

2015-16 Reorganization of the Faculty Manual

The column titled "2014-15 Faculty Manual" represents the structure of the faculty manual through the 2014-15 academic year. The column titled "Changes or new location in the 2015-16 Faculty Manual" represents where the particular section or sub-section can now be found in the 2015-16 faculty manual.

2014-15 Faculty Manual

Changes or new location in 2015-16 Faculty Manual

Section I - Salary and Fringe Benefits

I	Salary Payments	
II	Benefit Information	Renamed "General Benefit Information" and contains sub-sections A through V. Sub-section W (Tuition Remission and Scholarships) was removed from this section and was created as its own section. A new section called "Other Benefits" was created and contains sub-sections X (Moving Expenses) through JJ (Credit Union).
III	Personal Leaves	

Section II - Faculty Appointments, Tenure, Promotion, Leaves

I	Faculty Resolution on Professional Ethics	Moved to new section V - Ethics and Conduct
II	Faculty Ranks and the Criteria for Promotion	
III	Appointments of Tenure-Track Faculty Members	
IV	Procedure for Decision of Tenure	
V	Reconsideration and Appeals of Negative Determinations on Pre-Tenure Contract Renewals and Tenure	
VI	Procedures for the Review of Visiting Faculty and Lecturers	
VII	Professional Librarian Appointments	
VIII	Leaves Related to Professional Development	
IX	Indemnification of Employees	Moved to new section V - Ethics and Conduct
X	Outside Work	
XI	Academic Freedom	Moved to new section V - Ethics and Conduct
XII	Consensual Relations	Moved to new section V - Ethics and Conduct
XIII	Procedures for Dismissal and Sanctions	
XIV	Faculty Resignations	
XV	Salary Increases and Merit Awards	
XVI	Contract Renewals	
XVII	Personal Records at Union College	Moved to new section V - Ethics and Conduct
XVIII	Policy Against Prohibited Discrimination, Harassment, Misconduct (Including Sexual Assault, Stalking, and Relationship Violence), Bias Activity and Retaliation	Moved to new section V - Ethics and Conduct
XIX	Title IX Coordinator Duties (Sex Discrimination, Harassment, and Assault)	Moved to new section V - Ethics and Conduct
XX	Dispute Resolution	Moved to new section V - Ethics and Conduct

Section III - Teaching Regulations and Procedures

I	General Responsibility	Sub-sections split into "Course and Classroom Policies", "Examinations and Assignments", "Accommodations for Students with Disabilities", "Academic Honor Code", and "International Students". Sub-section on Extra Teaching moved to Outside Work sub-section (note: references to 'evening division' in the Extra Teaching section were removed).
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Section IV - Faculty Constitution

I	Basic Structure of the Governance System	
II	Organization of the Faculty	
III	Criteria for Elections of Policy Councils	
IV	The Academic Affairs Council	
V	The Student Affairs Council	
VI	Faculty Review Board	
VII	Faculty Appeals Committee	
VIII	The Consultation Groups	
IX	The Conference Group	
X	The Planning and Priorities Group	
XI	Liaison Committees	
XII	Liaison Committee for Admissions	
XIII	Liaison Committee for Athletics	
XIV	Liaison Committee for Campus Facilities	
XV	Liaison Committee for the Library	
XVI	Liaison Committee for Academic Computing and Technology	
XVII	Liaison Committee for Study Abroad	
XVIII	Liaison Committee for Campus Diversity	
XIX	Amending the Governance System	

Section V - Bookstore, Library, and Other Services**Section renamed "Ethics and Conduct"**

I	College Bookstore - Reamer Campus Center	Moved to Section VI - Sundry Matters
II	Library Services	Moved to Section VI - Sundry Matters
III	Other Services	Moved to Section VI - Sundry Matters

Section VI - Sundry Matters

I	Travel	
II	Policies and Procedures for Travel and Expense Reimbursement	
III	Purchasing Procedure	
IV	Use of Vehicles	
V	College Insurance - Liability	
VI	Declination of Salary or Stipend	Moved to Section I - Salary and Fringe Benefits
VII	Faculty Research	Section split into "Intellectual Property" and "Investigating and Responding to Allegations of Scientific Misconduct" sections and moved to Section V - Ethics and Conduct.
VIII	Employee Parking	
IX	Use of College Facilities	
X	Regulations of Union College Governing Campus Conduct	Moved to new section V - Ethics and Conduct
XI	Policy Regarding Collective Bargaining	
XII	Information Security Policy and Plan	Moved to new section V - Ethics and Conduct
XIII	Reporting Fraud, Defalcation or Illegal Activity by Employees	Moved to new section V - Ethics and Conduct
XIV	Policy on Acceptable Use of Information Technology Resources	Moved to new section V - Ethics and Conduct
XV	State Loyalty Oath	
XVI	Drug-Free Workplace and Drug/Alcohol Abuse Policy	Moved to new section V - Ethics and Conduct
XVII	Pets in the Workplace	

Appendices

I	Random Sampling Procedure
II	Letter to Students
III	Letter to Alumni
IV	Letter to Referees
V	Letter to Promotion Referees
VI	Evaluation Criteria and Review and Promotion Procedures for Librarians