GETTING STARTED

Buffalo State College welcomes you and wishes you great success in your instructional experiences. This brief section of the Faculty Handbook provides you with a few pointers and issues to consider as you acquaint yourself with the campus and prepare for your students.

The secretary in your department can be helpful in pointing you in the right direction and obtaining department chair signatures where needed, as noted below.

THE CAMPUS

In orienting yourself to campus, familiarize yourself with the new Campus Wayfinding program, introduced in summer 2014. The wayfinding program dramatically enhances the look of campus and allows our campus community and visitors to navigate the campus with ease. Campus maps were revised to reflect a new naming system for campus entrances, parking lots, pathways, quads, and landmarks.

A map is located at http://suny.buffalostate.edu/sites/suny.buffalostate.edu/files/uploads/Documents/BSC_MASTER_MAP_online.pdf.

An overview of the wayfinding program is provided at http://suny.buffalostate.edu/sites/suny.buffalostate.edu/files/uploads/Documents/BSC_Staff_Ed%20-final%202014-07.pdf.

An interactive walking tour is online at http://suny.buffalostate.edu/tour#virtualtour.

Communication

A variety of announcements (policy, procedural, event, etc.) are distributed each weekday via the Daily Bulletin e-newsletter. Faculty and staff are encouraged to subscribe at http://dailybulletin.buffalostate.edu/optinout. Visit the News and Events section of the website at http://newsandevents.buffalostate.edu for everything Buffalo State including current and archived postings of the Daily Bulletin. Buffalo State’s magazine for alumni and friends, 1300 Elmwood, is available at http://1300elmwood.buffalostate.edu.

Dining Services

www.dineoncampus.com/bsc

Buffalo State Dining understands and caters to the unique needs and expectations of today's college students, faculty, and staff. We ensure each person's dining experience is distinctive, memorable, and satisfying. There are many dining locations throughout campus including an all-you-care-to-eat dining hall in the Campbell Student Union, Argo Tea, Café Oh-Le, On the Go, and Choc-O-Late. A food court, also in the Student Union, offers Subway, Salsarita’s, SPoT Coffee, Jamba Juice, The Train Grill, The Bengal Creamery, 2.Mato, Chop'd, and OutTakes.

Faculty and staff may purchase meal plans online at www.dineoncampus.com/bsc, by visiting Butler Library Room 108, or calling 878-5152.

Directory (Faculty and Staff Directory)

The online version is available at http://suny.buffalostate.edu/find-people, or link directly from the Buffalo State home page. Click on "Find People" in the upper right corner.
ID Card
The Buffalo State Bengal ID card is the multipurpose photo ID issued to students, faculty, and staff at Buffalo State. Each card has a unique identification number assigned to the cardholder. It is the official ID for the use of campus services and facilities. Link to http://library.buffalostate.edu/bengalcard for procedures, hours, and usage.

Parking
http://suny.buffalostate.edu/parking
All vehicles parked on campus, except those in metered areas, are required to display valid parking permit stickers according to permit instructions. Faculty and staff parking permit stickers are available for purchase online at http://suny.buffalostate.edu/parkingpermits. Employees may log on to the system with their campus usernames and passwords. Permit stickers can be sent via U.S. mail to the employee’s address of record or picked up in the Parking Services Office, Chase Hall 126. A valid photo ID must be shown when picking up a parking permit sticker. Any staff member who does not have a campus username and password is required to apply in person for parking permit stickers in the Parking Services Office.

Tours
Take advantage of both the virtual and flash tours provided at http://suny.buffalostate.edu/tour. Take a walk around campus, including a 360 perspective walking tour with audio descriptions of key spots on campus, and check it out.

www.buffalostate.edu
Browse the campus website to acquaint yourself with the vast array of academic, collegial, professional development, and cultural opportunities provided for and by the Buffalo State community of faculty, staff, and students. A page of faculty-specific information is available at http://suny.buffalostate.edu/forfacultystaff.

DEPARTMENTAL PROCEDURES AND OFFICE ASSIGNMENTS
Consult with the office support staff or chair in your department for specifics when questions or issues arise. Some departments have handbooks and/or bylaws for their adjuncts and/or tenure-track faculty.

Office Assignment
Departments frequently assign their adjuncts and full-time lecturers to office space (typically shared office space) within the department’s general location. Office assignments depend upon space availability and are determined by the department chair.

Office Key
It is necessary to obtain a key authorization form, which requires the chair’s signature. Take the completed form to the Customer Service Center in Clinton Center, Room 106. See campus map. It may take up to two business days for a new key to be cut.

Mailboxes
Departments typically provide designated space for faculty mailboxes. Check with your department secretary for mail procedures.
Phone
Departments will make phone assignments. Adjuncts often share a phone line and voice mail. Where available, full-time lecturers may be assigned an individual phone and voicemail.

Photocopying

Copying Class Materials
Increasingly, with both environment and economic justification, departments expect faculty to post reading assignments and other handouts through Blackboard Learn rather than printing and distributing paper copies. Some departments do allow faculty to make small quantities of copies using departmental copiers on an occasional basis. Check with your department for specifics.

Copy Center
Consult with your department for guidelines and procedures for making requests for Copy Center services. You need to plan in advance, especially if you are on campus only once or twice a week. Make Copy Center requests ahead of time, and the materials should be waiting for you when you return to campus.

The Copy Center provides guidelines for acceptable materials, services provided, copyrighted materials, and procedures for submitting requests and pickup. The Copy Center is located in the basement of Cleveland Hall, Room 111, 878-4509.

Word Processing Assistance and Secretarial Support
Generally, instructors are expected to undertake their own word processing needs. While departments are not able to provide extensive support for instructors, secretaries or work study students will typically take messages for instructors and place them in office mailboxes and assist in other ways. Consult your chair for department office procedures.

GETTING STARTED WITH CAMPUS TECHNOLOGY
Refer to “Section 8: Library, Technology, and Instructional Support” for greater detail on campus technology, Butler Library, Instructional Resources, and Banner. Below are a few important items to get you started.

Computer
Departments typically assign computers to full-time faculty only and may expect part-time faculty to use their personal computers. Some departments may assign computers to part-time faculty. Printing is generally available on shared department network printers. Contact your department secretary for your department’s practice.

E-mail and Banner Accounts

E-mail
New accounts for faculty and staff must be requested by the department chair, department secretary, dean’s office, or the user’s direct supervisor. Requests can be submitted to the Computing Help Desk using the online form at https://buffalostate.wufoo.com/forms/r2ouwi1dftmq4

Banner
See page 2.5, “Banner and Student Registration,” and page 2.6, “Grading Procedures,” for important information about initializing and utilizing your Banner account to manage your class
rosters and grades. You must activate an account and password for Banner separate from your e-mail account.

**Blackboard Learn**

Blackboard Learn is Buffalo State’s official learning management system that allows for dynamic learning to occur in the online environment. The tools provided by the Blackboard Learn allow students and faculty to post and share documents and other course content, 24/7 access to grades, write via e-mail and posted discussion boards, and conduct synchronous or real-time conversations in a virtual classroom.

Buffalo State uses Open SUNY for support (i.e., how to use the features of Blackboard Learn). Direct all “How to use Blackboard Learn” questions to [http://open.suny.edu/support/contact-us/technical-support](http://open.suny.edu/support/contact-us/technical-support) or via phone at 1-800-875-6269.

**Equipment Loan**

Equipment loan for faculty, staff, and students who want to borrow laptops, tablets, and projectors is available at the Computing Help Desk in Butler Library, room 146. See page 8.5.

**Software for Home Use**

All Buffalo State employees (including adjuncts) may purchase Microsoft Office for Windows or Mac and the latest version of the Windows operating system, at a fraction of the retail cost, for work-from-home purposes. Additional titles are also available. For more information, visit [http://cts.buffalostate.edu/software-and-hardware-home-use-facultystaff](http://cts.buffalostate.edu/software-and-hardware-home-use-facultystaff). Contact the Computing Help Desk for additional information at 878-4357 or chd@buffalostate.edu.

**CURRICULUM**

Departments will provide instructors with expectations of students within their departments to help you develop your course content, assignments, and student evaluation procedures. The department can also share with you the Course Proposal used by the College Senate in its approval process (with course description and requirements), and can usually share with you syllabi from previous faculty offerings of the courses you will teach. Faculty are required to adhere to the learning outcomes and course content identified in the course proposal/revision, which have been approved by faculty and curriculum committees and endorsed by the provost and president.

**ORDERING TEXTBOOKS AND SUPPLIES**

Upon employment, new tenure-track faculty and adjuncts should contact the Barnes and Noble at Buffalo State Bookstore for textbook and supply ordering information, as the times of hire may not meet the standard ordering deadlines.

Contact the bookstore for textbook and supply ordering information or visit the bookstore’s website, [www.buffalostate.bncollege.com](http://www.buffalostate.bncollege.com), for online ordering. The 2015–2016 deadlines for ordering are:

- September 18 (third Friday of September) for spring semester.
- February 26 (last Friday in February) for Summer Session.
- February 26 (last Friday in February) for fall semester.

Receiving textbook information by these dates allows the bookstore to assist the campus in its compliance with the Higher Education Opportunity Act, by posting book information on the website at the time of student registration. It also allows the bookstore time to deal with
common problems, such as out-of-stocks, out-of-prints, edition changes, and vendor changes. Having textbook information earlier enables the bookstore to pay higher prices to students for their used textbooks during buy-back season and increases the supply of used textbooks available to students for the upcoming semester.

The bookstore offers digital textbooks, textbook rental, and used and new textbook options to give students money saving choices.

**INSTRUCTION POLICIES AND PROCEDURES**

Refer to "Section 7: Instruction Policies and Procedures," for important details. The following highlights some important issues to start.

**Banner and Student Registration**

It is very important that faculty know how to respond to students who seek registration in your classes and are blocked because the class is filled or a student does not meet a requirement for the class. Become familiar with Registration Add Error Messages and Override Procedures at http://bscbanner.buffalostate.edu/faculty-and-advisors. Important: There is no one override that "just lets a student into a course." Each override is specific to the reason the registration is blocked and has its own process to allow a student to register. It is possible for a student to have more than one Registration Add Error message, e.g., the student is given an override for "prerequisite" but cannot register because the class is now "closed."

Any student who attempts to register in Banner and receives a Registration Add Error response will automatically receive an e-mail at the student’s Buffalo State e-mail account (Gmail). This e-mail will provide detailed information including the actual error message the student received and the instructor’s Buffalo State e-mail address. The student can then forward this e-mail to the instructor to request an override. The e-mail will contain all relevant information related to the student, the Registration Add Error, and the course/CRN. The instructor can then grant the override if the student meets the necessary criteria to be registered in the course. These e-mails have the subject heading **Request for Registration Override.**

**Registration Overrides Video**

The Registrar website provides a video, “How to Process Overrides in Banner SSB,” at http://bscbanner.buffalostate.edu/faculty-and-advisors,

**Waitlisting Option**

The wait listing option is available for all courses. Additional information on waitlisting is provided in a video at http://registrar.buffalostate.edu/registration#waitlisting and https://www.youtube.com/watch?v=eunEJu1tSCo.

**Time Conflict Enforcement in Banner**

Banner will prevent a student from registering for two courses that are being offered at the same day/time or from registering for a section that starts at the same time a course for which the student is already registered ends. Additional information is provided at http://bscbanner.buffalostate.edu/faculty-and-advisors and http://registrar.buffalostate.edu/registration-add-errors.
Meet All Scheduled Classes During Scheduled Times
In the event that a class or classes must be cancelled, or the meeting place is changed, the department secretary MUST BE NOTIFIED. Faculty should also, if possible, attempt to notify students via e-mail or Blackboard Learn.

Syllabus
Distribute your course syllabus to students during the first week of classes. Electronic distribution through Blackboard Learn is strongly encouraged. Provide two copies to the department, or as your department requests. Review “Section 5: Instruction Policies and Procedures” for syllabus content requirements and guidelines.

Office Hours
Hold office hours as required by your department, according to full-time or part-time appointment expectations. Full-time faculty are generally expected to schedule office hours twice a week. Part-time adjuncts typically hold office hours before or after their scheduled class times.

Advisement
Conduct student advisement if required by your department, according to full-time or part-time appointment expectations and according to your contract. Adjuncts teaching only one class typically do not conduct student advisement. See page 9.3, Student advisement.

Department Meetings
Attend department meetings if required by your department and according to full-time or part-time appointment expectations. Some departments do not include adjuncts in their meetings. Part-time adjuncts are not required to attend campuswide faculty meetings, but may be encouraged to do so.

Course Evaluations
Administer course evaluations, completed by students, at designated times following departmental procedures.

Assessment
Participate in assessment if your section is selected as part of a department or campuswide process. Link to http://academicaffairs.buffalostate.edu/assessment.

GRADING PROCEDURES

Final Grading
Final grading is done electronically through Banner. It is important to become proficient in using Banner and to adhere to deadlines for submitting grades.

Detailed documentation for entering grades is available by accessing http://registrar.buffalostate.edu/resources. Assistance is also available by calling the Computing Help Desk at 878-4357.

Grading Tip Sheet
The Registrar’s Office provides a faculty grading web page at http://registrar.buffalostate.edu/resources. Posted are a video, “How to Grade in Banner,” a grading tip sheet to help with successful end-of-term grading, a schedule of faculty window
grading dates, and an explanation of both undergraduate and graduate grades. The explanation pages are also linked on each of the faculty grading rosters.

**Provide Students with Feedback:**

Provide students with feedback on their academic performance regularly during the semester. See “Evaluation and Grading Policies” on page 5.11. The 2015–2016 edition of the *Undergraduate Catalog* at [http://catalog.buffalostate.edu/undergraduate/grading.htm](http://catalog.buffalostate.edu/undergraduate/grading.htm) under “Grading” states that instructors are required to inform students of their standing in each course by the end of the ninth week of the semester, or two-thirds of a summer session or term. This allows students to gauge their probable success in their courses prior to the published deadline for course withdrawals. Please note that Banner is capable of accepting mid-semester grades. Midterm grading windows are now listed in the Academic Calendar. All instructors are strongly encouraged to consider giving midterm grades, especially for students who have a C- or lower at midterm.

**Critique and Evaluation Period (CEP)**

Meet classes during assigned times for Critique and Evaluation Period (CEP) during the last week of the fall and spring semesters. It is Buffalo State policy to conduct final student evaluations during CEP, and instructors are not to do so during the final week of classes. CEP schedules are listed by semester in the course schedules at [http://registrar.buffalostate.edu/courses](http://registrar.buffalostate.edu/courses).