducted to serve as members of the Search Committee. The Secretary of the Faculty Senate will then conduct an election, by mail, of all the full-time faculty of the Department. The two faculty receiving the highest vote totals shall serve on the Search Committee. The faculty member receiving the greatest number of votes will be designated the voting member and the other faculty member will be designated as an observer. In the case of a tie vote, Search Committee members will be chosen by lottery from among the faculty receiving the highest vote totals. If in the opinion of the Dean, the election results in an imbalance in facilities represented on the Search Committee, the Dean may, in consultation with the Executive Committee of the Faculty Senate, appoint one additional non-voting full-time faculty member of the Department to the Search Committee in order to ensure the broadest possible representation. It is understood that the departmental members represent the views of their department and it is their particular task to provide close liaison between the Committee and department. Departmental representatives on the Search Committee may attend all Search Committee meetings except when the Committee is called into executive session by its Chairperson to discuss individual department members or other special problems relating to the department.

2. To ensure the selection of the strongest possible candidate, every search should be wide and competitive and include the consideration of several candidates. The Search Committee should seek recommendations from the faculty, particularly from members of the department concerned.

The interview procedure should include meetings of the candidate with the members of the department concerned. The details of the interview procedure should be left to the Search Committee itself. However, the Search Committee should seek the recommendations of the department involved after a candidate has been interviewed.

3. The Search Committee will make its recommendations to the Dean. When the Dean has made a decision, the result will be reported to the Search Committee and to either a combined meeting of the
Executive Committee of the Faculty Senate and the Department Chairpersons or to individual meetings of these two groups. The proposed academic rank of the selected Chairperson will be forwarded by the Dean to the Tenure, Appointments and Promotions Committee for approval. The name of the selected Chairperson and his or her academic rank will then be presented to the Board of Trustees for final approval.

4. Notwithstanding any language in this section, all search Committees will be formed and searches conducted in accord with specific contractual obligations as written in the various affiliation agreements between New York Medical College and its affiliated institutions.

E. A Search Committee for Dean will be formed whenever that position is vacant or avacancy is anticipated. The following procedure shall be followed:

1. **Formation of Advisory Committee:** The President of the College will notify the Executive Committee of the Faculty Senate that a Search Committee is to be formed. The Executive Committee will submit three names of its members to the President of the College to serve along with three Department Chairpersons chosen by the President of the College, the Medical Board Presidents of the Academic Medical Centers and University Hospitals and the President of the Alumni Association to advise the President of the College in the selection of a Search Committee.

2. **Composition of Search Committee:** The Search Committee shall have the following composition:

   Four members from the Clinical Faculty, four members from the Basic Sciences faculty; three voluntary faculty; one alumnus; President of the Faculty Senate at the time the Committee is formed; President of the senior class. A member of the Board of Trustees and the President of the College shall serve as ex-officio members of the Search Committee. The President of the College may also, if desired, appoint knowledgeable professionals who are faculty at other institutions to serve on the Search Committee for Dean. The President of the College shall appoint the Chairperson of the Search Committee and shall notify the Executive Committee of the Senate and the Departmental Chairpersons of the composition of the Search Committee.

3. The Search Committee for Dean shall develop the criteria for this position and select, interview and recommend suitable candidates to the President of the College.

F. Search Committee for President will be formed by the Board of Trustees. The Trustees will seek suitable faculty advice in searching for a President of the College.

G. Ad Hoc Committees appointed by the Dean or other college officials that deal with matters affecting faculty shall, whenever feasible, include among their membership at least one Senate representative arrived at through consultation with the President of the Senate.

VII. FACULTY TENURE

A. New York Medical College recognizes that it is living in a highly competitive world and it seeks to build up and maintain a faculty that is second to none in excellence. It believes that justice and academic freedom as well as its own best interests are assured by providing permanent tenure to its foremost scholars.

B. Permanent tenure shall mean the continued employment of a professor or associate professor, who has received a tenure appointment, under conditions to be developed by the Faculty, Dean, President and Board of Trustees and incorporated into the By-Laws. Permanent tenure refers only to the academic appointment and its rank and does not refer to any administrative position which a faculty member may carry, such as Dean, Department Chair, Director, Chief-of-Service, etc.
VII. AMENDING FACULTY CONSTITUTION

A. The Faculty constitution may be amended by a two-thirds vote of the faculty provided a majority of eligible voters participate. This vote shall be by secret ballot. Amendments must first be passed by two-thirds vote of the Executive Committee of the Faculty Senate or by two-thirds of the Faculty Senate. The Executive Committee will circulate any proposed amendments to the constitution prior to the vote. Amendments must subsequently have the approval of the Board of Trustees.

B. By-Laws to this document may be enacted or amended by a majority vote of the Faculty Senate and approved by the Board of Trustees.

C. Substantive changes in grievance procedure shall require two-thirds vote of the faculty provided a majority of eligible voters participate. Such a vote shall be by secret ballot. Changes in the grievance procedure must also be approved by the Board of Trustees.
FACULTY BY-LAW 1: GRIEVANCE

I. GRIEVANCE COMMITTEE AND PROCEDURES

A. Grievance Committee: Composition

The Grievance Committee shall consist of 7 individuals selected by the Faculty Senate from among its members. The President of the Faculty Organization shall appoint a Chairperson from among the elected members of the Grievance Committee and a Vice-Chairperson to serve as Chairperson in the absence or disability of the Chairperson. The Grievance Committee shall elect a Secretary from its members who shall cause required notices to be given, minutes of the Committee’s proceedings to be taken and who shall maintain the records of the Committee.

B. Meetings and Quorum

1. The Grievance Committee shall meet, at the direction of its Chairperson, as often as shall be necessary for the Committee to accomplish its purposes without unreasonable delay. Notice of each meeting shall be given under direction of the Chairperson, in writing, at least five days before the date scheduled if delivered personally or at least eight days before the date scheduled if mailed to the members. A copy of the agenda of each meeting shall accompany notice of the meeting.

2. The presence of a majority of all the members of the Grievance Committee shall be required for a duly constituted meeting and for any action taken thereat, except that a lesser number may adjourn any scheduled meeting at which a quorum is not present. The vote of a majority of the members present at a duly constituted meeting shall constitute action by the Committee.

C. Procedural Principles

In connection with proceedings by and before the Grievance Committee, the following procedural principles shall apply:

1. For good cause as determined in the judgment of its members, the Committee may permit or order one or more adjournments of its meetings or extensions of time limitations provided for herein;

2. No formal rules of evidence shall apply to the Committee’s proceedings, but the essential facts underlying its decision must have a trustworthy basis;

3. Because of the often inherently sensitive nature of Grievance Committee inquiries into issues such as performance, reputation and credibility, the Committee’s proceedings shall be open only to Committee members and staff and to those persons participating as parties or witnesses and to observers agreed to by the Committee and the parties.

4. Without compromising its duties as prescribed herein or its objectivity, the Grievance Committee shall encourage and assist in the informal resolution of grievances.

D. Grievance Procedures

1. Submission of Grievance:
a. An aggrieved faculty member shall submit his or her grievance to the Secretary of the Grievance Committee in writing. The written grievance shall contain, stated separately, summaries of i) the facts, and ii) the contentions, upon which the faculty member will rely, and shall be submitted with copies of all exhibits available to the faculty member that he or she deems relevant.

b. The Secretary shall cause copies of the grievance to be forwarded to the Chairperson, the other members of the Grievance Committee and the person responsible for the grievance within 15 days after its receipt. The aggrieved faculty member shall be given a reasonable advance notice of the date of the first meeting at which the grievance will be considered and invited to appear at that meeting. Such meeting shall be held within 45 days after submission of the grievance.

2. First Meetings:

a. At the first meeting at which a grievance is presented, the Committee shall review the grievance and the exhibits submitted therewith and shall permit the aggrieved faculty member to appear in support of the grievance.

b. After considering the grievance and any statements made by the grievant, the Committee shall determine whether sufficient evidence of the conditions for processing of a grievance exists to warrant further proceedings under these by-laws:

(i) If the committee determines that sufficient evidence for further proceedings does not exist, it shall so inform the grievant in writing and no further proceedings under these laws shall be called for;

(ii) If the Committee determines that sufficient evidence for further proceedings does exist, it shall so inform the grievant, the person responsible for the grievance and the Dean in writing and adjourn further proceedings to a subsequent meeting, which shall be held within 45 days after final adjournment of the first meeting.

3. Subsequent Meetings:

a. In preparing for a subsequent meeting on a grievance the committee shall:

(i) Determine, based on the grievant’s evidence and other factors deemed relevant, those persons who should be invited to appear at the subsequent meeting to give evidence in connection with the grievance and those documents and items of information that should be requested from appropriate persons for use in connection therewith,

(ii) Upon reasonable notice in writing, invite those persons who, in the Committee’s judgment, can give evidence most material to the grievance issues to appear at the subsequent meeting or to submit a written statement on such issues for the consideration of the Committee thereat, and request from the appropriate persons, subject to a claim of confidentiality, copies of those documents and items of information deemed by the Committee necessary to its efforts to reach a determination on the grievance issues.

b. At the subsequent meeting, the Committee shall permit those persons invited, as well as others who appear and are able to provide relevant and material information, to state their positions regarding the grievance issues and to submit such documentary evidence as the Committee may deem appropriate. The Committee shall also consider at such meeting all documents and items of information supplied at its request relating to the grievance issues, and may direct questions to the persons appearing before it.
4. Decision:

After the Committee’s receipt, review and consideration of evidence sufficient in its judgment for a fair determination, the Committee shall, within 30 days, render a decision on the grievance:

a. If the decision is adverse to the grievant, he or she, the Dean and the person responsible for the grievance shall simultaneously be informed in writing and the reasons for the decision, stated separately as to facts and conclusions, shall be summarized after which there shall be no cause for further proceedings under these by-laws;

b. If the decision is in favor of the grievant, (a "confirmed grievance") he or she, the Dean and the person responsible for the grievance shall simultaneously be so informed in writing and the reasons for the decision, stated separately as to facts and conclusions, shall be summarized.

E. Basis for Finding A "Confirmed Grievance"

A "confirmed grievance" exists if the Grievance Committee finds the following conditionsexists:

1. The faculty member has a claim of entitlement from the College to some substantial advantage, benefit or immunity based on College-promulgated policies or past College practice upon which the faculty member has good cause to rely and that are applicable to the class of faculty to which the faculty member belongs; or, in the absence of any specifically promulgated policies or past practice, based on certain advantages, benefits or immunities that are customarily afforded faculty members of his or her class.

2. The faculty member’s claim of entitlement has been denied, repudiated or not acted upon in a reasonable period of time by a person or persons in superior authority without sufficient reason;

3. The faculty member has reasonably brought the matter before the Grievance Committee after taking reasonable steps in good faith to attempt an informal resolution of the grievance first with his immediate supervisor and then with appropriate persons in higher authority;

4. The substance of the grievance has not been adjudicated by, and is not pending before, a court of law or some other tribunal or agency.

F. Adjustment of Grievances

1. "Confirmed grievances" as found by the Grievance Committee shall be accorded a presumption of legitimacy by the Dean and college Administration, subject to a demonstration of substantial irregularity in the procedures leading to the Committee’s findings, palpable error of fact or bad faith.

2. Upon the Dean’s receipt of a "confirmed grievance" from the Grievance Committee, the Dean shall cause inquiry to be made of the person or persons responsible for the grievance and of those with the authority to effect its satisfaction, and shall, within 30 days cause the Grievance Committee and the grievant to be advised in writing of whether and how the "confirmed grievance" will be adjusted.

3. If the Dean’s response to the Grievance Committee and the grievant is that the "confirmed grievance" will be adjusted and the adjustment is accepted by the grievant, there shall be no cause for further proceedings under these by-laws.

4. If the Dean’s response to the Grievance Committee is that the "confirmed grievance" will not be adjusted, the reasons shall be stated in writing to the Grievance Committee and the grievant.

G. Appeal to President of the University
1. If the Dean's response to the grievant and the Grievance Committee is that a 'confirmed grievance' will not be adjusted, or if the adjustment proposed by the Dean is not satisfactory to the grievant, the aggrieved faculty member may, within 15 days after receipt of the Dean's response, appeal in writing to the President. In appealing to the President the grievant shall outline, in writing, how the Dean's response differed from the recommendations of the Grievance Committee. The grievant shall also inform the Grievance Committee, in writing, of an appeal to the President.

2. The President shall respond within 30 days from receipt of the appeal, in writing, to the grievant and the Grievance Committee.

3. If the response is that the 'confirmed grievance' will be adjusted and the adjustment is accepted by the grievant, there shall be no further cause for action under these by-laws.

H. Mediation

1. If the President's response to the grievant and the Grievance Committee is that the 'confirmed grievance' will not be adjusted or if the proposed adjustment is not satisfactory to the grievant, the grievant may, within 15 days of receipt of the President's response, make a request in writing to the President of the Faculty Senate that a mediation panel be formed.

2. Within 15 days of written receipt of a request for mediation, the President of the Faculty Senate shall jointly with the President choose, by lottery, from the previously composed panel of mediators as described in Section III below three faculty to serve as mediators.

3. The grievant and the President may challenge one mediator each. If a challenge occurs, the challenged mediator will be replaced by another faculty member chosen by lottery from the panel of mediators.

4. The mediators shall attempt to work with all involved parties to achieve a good faith resolution of the 'confirmed grievance.' Should a good faith resolution be reached, the mediators shall notify, in writing, the President, President of the Faculty Senate, the Dean, the grievant and the Grievance Committee of the parameters of the resolution.

I. Recommendation

1. If after 30 days the mediators have been unable to achieve a mediated settlement, they shall so notify, in writing, the President, the President of the Faculty Senate, the Dean, the grievant and the Grievance Committee. They shall also notify the above-mentioned parties that they are preparing a recommendation to be issued fifteen days from the time of this notice.

2. Fifteen (15) days after notifying the parties as described in Section I-1 above, the mediators shall issue their recommendation, in writing, to all parties listed in Section I-1. The parameters of the recommendation shall not exceed and may be less than those set forth in the initial Grievance Committee recommendation.

3. Following receipt, the President shall confer with the Dean regarding the mediation panel recommendation. The President shall thereafter determine whether the recommendation will be adopted or not. The President will inform the Dean, the grievant, the Grievance Committee and the President of the Faculty Senate within 30 days after its receipt whether or not the recommendation will be adopted.
II. Definitions

1. President refers to President of the University.

2. Dean refers to, respectively, the Dean of the Medical School or the Dean of the Graduate School of Basic Medical Sciences depending upon the school of the faculty member's primary appointment or, more specifically, if the grievance is based on an action specific to a particular school, the Dean of that School.

III. Panel of Mediators

1. Immediately after approval of this amendment by the Board of Trustees, the President of the Faculty Senate and the President shall solicit, by a method that is mutually agreeable, faculty to serve on the panel of mediators (Mediation Panel).

2. A minimum of twenty (20) faculty shall be chosen for the panel.

3. Service on the panel shall be for three years. Faculty may be reappointed for additional terms.

4. Once a year the President and the President of the Faculty Senate shall review the composition of the Mediation Panel and add additional faculty as needed.

FACULTY BY-LAW 2: COMMITTEES

I. COMMITTEES OF THE FACULTY

A. Appointments to the Committees of the Faculty shall be made by the Dean, preferentially chosen from a list of faculty submitted by the Executive Committee of the Senate. The Dean may appoint additional faculty not included on the submitted list in order to ensure that each Committee contains the expertise it needs to carry out its charge. At least one member of each of the Committees of the Faculty shall also be a member of the Executive Committee of the Faculty Senate.

The Executive Committee shall submit a list of names to the Dean as suggested Chairpersons of the various Committees of the Faculty. The Dean shall give preference to the names on the list in selecting Chairperson for the various Committees of the Faculty. On those Committees that include students, the Student Senate shall send a list of students to the Dean for appointment to the respective Committees.

B. The following is a description of the designated Committees of the Faculty:

1) Student Admissions Committee shall establish and maintain standards and criteria for the admission of students to New York Medical College. The Committee and the Associate Dean of Admissions shall determine procedures for the review of applicant information and for interviewing candidates. It shall approve for selection qualified students to fill the requisite places in each entering class. The Committee shall also review the qualifications and authorize the appropriate selections for admission of transfer students from other medical schools.

The Student Admissions Committee shall have a minimum of eighteen (18) faculty members. Any faculty member is eligible to serve on this Committee. Medical students may also be selected to serve on the Admissions Committee at the discretion of the Dean and the Associate Dean of Admissions.
2) Education and Curriculum Committee shall give continuous study and review to the medical curriculum and teaching programs of New York Medical College. It shall pay particular attention to curriculum content and schedule, coordination of teaching activities, evaluation of teaching programs, and innovations in medical education. The Committee shall recommend to the Dean such changes in curriculum and teaching programs as it deems necessary. It shall be empowered to form subcommittees and consult with other members of the faculty as needed. This Committee shall work closely with any Faculty Committee on Graduate Education that might be initiated by the Senate and Dean in the future.

The Education and Curriculum Committee shall have a minimum of 26 members including 5 students. Any faculty member may be appointed to this Committee. It is preferable that as many teaching departments and institutions be represented on this Committee as possible.

3) Tenure, Appointments and Promotions Committee shall establish and maintain written standards, criteria and procedures for reviewing and recommending faculty appointments, promotions and tenure. It shall review all proposed appointments or promotions to the rank of professor, professor of clinical, research professor, clinical professor, associate professor, associate professor of clinical, research associate professor and clinical associate professor.

After careful review of the required applicant materials, the Committee shall recommend to the Dean the approval or disapproval of each proposed candidate for faculty appointment, promotion or tenure. When tenure is being considered, the Committee may form a subcommittee of its tenured members to review the tenure application. This subcommittee shall only deal with tenure and not promotions or appointments.

The Tenure, Appointments and Promotions Committee shall have a minimum of 16 faculty members. Any associate professor or professor shall be eligible for appointment to this committee. At least six appointees shall be from clinical departments and at least six appointees shall be from basic science departments.

4) Faculty Compensation Committee shall review faculty suggestions and related data concerning faculty salaries and fringe benefits. After such review, the Committee shall formulate recommendations on faculty salary and fringe benefit policies and communicate these recommendations to the Dean, the President of the College and the Executive Committee of the Faculty Senate.

The Faculty Compensation Committee shall be composed of a minimum of ten (10) members. The Committee should include appropriate representatives from administration in order to ensure that it functions efficiently and effectively.

5) Student Advisory Committee on Graduate Medical Education shall be concerned with counseling students on career choices, choice of institution for post-graduate education and, in general, developing an extensive advisory system to assist medical students in their professional development throughout their residence at New York Medical College.

The size and composition of the Student Advisory Committee on Graduate Medical Education shall be determined by the Dean.

II. STANDING COMMITTEES OF THE FACULTY

A. Appointments to the Standing Committees of the Faculty shall be made by the Dean in consultation with the Executive Committee of the Faculty Senate unless stated otherwise in this By-Law. Each of these Committees shall have at least seven (7) members. Additional members may be appointed depending on the purpose of the Committee and the preference of the Dean.

B. The following is a description of the Committees designated as standing Committees of the
Faculty:

1) Student Promotions Committees shall be three in number - first year, second year and third/fourth years. Each Committee shall be composed of the department Chairperson (or his/her designee) and one additional member from each department recommended by each department that teaches during that year. The recommended members should be actively involved in that department's teaching program. The Committees shall evaluate the scholastic performance of individual students. Based on their evaluations, the Promotions Committees shall recommend to the Dean that students be promoted to the subsequent class, perform remedial work, repeat a year or be asked to withdraw from New York Medical College. The Dean shall appoint the Committees' Chairpersons.

2) Student Financial Aid Committee shall formulate policies of New York Medical College as related to scholarships, bursaries and student loans. The Committee shall evaluate applications and requests submitted by the students and make recommendations as to funding based on merit, need and other factors, in accordance with guidelines of governmental agencies or private donors.

3) Faculty - Student Relations Committee shall promote communications (formal and informal), understanding and harmony between student and faculty to assure a friendly scholastic atmosphere that is conducive for work, learning and achievement.

4) Library and Academic Support Committee shall promote accessible and effective library and computer services. It shall recommend related policy changes and program initiatives to the Dean and other College Officials.

5) Protection of Human Subjects Committee shall formulate and maintain written policies that safeguard the rights and welfare of individuals who are involved as human subjects in research conducted by or under the supervision of faculty members at the College or its hospital affiliates. The Committee shall review and approve or disapprove, or state conditions for, the conduct of all research activities involving a human subject or subjects in accordance with these policies. It shall monitor all ongoing projects involving human subjects and render formal review no less than annually.

6) Animal Care Committee shall ensure the humane treatment of experimental animals at New York Medical College. The care of animals used in research or for student teaching shall meet the requirements of federal, state, county, and city regulations. Such care includes, but is not restricted to adequate analgesia, anesthesia, nutrition, exercise, ventilation and hygiene.

7) Radioisotope Committee shall promote safe practices in handling and using radioactive sources within the jurisdiction of New York Medical College and its affiliates. It shall promote adherence to the recommendations and safety standards as outlined in the radiation safety manual and by governmental and scientific regulatory agencies.

8) Biosafety Committee shall make recommendations which promote the highest standards of safe research. It shall develop policy regarding potential hazards related to research activities involving recombinant DNA technology, oncogenic viruses, chemical carcinogens, and other bio-hazards not under the jurisdiction of the Radioisotope Committee. It shall make recommendations of containment techniques, laboratory practices, waste handling, identification and control of hazardous areas, medical surveillance, training of personnel and other related practices.

9) Fellowship Review Committee shall review the proposals and the credentials of candidates for extramural or intramural career development awards, research scholar awards, fellowships or related prizes. It shall recommend to the Dean those candidates best qualified based on scientific merit and sponsoring agency or institutional criteria.
10) Intellectual Property/Patent Committee shall be responsible for general oversight and advice concerning the College’s patent policy as it regards faculty, employees, students, or outside sponsors. It shall make recommendations to the President of the College regarding disposal of inventions, the manner of disclosure or publication of discoveries and the type of patent action that should be taken.

11) Research Support Services Committee shall ensure that administrative services, e.g. purchasing, accounting, research administration, etc., as well as the auxiliary support services (bookstore, photography, etc.) provide appropriate service to the faculty. This committee shall be empowered to request joint meetings with other faculty committees whose charge it may be to oversee activities that are also essential to the research activities of the college.

The President of the Faculty Senate, with the approval of the Executive Committee of the Faculty Senate, shall recommend to the Dean five faculty members to serve on this Committee. The Dean may appoint four additional faculty or members of the College Administration to serve on this Committee. The President of the Faculty Senate and the Dean shall serve in an ex officio capacity on this Committee. The Dean, in consultation with the President of the Faculty Senate will appoint the Chairperson of this Committee.

FACULTY BY-LAW 3: APPROVAL OF CONSTITUTION AND BY-LAWS

This document will take effect after being approved by:

1. Two thirds (2/3) of the faculty voting in a secret ballot election (Faculty eligible to vote shall be those described in Section V of this document);

2. The Board of Trustees. FACULTY BY-LAW 4: TRANSITION FROM CURRENT BY-LAWS

I. The current Officers and Steering Committee shall serve until new Officers and a Senate have been certified.

II. Upon approval of this document the current President of the Faculty Organization will charge the Steering Committee to serve as the Nominating Committee as described in this document.

III. Elections will be conducted by the current Steering Committee in accord with the provisions of this document.

IV. For the first election, one-half (1/2) of the Senators will be nominated to serve one-year terms.

V. At the completion of the election and certification of new Officers and Senators the existing By-Laws shall no longer be deemed valid and the procedures described in this document shall be followed.

FACULTY BY-LAW 5: ALTERNATE PATHWAY TO CONSIDERATION FOR PROMOTION OR TENURE

The purpose of this By-Law is to provide faculty members with an alternate pathway to use to be considered for promotion or tenure if they have not been proposed for such consideration by their Department Chairpersons in a reasonable and timely fashion. The Alternate Pathway Promotions Committee established in this By-Law will be empowered to recommend to the Dean that faculty it has considered should have their names submitted to the regular Tenure, Appointments and Promotions Committee (T.A.P. Committee) for consideration for promotion and/or tenure.
I. Composition of Alternate Pathway Committee

A. All members of the Alternate Pathway Committee shall hold the rank of either Professor or Associate Professor (Unmodified or Modified).

B. Department Chairpersons shall not be eligible to serve on this committee.

C. The Dean of the Medical College will choose the members of this committee in consultation with the Executive Committee of the Faculty Senate and the Departmental Chairpersons. At least eleven faculty shall serve on this committee. The Dean will select the committee to represent the various Departments in a proportional manner.

D. The members of the Committee will elect their own Chairperson.

E. Appointment to the committee shall be for two years. The Dean may reappoint committee members for unlimited additional terms.

II. Eligibility for using Alternate Pathway

A. A faculty member must have been an Assistant or Associate Professor (Unmodified or Modified) for a minimum of five years before using the procedures outlined in this By-Law when applying for consideration for promotion.

B. A faculty member must have been an Associate Professor or a Full Professor (Unmodified or Modified) for a minimum of three years before using the procedures in this By-Law to apply for consideration for tenure.

C. The faculty member’s Department Chairperson must have refused to forward the faculty member’s promotion or tenure recommendation to the Dean for transmittal to the T.A.P. Committee.

III. Procedure for using Alternative Pathway

A. The faculty member shall notify the Chairperson of the Alternative Pathway Committee, in writing, that he/she wishes to be considered for promotion and/or tenure.

B. The Alternate Pathway Committee will then solicit from the faculty member the material it requires in order to make a determination. The Committee will also consult with that faculty member’s Department Chairperson before making a decision. The Committee will make its decision using the general guidelines developed by the T.A.P. Committee.

C. If the Committee decides that the faculty member should be considered for promotion or tenure it will forward its recommendation in writing to the Dean who will then forward the faculty member’s name to the T.A.P. Committee in a manner similar to that in which Chairpersons’s recommendations are processed. The T.A.P. Committee will then evaluate the faculty member’s suitability for promotion and/or tenure according to its own guidelines.

D. Members of the Alternate Pathway Promotions Committee may not participate in reviews of their own cases.

E. During the time the Alternate Pathways Committee is considering a faculty member’s petition no punitive action may be taken against the petitioning faculty member except, with the Dean’s approval, for reasons other than the faculty member’s resort to the Alternate Pathways Committee. An appeal to the
Alternate Pathways Committee may not be used as a reason for disciplinary action whether or not the Alternate Pathways Committee approves the appeal.

IV. Approval of By-Law

A. This By-Law will take effect when approved by the Faculty Senate and the Board of Trustees in accord with the provisions of the Faculty Constitution (Section VIII-B).

**FACULTY BY-LAW 6: ELECTION OF EXECUTIVE COMMITTEE**

I. The ten Senators elected to the Executive Committee as described in the Faculty Constitution (Section VI.B.1. paragraph 4, line 3) shall be elected by a majority vote of the Senators for a term of two years. If a member of the Executive Committee is not re-elected to the Senate during his/her term of office on the Executive Committee, a new Senator will be elected to the Executive Committee for a full two year term.

II. This By-Law will take effect when approved by the Faculty Senate and the Board of Trustees as described in the Faculty Constitution and will apply to the Executive Committee members elected immediately prior to its ratification.

**FACULTY BY-LAW 7: TENURE**

In accord with the principles concerning Faculty Tenure described in Section VII of the Faculty Constitution, New York Medical College adheres to the following tenure policy:

I. Definition of Tenure

A. Tenure means continued employment in the primary department in the academic rank to which the faculty member was tenured.

B. Tenure guarantees salary support according to the following schedule:

1. Tenured faculty who are funded entirely or in part by New York Medical College institutional funds and/or grants are guaranteed 100% of their salary amounts derived from these sources.

2. Tenured faculty whose salaries are funded entirely or in part from affiliation contracts are not guaranteed salary continuation for that portion of their salaries that are derived from affiliation agreements.

3. Tenured faculty who receive salary support from Private Practice are not guaranteed salary continuation for that portion of their salaries derived from this source.

II. Eligibility for Tenure

A. Full time faculty in the ranks of Professor, Associate Professor, Professor Clinical or Associate Professor of Clinical are eligible for tenure.

III. Number of Tenure Positions

A. The College will maintain the overall percentage of faculty who are tenured as close as possible to the national average of tenured faculty in medical schools.

B. The Dean and the Executive Committee of the Faculty Senate will meet at the beginning of each academic year and review the overall percent of tenured faculty at the College, national norms for the
percent of tenured faculty at medical schools and the number of tenured positions available at New York Medical College.

C. The Dean will encourage Department Chairpersons and Supervisors to recommend faculty who are eligible for tenure to the Tenure, Appointments and Promotions Committee on a reasonable and timely basis.

IV. Recommendations for Tenure

A. The T.A.P. Committee shall review all recommendations for tenure as described under the general guidelines in the Faculty By-Laws on Committees (By-Laws II: Committees, Paragraph A-2-C).

B. Recommendations for tenure shall be submitted to the T.A.P. Committee by the Dean.

V. Termination of Tenure

A. Tenure automatically terminates when a faculty member changes his or her faculty status from full-time to part-time or voluntary.

B. Tenure may also be terminated for cause in situations in which a faculty member fails to perform his/her duties, as defined ultimately by the Dean; or, for acts that are clearly contrary to professional, academic or institutional standards. Tenure may also be terminated because of financial exigency, or when programs, departments or institutions are abolished or curtailed. The college will make a good faith effort, consistent with institutional needs, to retain the tenured faculty.

C. Recommendations for termination of tenure may be made to the Dean by the Department Chairpersons or by the Dean directly to the President and the Board of Trustees. In either instance, the faculty member shall be notified, in writing, of the reasons why this recommendation is being made and shall be afforded a reasonable opportunity to respond, in writing, to the Dean. Upon consideration of all the relevant facts, the Dean may elect to continue the faculty member’s tenure or recommend to the President and the Board of Trustees that the faculty member’s tenure be terminated. The faculty member shall be notified, in writing, of the Dean’s decision.

D. If the Dean decides to recommend to the President and the Board of Trustees that a tenure appointment be terminated, the faculty member whose tenure appointment is scheduled to be rescinded is entitled to file a grievance with the Faculty Grievance Committee under the procedures outlined in Faculty By-Law I: Grievance. In cases in which a faculty member files a grievance because of termination of tenure, the Grievance Committee shall assume that sufficient evidence for proceedings exist and shall fully investigate the grievance in accord with its established procedures.

E. Unless deemed inappropriate by the Chairperson and the Dean, a faculty member shall remain on staff as a tenured faculty member until his or her grievance is resolved.

VI. Currently Tenured Faculty

A. All faculty who received tenure prior to the adoption of this By-Law shall continue to hold tenure under the terms hereof.

VII. Approval of By-Law

A. This By-Law shall take effect when approved by the Faculty Senate and the Board of Trustees in accord with the provisions of the Faculty Constitution (Section VIII-B).
**FACULTY BY-LAW 8: SABBATICAL POLICY**

The purpose of this By-Law is to provide a formal mechanism through which eligible faculty may receive a sabbatical leave. It is recognized by the College that a policy that encourages faculty to take sabbatical leave is an important component for maintaining a rich and productivescholarly environment.

I. Eligibility

A. Faculty shall be eligible for sabbatical leave of up to one year, at the discretion of the Dean, after each seven-year period of full-time employment in faculty duties provided that they have, during that time, at a minimum, achieved the rank of Associate Professor (Modified or Unmodified).

II. Method of Applying for and Criteria for Granting Sabbatical Leave

A. Eligible faculty shall request sabbatical leave from their Department Chairpersons based upon a meaningful written proposal describing the place, purpose and nature of the work to be pursued during the sabbatical and any outside salary support, stipend or other compensation or award to be available.

B. If the absence of the faculty member will not be unduly detrimental to the functioning of the Department and, if the purpose of the proposed sabbatical is of an appropriate scholarly nature, then the sabbatical leave may be granted by the Dean upon recommendation of the Chairperson.

C. If the leave is denied, then the faculty member shall be notified, in writing, of the reasons. The faculty member may appeal the denial to the Dean and, if there is not a satisfactory resolution to the faculty member’s request, the faculty member may appeal the denial in accordance with the grievance procedures of the Faculty Constitution and By-Laws.

D. Any substantial changes in the place, purpose or nature of the sabbatical require the prior written approval of the Dean.

III. Salary Support and Length of Sabbatical

A. Faculty who are granted sabbatical leaves of six months or less will be entitled to continuation during the sabbatical of the full College hard money components of their normal salaries. Faculty who are granted leaves of greater than six months will be entitled to continuation of the hard money components of their normal salaries pro-rated, however, such that they will receive an amount equal to the six month hard money components of their salaries. Hard money sabbatical salary support as so determined and benefits will be made available from the faculty members’ respective departmental hard money salary budgets in the same proportions as the faculty members’ full-time salary support and benefits have been chargeable to such budgets. Salary support and benefits, if any, made available to the College for sabbatical purposes from soft money sources (e.g., grants, affiliation contracts and departmental faculty practice funds) and not otherwise encumbered may be used to support a faculty member’s sabbatical to the extent, when added to any hard money sabbatical support, that the faculty member receives up to an amount equal to his or her full salary and benefits during normal College employment.

B. If there will be support from sources outside the College, whenever payable, in the form of salary, stipend, award or other compensation available to a faculty member in connection with sabbatical activities, salary support from the College will be reduced as necessary so that the sum of the College’s sabbatical salary support plus the outside support will not exceed the faculty member’s full-time salary during normal College employment. Under special circumstances the Dean may in advance authorize recovery by a faculty member on sabbatical of more than the amount of the faculty member’s normal full-time salary from such outside sources in order to defray unusual personal expenses to be incurred because of the sabbatical.

C. Faculty who are on sabbatical leave shall receive their fringe benefits as full-time faculty, however, retirement benefits will be calculated on actual salary amounts paid by the College during the sabbatical.

IV. Approval of By-Law
This By-Law will take effect when approved by the Faculty Senate and the Board of Trustees in accord with the provisions of the Faculty Constitution (Section VIII-B).

**FACULTY BY-LAW 9: ACADEMIC DEPARTMENTS**

I. Before creating, merging, or abolishing any Academic Departments in the Medical School, the Administration shall seek, on a timely basis, the advice of the Faculty Senate.

II. The Administration shall ask the President of the Faculty Senate, in writing, to submit the proposal(s) to the Faculty Senate. The Administration shall be given an opportunity to present to the Faculty Senate, in a mutually agreed upon forum, the reasons for proposing the change(s) in departmental structure of the Medical School.

III. A majority vote of the Faculty Senate in favor of the proposed change(s) shall constitute a recommendation for approval. The vote may be held by mail ballot or at a duly called meeting of the Faculty Senate.

IV. The President of the Faculty Senate shall inform the Administration, in writing, of the Faculty Senate’s recommendation(s) and concern(s).

V. It is understood that the recommendation(s) of the Faculty Senate, while not binding on the Administration, shall be given serious consideration by the Administration. The Board of Trustees shall be informed by the Administration of the Faculty Senate’s recommendation(s).

VI. Administration as referred to in this By-Law shall, in general, mean Dean of the Medical School or President of the University.

VII. The Faculty Senate shall act on all such proposals in a prompt and timely manner appropriate to the circumstances.

VIII. This By-Law will take effect when approved by the Faculty Senate and the Board of Trustees in accord with the provisions of the Faculty Constitution (Section VIII-B).

**Policies and Procedures Involving the Conduct of Research and Sponsored Programs**

**Office of Research Administration**

The Office of Research Administration (ORA) facilitates all research and sponsored academic programs at NYMC. The Office assists faculty and staff with a variety of application and award services, such as:

- Makes information regarding funding sources available to investigators.
- Assists investigators and staff with application preparation.
- Submits applications on behalf of the College.
- Coordinates activities of the Institutional Review Boards to ensure institutional compliance with regulations regarding the use of human subjects in research activities.
- Participates in the activities of the Institutional Animal Care and Use and Biosafety Committees to ensure institutional compliance with regulations regarding the care and use of laboratory animals and hazardous materials.
- Upholds federal regulations and policies regarding Financial Conflict of Financial Interest in Academic Activities.
- Develops policies and procedures responsive to federal regulations and emerging issues.
- Administers the Intramural Sponsored Research Program and the annual Dean’s Research Award program.
• Negotiates and manages research relationships with industry and the transfer of research results to commercial application.

• Receives and disseminates communications from the National Science Foundation, the National Institutes of Health, the Association of American Medical Colleges and other agencies.

**Human Subjects Research/IRB**

**Human Subjects Research Educational Program (CITI)**

**IRB Policies and Procedures Manual**

**Clinical Research Proclamation**

**Research Forms**

**Technology Development and Industry Sponsored Research**

**Student Research**

**Guidelines for the Conduct of Research Involving Human Subjects at New York Medical College**

New York Medical College’s Committees for Protection of Human Subjects, commonly known as Institutional Review Boards (IRBs), are charged with protecting the rights and welfare of patients and volunteers participating in biomedical, behavioral and social sciences research. The College has two distinct IRB panels: 1) General, Medical and Behavioral IRB and 2) Oncology IRB. These committees serve as the IRBs for New York Medical College, Westchester Medical Center, Westchester Institute for Human Development, Metropolitan Hospital Center, and Richmond University Medical Center.

"Human Subjects Research" is the systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge during which an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with a living individual or (2) identifiable private information.

Human subjects research includes studies of:

• New drugs, materials and devices

• New uses of an FDA approved drug

• Experimental treatments or surgical procedures
• Differences between approved treatments and studies that require:
  • Review of patient charts
  • Surveys and interviews
  • Human materials (e.g. tissue)

*IRB approval must be renewed at least annually for studies deemed greater than minimal risk or otherwise required.*

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**THE SUBMISSION AND REVIEW PROCESS FOR IRB APPLICATIONS IS ELECTRONIC USING AXIOM’S MENTOR IRB.**

Mentor is integrated with our NYMC, TouroOne Single Sign-On system (SSO). All NYMC faculty and staff are required to access the Mentor IRB using SSO.

To access Mentor IRB using SSO, please follow these steps:

1. Log into the [TouroOne portal](#)
2. Proceed to the Employee tab
3. Click the Mentor IRB button

If you do not know your TouroOne portal credentials, or if you encounter any other login issues, please contact the TouroOne Nonstop Helpdesk:

Email: [nonstop@touro.edu](mailto:nonstop@touro.edu)
Phone: 1 (844) 868-7666

If you are an NYMC student, or you are a resident, research fellow, or other staff member of an affiliated hospital, you must access Mentor through the secured website:

*As a first time user,* you must claim an account by sending a request to [IRB@nymc.edu](mailto:IRB@nymc.edu). Include in the email your name, role (student, resident, fellow, etc.), and copy the full-time NYMC faculty member who will supervise your research. They must reply-all verifying your identity and accepting responsibility for your research. You will receive login instructions after this verification process.

*For returning users,* you will need to enter “nymc” as the Institution ID, your username and password. If you forgot your password, please click on the "Forgot Password" link on the Mentor IRB login page. If your username/email address is not recognized by Mentor, please contact the IRB office:

Email: [IRB@nymc.edu](mailto:IRB@nymc.edu)
Phone: (914) 594-2590

**Scheduled Meetings**

The Committee for Protection of Human Subjects typically meets once per month per IRB Panel. The deadline for submissions is two weeks prior to the scheduled meeting at 5:00 p.m. To view the deadline and meeting schedule for the current academic year, check the [IRB Schedule](#). When creating a new application, you will also be informed at the top of the page when the next scheduled meeting will take place.

See the AAMC [Clinical Research Proclamation](#)
These guidelines were adopted for use at New York Medical College from “Guidelines for the Conduct of Research Involving Human Subjects at the National Institutes of Health” Revised 3/2/95, a pamphlet of the National Institutes of Health.
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
Associate Dean for Admissions and Enrollment Management

Amy Ansehl, D.N.P., F.N.P.B.C
Associate Dean for Student Experience

Denton Brosius, Ph.D.
Associate Dean for E-Learning

Diane Heck, Ph.D.
Associate Dean for Research

Nick Sekkas
Director of Recruiting

Josephine Ragaini
Assistant Director for Financial Planning and Analysis

Stefania Bonanni
Assistant Director of Operational Support and Designated School Official (SEVP)

Public Health
Mark Kittleson, Ph.D.
Department Chair

Physical Therapy
Michael J. Majsak, Ed.D., P.T.
Department Chair

Speech-Language Pathology
Kathleen Franklin, Ph.D., CCC-SLP
Department Chair

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
Center Director

Center for Long Term Care
Kenneth A. Knapp, Ph.D.
Center Director

Center Medical Outcomes Research
Adam Block, Ph.D.
Interim 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.

View our NYMC At-A-Glance video.

View our NYMC School of Health Sciences and Practice At-A-Glance video.

**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.”

Click here for more information on Robert W. Amler, M.D., M.B.A.
SHSP Academics

Degrees
Online Degrees & Certificates
Dual Degree Programs

Certificates
Clinical Practice Sites
Academic Calendar

Academic Regulations
**Academic Chairs**

**Physical Therapy**
Michael J. Majsaek, P.T., M.S., Ed.D.
Chair and Associate Professor
School of Health Sciences and Practice
New York Medical College
(914) 594-4915
michael_majsak@nymc.edu

**Public Health**
Mark J. Kittleson, Ph.D.
Chair and Professor of Public Health
School of Health Sciences and Practice
New York Medical College
(914) 594-4851
mkittleson@nymc.edu

**Speech-Language Pathology**
Kathleen Franklin, Ph.D., CCC-SLP
Chair and Associate Professor of Speech-Language Pathology
School of Health Sciences and Practice
New York Medical College
(914) 594-4239
kathleen_franklin@nymc.edu

**SHSP Faculty**

- Center for Disability and Health
- Center for Disaster Medicine
- Physical Therapy
- Public Health
- Speech-Language Pathology
**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**  
School of Health Sciences and Practice  
(914) 594-4531

**SHSP Office of Admissions**  
School of Health Sciences and Practice  
(914) 594-4510

**Center on Disabilities and Human Development**  
Cedarwood Hall  
(914) 493-8204

**Physical Therapy Department** School of Health Sciences and Practice  
(914) 594-4917

**Public Health Department**  
School of Health Sciences and Practice  
19 Skyline Drive  
(914) 594-2045

**Speech-Language Pathology Department**  
School of Health Sciences and Practice  
(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

B. 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.

C. 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.

D. 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 meetings shall be maintained and distributed to the members.

**Evaluation Committee**

A. Membership

The Evaluation Committee shall consist of one faculty member from each of the academic programs in the School and the NYMC Registrar. The Vice Dean shall serve as an Ex-Officio member. The Assistant Director of Operational Support shall serve as the recording secretary. 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. Members of the committee will recommend student members who will be appointed by the committee Chair and who may serve up to two terms.

B. Responsibilities

The Evaluation Committee shall meet at least three times each year. It is charged with developing and overseeing an ongoing program of outcomes assessment of all academic programs in the School. It shall recommend to the Academic Policy Committee any new or revised methods of outcomes assessment. Minutes of all meetings 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 regarding terms of appointment, including workload and termination, 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.)
  - 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 the following:

- 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 on Evidences 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 and presenting the results of a sponsored project, work required in fulfilling the terms of the grant, 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 or 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.

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**SHSP Academic Policies**

**SHSP academic regulations**

- 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.

**SHSP policies and procedures related to courses, plan of study, and grading are:**

- [Change of Academic Program](#) (M.P.H. only)
- [Courses Repeatable for Credit in the SHSP](#)
- [Credit Hour Definitions Policy](#)
- [Grades of Incomplete](#)
- [Policy on Providing Course Feedback to Students in the SHSP](#)
- [Repeating a Core or Concentration Course in the SHSP](#)
- [Replacing Missed Classes](#)
- [Satisfactory Academic Progress in the School of Health Sciences and Practice](#)

**SHSP policies and procedures regarding admission and enrollment status are:**
• Auditing a Course in the School of Health Sciences and Practice
• Accepting Credits for Re-admitting Students in the School of Health Sciences and Practice
• Transfer of Credits in the School of Health Sciences and Practice
• Atypical Enrollment Status
• Leave of Absence
• Conditional Admission
• Dr. P.H. Maximum Time to Graduation
• Full-Time and Half-Time Student Status
• Participation in Commencement
• Transition from Certificate to Degree
• Verification of Knowledge of Code of Academic Integrity

COURSE MATERIAL, STRUCTURE AND GRADING

Course Documents

For each course that you teach, please prepare and provide the students 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.

Course documents must be prepared in Canvas 2-weeks prior to the first class meeting.

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.

Please make your department chair aware of any class cancellations or schedule changes. In the event that class hours are lost as a result of class cancellations, you should plan with your students make-up sessions. The revised schedule must be submitted to the department chair.

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.

Textbooks

All textbooks may be purchased online from the NYMC online bookstore.

Copying

The department secretaries will arrange for any duplication needs, provided the material is available to them at least one week in advance of the date needed.

If extensive copying of materials is necessary, a materials fee should be established for the class and appropriate copying permission should be sought from the author/publisher. The materials fee decision should be made in concert with the department chair prior to the publication of the course schedule approximately 3-6 months before the semester begins.

Class Rosters

Initial class roster

Prior to the first class meeting, faculty will receive a copy of the initial class roster within Canvas as provided by the Office of the University Registrar.

Final grade

Final grade must be posted online prior to the stated deadline for receipt of grades. It is important to submit final grades in a timely manner. A student's reimbursement from an employer may depend upon such timely receipt, and can affect the student's financial ability to register for the next semester. Moreover, a decision regarding his/her continuation in the program may depend upon grade receipt. If a student never attended class, you can indicate this on the roster. If he/she stopped attending class but a withdrawal is not indicated, simply indicate that the student stopped attending, and the date of last attendance.

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. The evaluations will be reviewed with you by your department chair. However, it is recommended that you solicit feedback from your students within the first half of the course to ascertain if there are any questions or concerns about the course or its content so that real time adjustments can be made.
**System of Grading**

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<td>INC</td>
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**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.

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<tr>
<td>Field Experience</td>
<td>BSHM 7090, ENVM 7090</td>
<td>1 Year</td>
</tr>
<tr>
<td>Dissertation Research</td>
<td>HPMM 9095</td>
<td>5 Years</td>
</tr>
<tr>
<td>Doctoral Internship</td>
<td>HPMM 9091</td>
<td>2 Years</td>
</tr>
</tbody>
</table>

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.

**New Course Development and Approval Process**

When the development of a new course is being considered the first step is to have a discussion with the department chair. If it is agreed that a new course is appropriate the course should be prepared using the *New Course Proposal*.

All new courses must be submitted by the department chair to the SHSP Curriculum Committee. Once approved by the SHSP Curriculum Committee the proposal is forwarded to the SHSP Academic Policy Committee for review and final approval approximately four to six months prior to the semester in which the course will be taught.

**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.

**Research**

In order to maintain the highest degree of scientific integrity, the School of Health Sciences and Practice requires its investigators to present their grant applications for scientific review prior to submitting their application to the Office of Research Administration for approval. This review focuses on the validity of the scientific methods, the likelihood of the protocol to provide the requisite data, appropriate data management and data analytic techniques, and statistical power consideration.
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
**Health Sciences Library**

**Mission**
The mission of the Health Sciences Library (HSL) is to advance education, research and scholarship by meeting the information needs of the New York Medical College community through the delivery of high-quality resources, media, services and facilities.

**Overview**
The Health Sciences Library, located in the Basic Sciences Building, is the largest biomedical library in the Hudson Valley. The HSL presently provides access to a collection of nearly 200,000 print volumes and 16,000 serial titles in print and/or electronic formats. Other important data about our resources can be found on the HSL Annual Summary available via [http://library.nymc.edu](http://library.nymc.edu). The HSL web site acts as your portal to library resources and services. A full array of information resources and services is available in the HSL via more than 20 public workstations and a wireless network, from all computers on the NYMC network, and from off-campus using proxy server technology and barcode authentication. Liaison librarians are appointed to each academic department to support and collaborate on research and teaching, or to assist with information delivery and access.

**Library Facility Hours**

**Full Service hours** during the academic year are:

- **Monday-Thursday**: 8:00 AM - 12 Midnight
- **Friday**: 8:00 AM - 3:00 PM (October-March)
  8:00 AM - 5:00 PM (April-September)
- **Sunday**: 9:00 AM – 12 Midnight

**Study only hours**:

- **Friday**: 24/7
- **Saturday**: 24/7

*Hours are subject to change in relation to the Academic calendar. Extended hours are offered when possible during exam periods. Current hours are detailed on the [HSL home page](http://library.nymc.edu).*

**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](http://library.nymc.edu) 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.
Information Technology Services

For all Technology services contact 914-594-2000.

IT Help Desk
Phone: (914) 594-2000
helpdesk@nymc.edu
19 Skyline Drive, 2N-F31
Monday - Friday
8:00 a.m. - 5:00 p.m.

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 here. 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.

**Educational Media**

The Educational Media Services (EMS) provides faculty a range of support services including: audio-visual equipment, Web Conference Hosting, selected supplies, and consultation. Staff assistance may be scheduled in the Nevins and Cooke teaching auditoria, classrooms in the School of Public Health, the Center for Interactive Learning, and other meeting rooms upon request. Staff may be scheduled to project your lecture, orient you to a new piece of equipment, or consult with you suggesting how to effectively present your media. Videoconferencing capabilities are also available which may enable you to reach students at remote locations. Our current inventory includes: LCD projectors; slide projectors; document cameras; digital camcorders; DVD duplicator; VHS to DVD copier; editing system; and sound support systems. Educational Media is located both in Skyline and in the School of Health Sciences and Practice. Any questions may be directed to the SHSP EMS at (914) 594-4666, or you may contact Michael Cotter, Head of Educational Media Services at Skyline (914) 594-2553. All printing issues should be directed to Michael Cotter either by phone or email, Michael_Cotter@NYMC.edu.

**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**

**Notice to new users**

Fellows, Faculty Practices and Others: Your account will be active for one year from creation and can be renewed annually by resubmitting the documentation requested. It will take 5 working days, after receipt of your network application by Information Services Department to activate your network account. Due to the volume of requests, you may not receive notice of the account creation. You may call, if, after 5 business days you are not able to access your account. The completed application and additional documentation can be faxed by your Department Head/Administrator to (914) 594-2001, hand delivered or mailed to Information Services, 19 Skyline Drive 2NF31. If you are an existing or new user requiring access to restricted data/services or network printer access, please complete form found below.

**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 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. If you have questions regarding this form please contact Cathy Jankus at 914-594-2377.

**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.

**Computer Disposal**
Please fill out this form if you have NYMC Computer equipment that you wish to discard. Fax (x2001) the completed form and contact the Helpdesk to set up a pickup date.
Telephone Guides

Please contact the Helpdesk for any questions you may have.

- Voice Mail User Guide
- Voice Mail Quick Reference
- Main Campus Phone User Guide
- Skyline Phone User Guide

VPN

For Administrators and Faculty who wish to connect and work from home. Download the VPN Form.

Links

- SendThisFile.com
- Emergency Alert (Rave Mobile Safety) System
- Telephone Viewer

Guides & How To Information

- Get mail on your phone
- Get mail on your pc
- Send mail to Public Folders
- Connect to NYMC_SECURE
- Steps for Student Printing
- Tableau Access from Off Campus

- For Faculty/Staff: Using your desk phone
  - Voice Mail User Guide
  - Voice Mail Quick Reference
  - Main Campus Phone User Guide
  - Skyline Phone User Guide

- ProofPoint Email (Spam, Graymail) Protection
  - ProofPoint Summary Documentation
  - ProofPoint Full Documentation

- Student Google Suite Documentation
  - Accessing Gmail Directly Via Web Browser
  - Adding Gmail to Android Device
  - Adding Gmail to IOS Device
  - Configure Send-As and Reply-To Addresses
  - Mac - Adding Gmail through Mail Client
  - Mac - Adding Gmail through System Preferences
  - Gmail FAQ
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.

Staff

- James Curran, Director of Information Technology & Services
- Cathy Jankus, Information Technology Administrator
- Joseph Cronin, IT Security Manager
- John De Agustini, IT Manager
- Wilson Lema, Student Services Software Engineer
- Yulin Conney, Sr. Software Engineer
- Alexandra Urrego, Sr. Software Engineer
- Andres Ramirez, Software Engineer
- Jonathan Jackson, IT Systems Engineer
- Manny Arevalo, Technical Support Analyst
- Robert Fraioli, Technical Support Analyst
- Oliver Rivas, Technical Support Analyst
- Ron Li, Consultant, Network Technician
- Michael Cotter, Educational Media Head, (914) 594-2553, Michael_Cotter@nymc.edu
- Juan Castro, Audio/Visual Technician, (914) 594-4666, Juan_Castro@nymc.edu
- Michael Frankfurter, Audio/Visual Technician, (914) 594-2557, Mfrankfu@nymc.edu
FAQ

Please select a question to reveal the answer:

General

1. Buying a new PC? Here are some pointers
2. Where is Information Technology located?
3. How do I request services?
4. Are my email and network passwords the same?
5. Why doesn’t my email/network password work?
6. Why am I unable to send or receive email?
7. I forgot my email/network password or I need to change my email/network password. What do I do?
8. How do I save files to my X Drive on the network?
9. How do I access my email?
10. Does NYMC provide antivirus software?
11. Is there wireless access in all buildings?

Faculty

We support all faculty and academic staff with any and all information technology issues (computers, email, telephones, network, labs, etc.). Here are some frequently asked questions which should help you get started:

Please contact the Helpdesk for more information.

1. What IT services will be automatically set up for me?
2. What computer training is available at New York Medical College?
3. How do I acquire more software/hardware for my computer?
4. How can I use my start up funds to get more hardware and software?
5. Can I borrow hardware, and if so, what is available?
6. Who can help me with course projects that integrate technology?
7. How do I access network file servers?
8. How can I share files with my students and research team members?

9. What Multimedia Labs, resources and project support are available to me and my classes?

10. How do I reserve a computer lab for my class (during or outside my scheduled class time)?

11. How can I get training to use the AV/computing equipment in my classroom?

12. What phone services are available to me and how do I set up my voice mail?

13. Where do I find information on library services for new faculty?

14. What support can NYMC Helpdesk give with my home laptop or computer?

15. What hardware and software benefits are available to employees for home use?
Jennifer Riekert, M.B.A.
Vice President of Communications and Strategic Initiatives
Jennifer_riekert@nymc.edu

Jennifer Riekert, M.B.A., leads all strategic planning and marketing and communications initiatives for New York Medical College (NYMC), including the development, evaluation and communication of NYMC's five-year strategic plan, as well as branding, public relations, integrated marketing plans, internal and external print and electronic publications and communications including NYMC websites, social media sites and media relations.

A strategic leader who has been instrumental in advancing several key initiatives, Ms. Riekert's notable accomplishments include spearheading NYMC's first cohesive brand, identity auditing and re-creating the College's entire portfolio of marketing materials, transforming NYMC's web presence, as well as playing a pivotal role in helping to open the mid-Hudson Valley's only fully-equipped biotechnology incubator on a health sciences college campus, BioInc@NYMC, and launching New York State's first new dental school in 50 years.

With 20 years of experience in higher education, Ms. Riekert is uniquely attuned to the communication, marketing and planning needs of colleges and universities and brings strategic vision and best practices to the College. Prior to joining NYMC in 2014, she began her career at Pace Law School where she served as director of marketing and communications, and as interim assistant vice president of university relations for Pace University.

Beyond her role at NYMC, Ms. Riekert is passionate about her role as mentor to the next generation of business leaders. She is an accomplished speaker, often called upon to guest lecture in the higher education and business communities.

Ms. Riekert earned both her Bachelor of Science in Psychology (Phi Beta Kappa) as well as her Master of Business Administration from the State University of New York at Albany. She was the 2020 recipient of Trailblazer Award by YWCA Yonkers, and was named Top Women in Business by Westchester Magazine. Ms. Riekert is a board member of the Phi Beta Kappa (PBK) New York Association, the first and oldest PBK Association.
Kevin R. Cummings, M.P.S., M.P.H. ’00
Director of Web Communications
kevin_cummings@nymc.edu

Kevin R. Cummings, M.P.S., M.P.H., oversees web communications and is responsible for providing useful, accessible and integrated information on the expansive site while maintaining a consistent institutional identity. In this role, Mr. Cummings develops communication strategies, policies and standards related to electronic interactions among NYMC's affiliate hospitals, teaching affiliates, physicians and faculty, staff, students and the general public. In addition, Mr. Cummings serves on several NYMC committees including the Research Improvement Subcommittee; LCME Accreditation Resource Subcommittee, Library and Academic Support Committee, SOM Multiple Mini Interview (MMI) Committee and the Commencement Committee.

Mr. Cummings has a Bachelor of Science in Bacteriology and Health Sciences from Wagner College, a Master of Professional Studies in Health Services Administration from The New School, a Master of Public Health in General Public Health and an Advanced Certificate in Emergency Preparedness from New York Medical College. He joined NYMC in 1995 as director of research information and development in the Office of Research Administration prior to assuming the responsibilities of director of web communications in 2000.

Lorena Minnerly, M.A.
Communications Manager
lorena_minnerly@nymc.edu

Lorena Minnerly joined the Office of Public Relations team in September 2017 as the Communications Coordinator for New York Medical College and the School of Health Sciences and Practice.

LoriAnn Perrault
Public Information Editor
lori-ann_perrault@nymc.edu

LoriAnn Perrault serves as the Public Information Editor for New York Medical College. Suggestions for story ideas are always welcome for InTouch Archive, the online newsletter of the New York Medical College community. Stories can be about research, curriculum or programs of study, unique or interesting personal achievements, growing trends or patient care with an academic angle. Please email your comments and inquiries to lori-ann_perrault@nymc.edu.

Madlena Pesheva
Project Manager
madlena_pesheva@nymc.edu

Madlena Pesheva serves as the Project Manager for the Office of Public Relations, bringing several years of experience in marketing, event management, and administrative duties to the role. Prior to joining NYMC in 2015, Ms. Pesheva was the Marketing and Membership Associate for the YWCA White Plains & Central Westchester. Ms. Pesheva earned her bachelor's degree from the University of New Hampshire, with a dual major in International Affairs and Recreation Management and Policy, with a minor in Psychology.
Julio A. Rodriguez-Rentas, M.A.
Director of Communications
julio_rodriguez@nymc.edu

Julio A. Rodriguez-Rentas, M.A., manages the strategic development of NYMC.edu as well as integrated marketing initiatives for the department, both online and offline. With a Bachelor in Business Administration, a master’s degree in media communication and as a professor of communications at the State University of New York (SUNY)–Westchester, Mr. Rodriguez-Rentas brings a 360° perspective to his role. Prior to NYMC, he was at Pace University where he served first as webmaster at Pace Law School before becoming Senior Courseware Designer for all campuses of the University. Mr. Rodriguez has previously taught at the graduate and undergraduate levels at Iona College (New Rochelle, NY), Western Connecticut State University (Danbury, CT) and at Pace University (New York City and Westchester).

Anthony Zurita
Communications Coordinator
azurita@nymc.edu

Anthony Zurita joined New York Medical College in 2021 after nearly three years as a journalist for the USA TODAY Network New Jersey as a part of The Record newspaper, where he covered local news throughout northern New Jersey. Mr. Zurita earned a Bachelor’s Degree in Communications from Ramapo College of New Jersey.

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 consistency 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 preview 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 ensuing 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
The mission of New York Medical College (NYMC) Health Services—located in the Basic Sciences Building (BSB)—is to ensure students have the resources needed to meet the health requirements for their clinical and laboratory rotations, manage the follow up for exposure to communicable diseases, care for students with episodic illness and refer students who need ongoing care to appropriate resources. In addition, the mission of NYMC Health Services is to ensure the safety of laboratory personnel through the provision of an occupational health program for students and personnel working in laboratories and in the Department of Comparative Medicine. During the COVID-19 pandemic NYMC Health Services manages the isolation, quarantine and contact tracing of students and employees as well as issuing COVID-19 policies and assisting with surveillance testing and COVID-19 vaccinations.

Mailing Address:
Health Services
Basic Sciences Building
New York Medical College
40 Sunshine Cottage Road
Valhalla, NY 10595

Please note that Health Services visits are by appointment only.

Anyone experiencing any Covid-like symptoms should call the office for a telephone assessment with the nurse practitioner.

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

Airborne Infectious Disease Exposure Prevention Plan (Hero Act)
The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Staff

Marisa A. Montecalvo, M.D.
Medical Director
(914) 594-4236

Katherine Kowalski, ANP
Nurse Practitioner
(914) 594-4237
Donna McKenna, ANP  
Nurse Practitioner (per diem)

Christine Moronta, ANP  
Nurse Practitioner (per diem)

Rosemarie Raffa, FNP  
Nurse Practitioner (per diem)

Susan Mayer, FNP  
Nurse Practitioner (per diem)

Rochelle G. Saks, MPA  
Administrator  
(914) 594-4235

Ruby Lantigua  
Secretary  
(914) 594-4234
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 Basic Medical 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.
NYMC Administrative Policies

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.

Policies specific to each school can be found by clicking here.

The policies below are categorized in alphabetical order by administrative department.

Governance and Legal

- Board of Trustees Conflict of Interest Policy
- Development, Issuance and Maintenance of Policies
- Uniform Conflict of Interest Policy
- Copyright Compliance Policy
- Intellectual Property Policy
- Real Estate, Investments, Sponsored Research, Academic and Other Agreements
- Record Retention Policy
- Service of Process of Legal Documents
- Audit Committee Charter
- NYMC Policy Statements
- Whistleblower Policy

Administration and Operations

- Food Services Policy
- Code of Conduct for Institutional Financial Aid Professionals
- Credit Card Marketing to Students
- Drug-free School and Campus Policy
- Fund Raising by Students or Registered Student Organizations
- Holidays and Early Closings for Religious Observance
- Access, Maintenance and Handling of Confidential Data and Information
- Criminal Background Check of Conditionally-Accepted Medical School Applicants
- Hate-biased-related Crime Prevention Statement
- Tuition Discount Program for the School of Health Sciences and Practice
- Education Benefits for Full Time Faculty and Full Time Employees of NYMC
- Educational Benefits for Full Time Faculty and Employees of Touro College
- Posting Materials
- Sponsorships and Memberships in External Organizations
- Statement of Non-Discrimination
- Outside Speakers and Restrictions on Political Candidates/Speakers
- Title IX Policy
- Sexual Misconduct Policy

**Academic, Faculty and Students**

- Policy On Mandatory Student Covid-19 Vaccination
- Student Travel During the COVID-19 Pandemic
- COVID-19 Student Protocol for Exposure and Confirmed or Suspect Infection
- Policy on Student Medication Reimbursement
- On-Campus Student Sponsored Events Where Alcohol is to be Served
- Fund Raising by Students or Registered Student Organizations
- Interaction with Industries
- Policy on Blood and Body Fluid Exposure (Needle stick)
- Policy on Students Infected with Blood-borne Pathogens
- Satisfactory Academic Progress Policy (SAP)
- Policy On Student Accommodations and Accessibility
- Student Code of Academic Integrity and Professionalism
- Student Organization Policies and Procedures
- Victim and Survivors Student Bill of Rights and Available Resources
Human Resources

- COVID-19: Employees: Travel, Health Service Notification for Exposure/Infection
- Cobra Compliance
- Disciplinary Action
- Direct Deposit Payment Program
- Emergency Situation Closings - Inclement Weather
- Employee Criminal Background Checks
- Employment of Fellows
- Employment of Relatives
- Employment Verification I-9 and E-Verify
- Health Benefits for Regular Part-Time Employees
- Institutional Stipends
- Policy On Job Related Health Requirements
- Internal Job Posting Non-Faculty Employee
- Personal Appearance of Employees
- Personal Days
- Retiree Benefits
- Sabbatical Leave
- Salary Increases Requiring Board Approval
- Smoke-free Policy Statement
- Standard Salary Increase Date
- Temporary Help
- Terminations
- Union Dues-Initiation Fees - Local 1199
- Vacation Accruals
- Workers' Compensation
Information Technology and Services

- Multifactor Authentication Policy
- Acceptable Use Policy
- Bring Your Own Device Policy
- Cloud Computing Policy
- Cryptography Policy
- Data Privacy Policy
- IT Incident Management Policy
- Information Security Policy
- Information Security Training and Awareness Policy
- Mobile Access Policy
- Access, Maintenance and Handling of Confidential Data and Information
- Wireless Devices – Purchase and Use

Finance

- College Credit/Debit Card Payment Processing
- Corporate Credit Card Policy
- Tax-Exempt Qualified 501(c)(3) Bonds Tax Compliance
- Identity Theft Prevention – Red Flag Rules
- Payment of Tuition and Fees By Foreign Medical Students
- Payroll Timesheet Reporting Policy
- Policy on Budget Planning Process
- Travel Expense and Reimbursement Policy

Public Relations

- Digital Signage Guidelines
- Filming, Videotaping, Photography, and Visual or Audio Recording
- Policy on Public Relations and Stationery Standards
- Public Relations Responsibility and Authority
- Use of Social Media Accounts that Imply Communication on Behalf of NYMC

Purchasing

- Leasing-Purchasing of Multifunction Copiers
- Policy on Procurement Signing Authority for Goods and Services
- Policy on Purchasing

Environmental Health & Safety

- Containment Requirements for RG3 Organism
- Environmental Health and Safety Regulations
- Institutional Dual Use Research Concern (DURC)
- Laboratory Inspections
- Radiation Safety Program Compliance
- Regulated Waste Streams
- Reporting Incidents Involving Recombinant DNA and Biohazardous Materials
- Safety Training
- Transporting Biological Materials and Materials of Trade
- Use of Recombinant and Synthetic Nucleic Acid Molecules and Biohazardous Agents
- Occupational Health Programs for Personnel with Occupational Animal Exposure

Security

- Campus Access During the Covid-19 Pandemic
- Campus Security Program
- Identity Theft Prevention – Red Flag Rules
- Emergency Notification and Evacuation Procedures
- Missing Students Living in On-Campus Student Housing
- Reporting Student Incidents
- Issuing Timely Warnings
- Outside Contractors
- Campus Identification Badges and Access to Buildings and Parking Lots
- Access to the Department of Comparative Medicine
APPENDICES A and B
APPENDIX A
New York Medical College
School of Health Sciences and Practice
FACULTY ACTIVITIES REPORT
Academic Year 2020-2021

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>No. Enrolled</th>
<th>Semester/Yr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
</tr>
</tbody>
</table>
B. Teacher Course Evaluation *(faculty member may add additional attachments including peer reviews)*

<table>
<thead>
<tr>
<th>Course Title (Prefix, No., &amp; Section No.)</th>
<th>Responses</th>
<th>Course Mean</th>
<th>Teacher Mean</th>
<th>Semester/Yr.</th>
</tr>
</thead>
</table>

II. **RESEARCH AND SCHOLARLY ACTIVITIES**

Composite DOE %: __________
III. COLLEGE AND PUBLIC SERVICE

Composite DOE %: __________

IV. ADMINISTRATION

A. Administrative Assignments

(Faculty Member) (Date)

(Chair) (Date)

(Dean or Designee) (Date)
APPENDIX B
<table>
<thead>
<tr>
<th>Faculty Member Name:</th>
<th>Course #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Observer Name:</td>
<td>Course Name:</td>
</tr>
<tr>
<td>Date of Observation:</td>
<td>Semester/Year:</td>
</tr>
</tbody>
</table>

I. COURSE ORGANIZATION & DELIVERY

<table>
<thead>
<tr>
<th>Opening of Lesson</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begins on time</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Opens the lesson by providing lesson context &amp; relevance</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Asserts learning goal(s)</td>
<td>○ N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Body of Lesson</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defines any terms needed to understand concepts</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Uses effective examples, illustrations, handouts, anecdotes, etc.</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Clearly distinguishes main points from supportive details</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Organizes/sequences information for optimal learning</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Offers clear transitions between major points</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Stays on topic &amp; achieves stated learning goal</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Demonstrates mastery of content knowledge</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Topic is addressed in a culturally sensitive/competent manner</td>
<td>○ N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Closing of Lesson</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasserts expectations for learning</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Offers final thoughts and transitions to next session</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Ends on time</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Managed time well (from start to finish)</td>
<td>○ N/A</td>
</tr>
</tbody>
</table>

II. TEACHER ATTRIBUTES & LEARNING ENVIRONMENT

<table>
<thead>
<tr>
<th>Teacher Presence</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks &amp; responds to student understanding</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Attempts to engage group &amp; individuals as appropriate</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Responds well to students’ comments/questions</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Demonstrates confidence, rapport with students</td>
<td>○ N/A</td>
</tr>
<tr>
<td>Interacts with students in a professional manner</td>
<td>○ N/A</td>
</tr>
</tbody>
</table>
### Summary of major strengths observed:

Suggested areas of improvement:

Additional Comments (if any):

<table>
<thead>
<tr>
<th>Faculty Member:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Observer:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Signatures