

BUFFALO STATE COLLEGE

HANDBOOK FOR

FACULTY AND LIBRARIANS

August 2009

Dear Colleagues:

The Buffalo State College *Handbook for Faculty and Librarians* (*Handbook*) is an up-to-date guide about procedures, rules, regulations, governance, services, and benefits. Along with the *SUNY Policies of the Board of Trustees (Policies)* and the *Agreement Between the State of New York and United University Professions (Agreement)*, the *Handbook* provides both seasoned and newer faculty and librarians with a sense about how Buffalo State works.

The annual August orientation for new full-time tenure-track faculty amplifies and augments the *Handbook*. Department chairs, deans, or your director can clarify points about which you may be uncertain. Things change, of course, and such changes and updates are published in the weekly electronic *Bulletin* and announced in *Daily* e-mail communications.

The *Adjunct Faculty Guidebook* is a separate, slimmer publication provided to adjunct faculty. A companion publication to the *Handbook*, it highlights useful startup information for adjuncts, which new faculty and librarians may find helpful as well. Each is available at www.buffalostate.edu/professionaldevelopment, with new additions posted each August.

Dr. Janet Ramsey, distinguished service professor emerita, and Mrs. Patricia Alessandra, senior staff associate and commencement director for academics, update the new editions annually and welcome your feedback on the content and format of these useful publications for faculty and librarians.

Sincerely,



Kevin Railey, Ph.D.

Interim Provost

INTRODUCTION

This handbook provides basic information on offices, policies, and procedures to assist you as a faculty member or librarian at Buffalo State. Entries are intentionally brief where possible, more expansive when necessary, and provide resources for additional information, such as Web addresses.

Please refer also to the *Directory of Policy Statements (DOPS)*, available in the deans' offices and at www.buffalostate.edu/academicaffairs/x560.xml, for college policies and procedures. Sources of the most recently published policies and procedures are noted in the text of this handbook.

New and updated policies and procedures are announced in the weekly posting of the *Bulletin* (<http://bscintra.buffalostate.edu/bulletin>), and a variety of announcements are posted on the *Daily* message board (<http://www.buffalostate.edu/daily.xml>). Both URLs provide archives of these electronic publications.

Updated annually, new editions of both the *Handbook* and the *Adjunct Guidebook* are distributed each August. New tenure-track faculty receive the *Handbook* at their orientation, new librarians receive a copy when they start, and a copy is provided for each academic department and dean's office each August. Adjuncts receive the *Adjunct Guidebook* with their contracts. Both publications are available online at www.buffalostate.edu/professionaldevelopment for reference and download.

To submit suggestions for future editions of the *Handbook*, please contact the Academic and Student Affairs Office, Cleveland Hall 519, 878-5550, or e-mail Patricia Alessandra at chambepa@buffalostate.edu.

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

Contact the Academic and Student Affairs Office, 878-5550.