UNIVERSITY AT ALBANY
DEPARTMENT OF LANGUAGES, LITERATURES & CULTURES
HANDBOOK FOR INSTRUCTORS

Welcome to the University at Albany’s Department of Languages, Literatures and Cultures! Following is some basic information to help you with your work at the university. If you have questions, please feel free to check with the LLC Office. If we don’t know the answer, we’ll help you find it. (control/click links to go to the highlighted page)

DEPARTMENT INFO
LLC Address/Phones/Fax/Website/Hours
Office Staff
Maps
Security
Fire Safety
Bulletin Boards
Mail
Email
ID Card
Office Information
Phones
Computers (including first time sign-on and Blackboard)
Reserving Rooms
Smoking
Maintenance
Copying
Equipment
Supplies
Contact Info
Time Cards & Paychecks
Benefits/Holidays
Library
Parking

CLIC

TEACHING
Tutoring/Request a Blackboard Course
Syllabi
Office Hours
Ordering Books
Absences
Grading
Finals
Emergency Conditions/Inclement Weather

STUDENT HEALTH
Disability
Scheduling Classes
100-Level Classes/Senior Exemptions
Other Teaching Resources
FERPA/Identifying Information

OTHER USEFUL LINKS

FUNDING RESOURCES

p. 1
Department Info

Formed as a merger from several original departments in 1997 and adding languages with demand and capacity, LLC is currently a department of 8 languages: Arabic, French, German, Italian, Latin, Portuguese, Russian and Spanish. Other languages offered regularly at UAlbany are Chinese, Japanese, and Korean, which are taught through East Asian Studies Department (office in HU210) and Hebrew, through the History Dept (office in SS145). LLC is a department within the College of Arts and Sciences (CAS), the largest college on campus.

LLC’s degrees include: PhD in Spanish, MA in Spanish, major in Spanish, and minors in: French, Italian, Portuguese, Russian, and Spanish. In fall 2010 LLC’s French, Italian, and Russian majors were deactivated by UAlbany, as were the French MA and PhD. The RUS MA was deactivated the year before that. Students wishing to major in French, Italian or Russian may petition to do so by declaring a Student-Initiated Interdisciplinary Major, working with faculty to craft their major students must outline their proposal with a faculty-approved coursework, complete the form found online at: www.albany.edu/undergraduateeducation/interdisciplinary_studies.php (bottom of that page). The student identifies tenured/tenure track faculty mentors in two departments (LLC and another department) who will sign the petition and oversee the major. Similarly, interdisciplinary minors can also be specially crafted with a single tenured/tenure track faculty mentor.

LLC Address:  
Dept of Languages, Literatures and Cultures  
Humanities 235 (or HU235)  
1400 Washington Ave.  
Albany, NY 12222

LLC Office Phone: 518-442-4100  
LLC Fax: 518-442-4111 (via the copier in HU279--faxes are placed in the recipient’s mailbox)  
LLC Website: www.albany.edu/llc  
Facebook: www.facebook.com/UALLC  
The LLC Office is open: generally 8:30AM-4:30PM Monday-Friday (exception: holidays, winter/summer break hours, and as posted on the office door and online at www.albany.edu/llc/office.shtml -- please note: classes are in session during some office holidays see: www.albany.edu/registrar/academic_calendar.php for important academic dates).

Office Staff:  
Chair: Cynthia Fox, sayahi@albany.edu  
Administrative Manager: Janna Harton, jharton@albany.edu 442-4439  
Secretary: Janine Saatman, 442-4100

Maps  
Campus maps are available at www.albany.edu/main/maps.shtml.

Security  
There have been thefts on campus and in the building. Don’t leave your office or the computer lab unlocked and unoccupied. If something is lost, stolen, or you need police help, call University Police (UPD) at 442-3132. For emergencies, call University Police at 442-3131 or dial 911 (UPD says 911 will take longer). See http://police.albany.edu/Safety.shtml for more information on campus safety. While lost items are sometimes returned to LLC, campus Lost and Found is with the campus police.
Fire Safety
If the fire alarm rings always assume there is a fire, leave the building quickly and safely, close your window and lock your door on the way out. Handicapped people above the ground level should be escorted to stairwells and the Fire Department informed to safely evacuate them. Please do not obstruct egress, leave items in the halls, use unapproved heaters, stack items near the ceiling, or use unapproved extension cords/daisy chain extension cords. Fire safety inspections will result in citations for these.

Bulletin Boards
LLC posts general information (schedules, directories, events) on the bulletin boards by the LLC Office (also at the LLC website, www.albany.edu/llc and on Facebook, www.facebook.com/UALLLC). Other bulletin board space on the second floor of Humanities is devoted to languages, research, graduate students, calls for papers, etc. Please note: Housekeeping has been instructed to remove any postings on walls/common doors/etc. (postings on your office door will not be removed).

Mail
LLC’s mailroom (HU278) is open during the day M-F and locked 4:30pm on Fridays and all weekend. Mailboxes are assigned to each instructor. Please check your mail regularly. The outgoing mail bin is just inside the LLC Office (HU235). Mail usually arrives/leaves mid-morning. The university mailroom is in the Catskill Building (aka Building 27/the old Business Administration Building) in the basement corner nearest the Social Sciences Building. If the office receives a package for you, you will be notified via email.

Email
The University and LLC send announcements and queries regularly via email. Please check your email regularly and respond in a timely manner. Students are required to check their email accounts (www.albany.edu/undergraduate_bulletin/students_official_university_email.html, https://wiki.albany.edu/display/public/askit/Email+as+an+Official+Means+of+Communication+with+Students+Policy) as this is an official form of communication at the U. To set up your UAlbany email see “Computers” below.

Note: The U will never ask for your password, email, credentials—do not respond. Delete such emails. Correspondence from IT will always be signed with an IT employee’s name (who can be looked up in the directory at www.albany.edu/directory). Concerned about the legitimacy of an email? IT has a list of known phishing emails at: https://wiki.albany.edu/display/public/askit/Catch+of+the+Day.

ID Card
Take your employee ID # to the SUNYCard Office (by the Registrar’s Office and Bookstore, ground floor of the Campus Center) to get your picture ID. The card provides swipe access to buildings/classrooms you will teach in, allows library and other privileges, and is required in some cases for identification. If you need access to the Humanities Building after hours when the doors are locked, let the office know.

Office Information
Shared office space is provided for LLC instructors in the Humanities Building. As with any shared space, please be cognizant of the needs of others (limit noise levels, strong scents such as perfumes/air fresheners/foods, etc.). Housekeeping trash pick-up from offices is only Monday, Wednesday and Friday. Please dispose of items that might be or become offensive in a trash can outside the building.
Office keys are ordered by the LLC Office, but must be picked up by the instructor at Customer Service (middle of the HU basement, HU043B, phone: 442-3480, hours: 7am-4pm). The office will email you when the key is ready. Take the email provided and your ID card (obtained from the SUNYCard office in the Campus Center). You’ll be asked to sign to receive the key. The key must be returned in person when you leave the institution (keep the receipt they provide) or replacement costs will be assessed.

Recycling bins are available (bottles, cans, paper) in the first floor entrance facing Education and in the basement between the Humanities and Education buildings (there is also a bucket to recycle batteries there).

The microwave in HU278 is available for your use. Please clean up the area when you’re done (cleaner and paper towels are available there).

Filtered water is available at the fountain at the first floor doors on the Education side.

**Phones**

There is a community phone in the LLC conference room HU286. The LLC Office staff can let you into the room. If you need to provide a work phone, you may use 518-442-4100 which goes to the LLC Office. Messages received there will be sent to your email.

**Computers**

For **first time users**: You should receive a PIN # via campus mail. Information to activate your account is at [www.albany.edu/its/svc_acctsvcs.php](http://www.albany.edu/its/svc_acctsvcs.php). Go to [www.albany.edu](http://www.albany.edu) and click on the MyUAlbany link (top right), choose reset password and enter the information and PIN # to obtain your username/net id. Use your net id (usually first initial and last initial followed by 6 numbers) to log in to university systems, get class rosters, etc. The net id should allow access to UAlbany computers, networks, printers, and MyUAlbany. **If you do not receive a PIN # in campus mail**, you may go to the IT Helpdesk (LC-27) with a picture ID or call the IT Helpdesk at 442-3700 and provide identifying information and they can look up the number for you and assist you. Trouble accessing MyUAlbany or setting up your net id? Contact the ITS Help desk at 442-3700 or complete the electronic form at [www.albany.edu/its/form.php](http://www.albany.edu/its/form.php).

Some offices are equipped with shared computers. If there is no computer or it is in use, the LLC computer lab (HU281) or CLIC (HU311) may be used, as available. No food/drink are permitted in these areas. If all machines are in use in HU281, preference goes to students/instructors who are completing assignments/course materials that are needed immediately, such as for a class. **Never leave the computer lab unoccupied and unlocked—always close/lock the door when you leave.** Computers have been stolen. The Humanities Building is wireless accessible, but for security reasons to access the system from your own computer you must consult with IT. For CAS (College of Arts & Sciences) computing problems contact cascomp@albany.edu or 442-2651. For university computing problems, leave your request at [www.albany.edu/its/form.php](http://www.albany.edu/its/form.php) or contact ihelp@albany.edu or 442-3700.

For information on how to use/access Blackboard see: [https://blackboard.albany.edu/](https://blackboard.albany.edu/) and [https://wiki.albany.edu/display/public/askit/Blackboard+On+The+Go](https://wiki.albany.edu/display/public/askit/Blackboard+On+The+Go). To add students to Blackboard: [https://wiki.albany.edu/display/public/askit/Enroll+People+in+your+Blackboard+Course](https://wiki.albany.edu/display/public/askit/Enroll+People+in+your+Blackboard+Course). If you have problems, contact the help desk at 442-3700 (or 442-4288) or [www.albany.edu/its/form.php](http://www.albany.edu/its/form.php).

**LLC Computer Lab** (in HU281)
Log on (you may need to switch user and click “other user” to begin):
Net id = ualbany\your net id (personal logon), example: ualbany\ab123456
Password = your personal password
Click enter and you should be logged in. The first time you log onto a lab computer it may take several minutes.

Saving documents
Save files to USB flash drives or email them to yourself. You may not save to the computers. Any files saved are deleted each evening.

Printing
The printer is a shared resource and has limited capacity and toner. Please limit use to 15 pages at a time. For copies, please print the original and make copies on the copier in HU279.

Programs
Lab computers have standard programs on them including Word, PowerPoint, Excel, SPSS and Internet Explorer and Firefox web browsers. There is a program (allchar) for accented letters and symbols on all the computers. The machine closest to the door also has Acrobat. You may not install software on lab computers.

Free computer classes are available—for more information visit:
ITS Class Schedule: https://wiki.albany.edu/display/askit/Computer+Applications+Classes+Schedule
The library Interactive Media Center (IMC) Class Schedule: http://apps.library.albany.edu/ilearn/.

Reserving Rooms
Conference rooms and classrooms may be reserved in the LLC Office as needed. LLC schedules our 2 conference rooms, HU131 and HU286. Office staff can also help you reserve other rooms, including HU290 and HU354 (scheduled by the CAS dean’s office and shared with other departments) and classrooms for make-up, extra-class meetings, clubs, or events (classroom requests must be made with the Registrar’s Office—LLC staff will respond as soon as there is an answer from that office). You can also check classroom availability yourself at: https://uaems.albany.edu/VirtualEms/BrowseForSpace.aspx (click “filter” at top, far right and add your preferred criteria).

Smoking
As of January 2019 UAlbany will be going smoke-free. Until then, New York has a no smoking law in effect for all public buildings, offices and areas where the public is served. If you are a smoker, please smoke outside and away from the building so the smoke does not enter (www.albany.edu/hr/assets/Smoking.pdf). Please do not smoke in areas marked “no smoking” (such as between the Humanities and Education buildings)—smoke comes into air intakes for the buildings from these areas, affecting those in offices and classrooms.

Maintenance
Please let the office know if you have maintenance needs (light out, broken drawer, door won’t lock, leak, etc.) and we’ll place a service request. For afterhours emergencies, call 442-3480. This number will transfer to the 24/7 Facilities on-call service.

Copying
You will receive a personal department copier code from the LLC Office. Codes have a limited number of copies so don’t share your code and make sure to sign out so the next person doesn’t use your code. Ask in the office if you have questions or problems with your code or the copier (located in HU279). Please plan ahead. Over 50 people use the copier so you may need to wait.

The office provides copying services for larger work-related jobs (exams, beginning of semester class handouts) via a request form just inside the office by the outgoing mailbox (or via email to Janine with cc to Janna—if you email, make sure your email was received and that attachments could be opened). Please allow at least 2 business days to ensure copies are ready when needed.

If you need to copy to transparency, please use the correct transparency film (the office has these)—the wrong one could melt in the copier, require an expensive service call and leave the department without copy services. If questions, please ask.

Copy services are also available on campus from Rapid Copy (www.albany.edu/rapidcopy/).

**Equipment**
Most classrooms are electronically equipped, however, the department maintains a laptop/projector which can be reserved in the LLC Office. Some limited equipment may be obtained from CLIC (see below). The U has additional resources at A/V in the Lecture Center (442-3647, LC15), in ITLAL (www.albany.edu/teachingandlearning/), and at the main library’s Interactive Media Center (rtesta@albany.edu, 442-3608).

**Supplies**
The LLC Office has basic supplies (paperclips, pens, whiteboard markers, chalk, etc.).

**Contact Information**
Please provide the LLC Office your current contact information by the first week of classes each semester and updates when anything changes. Home information is not shared.

**Time Cards & Paychecks**
Report time worked at the end of each month at the State University of New York HR site https://weblogin.albany.edu/idp2/profile/SAML2/Redirect/SSO;jsessionid=c6mirm6gqc51bjieir60n73?execution=e1s1 using your usual credentials. When you make up classes you don’t report the time as missed.

To request direct deposit of paychecks (the U deposits your paycheck into the bank account you designate, providing you a statement each pay period with the details), print, complete, and sign the request form at www.osc.state.ny.us/payroll/files/ac2772.pdf (more info: www.albany.edu/hr/direct-deposit.php), attach a voided check for the account you want to use and take these to HR (UAB300, 1215 Western Ave). If you elect not to direct deposit, you must pick up and sign for your paycheck every other Wednesday after 11am in the LLC Office and will need to make special arrangements during breaks and ends of semesters to obtain your check. Direct deposit statements are placed in department mailboxes.

Please note: Direct Deposit is automatically cancelled if your employment is terminated for more than three pay periods (such as over summer). Complete the Reactivation Request form at www.albany.edu/hr/direct-deposit.php to re-enroll.
There is an HR self-service portal at www.albany.edu/hr/empl-tools.php (Employee Toolbox on the HR website), where you can review paycheck information, print W-2s, update tax withholdings, change your permanent and work addresses, update your personal information. This requires your UAlbany netid and password to access, as well as your NYS ID (a 9-digit number beginning with N, which you can find by logging in to your personal information at http://www2.sysadm.suny.edu/hrportal/—the NYS ID is at the top right).

Benefits

The UUP union contract offers a tuition assistance program (1 course per semester, where class seats are available—students must pay other university fees). For information: www.albany.edu/registrar/21884.php or 442-5503.

UAlbany’s employees can participate in the SUE tuition waiver program (which pays up to 50% of a course under certain conditions) see: www.albany.edu/hr/tuition.php.

Holidays/Days Classes are Not in Session
For the academic calendar and student breaks, see www.albany.edu/registrar/academic_calendar.php. Different groups of employees get different days off so there are times when classes are in session that campus offices are closed. Please plan accordingly. For dates the LLC Office will be closed, visit www.albany.edu/llc/office.shtml. New academic calendar with more limited religious holidays to start Fall 2019. For details, see attached email, below.

Library
You have library privileges with the use of your university ID card. Jesus Alonso-Regalado (jalonso-regalado@albany.edu, bibliographer at the main library next to HU), is an excellent language materials resource and is happy to help both instructors and students with classroom and research needs. If you are a returning lecturer and wish to use the library/other U services over the break you may need to request a memo so stating from the LLC Office (the U terminates temporary employees each semester which can suspend this access).

Parking
Parking passes (a sticker for a single car or hang tag (costs more) to move between an employee’s 2 cars—note that only one car may be parked on campus at a time) may be purchased at the Parking Office (building on the corner of University Drive West and Tricentennial Drive). Take your university ID, license plate #, your car’s make/model/year info with you. You may purchase the $25 (union-negotiated
parking permit rate) online: https://epay.albany.edu/C21455_ustores/web/store_main.jsp?STOREID=1. Indicate you’re UUP and if you have a fuel-efficient car you can get a $5 discount. For more parking information: www.albany.edu/pmts/.

CLIC
Instructors and students have a valuable educational resource in the Center for Language and International Communication (CLIC), in HU 311 (442-4113, www.albany.edu/CLIC). CLIC has computers, language software and a variety of other resources (online language newspapers and language websites, online chats with students in other countries, etc.) that can be used in instruction during class or extracurricularly. Contact the CLIC for more information.

TEACHING
If you have questions or concerns about teaching, student matters, or university policies, your program coordinator, program faculty and the department chair are happy to consult with you. Pedagogical assistance is also available from ITLAL (Institute for Teaching, Learning and Academic Leadership www.albany.edu/teachingandlearning/) through a variety of course offerings and consultations. Performance is reviewed by class visits, class materials and student evaluation. The portal for faculty information is MyUAlbany (www.albany.edu/myualbany). Tutorials for using MyUAlbany are at www.albany.edu/myualbany_tutorials/tutorials.html. Instructors are encouraged to complete the annual Faculty Activity Report online at MyUAlbany.

Request a Blackboard course:
UAlbany Blackboard information at: https://www.albany.edu/its/svc_blackboard.php.

Tutoring
Students should take advantage of their instructors’ office hours or if the student cannot attend then, make an appointment. For students needing additional assistance, the LLC Office may have a list of tutors (varies by semester). Other sources of tutoring on campus have included: Advising (advisingplus@albany.edu), EOP (https://www.albany.edu/eop/application_to_request_a_tutor.php), OAAE (www.albany.edu/oaae/tutoring_oaae.shtml), and ISSS (www.albany.edu/isss/index.php).

Syllabi
The university requires that each course have a syllabus and that it is provided to students the first day of class. Your class syllabus is a contract between you and the student. Please make clear to students the first day of class that if the student remains in the class, the student agrees to abide by the syllabus. Make sure the syllabus has the rules you intend to keep in the class (policies for how absences/exams/assignments impact the grade, required texts, due dates, whether/how cell phones use is permitted, plagiarism/required plagiarism tutorial (see “Plagiarism” in Common Concerns below), etc.) and if any changes are needed, make those clear in the class and follow up with a revised electronic syllabus ensuring every student receives a copy (Blackboard is a good tool to communicate this with all students). Should there be a dispute, the syllabus will be consulted.

The LLC Office is required to keep copies of each semester’s course syllabi to address course equivalencies and student concerns. Please send a copy to the office not later than the first week of class. University requirements for syllabi are at www.albany.edu/undergraduate_bulletin/regulations.html. Please ensure your syllabi are complete. If you are teaching a lower level language class, the program
faculty may have already prepared a uniform syllabus for all sections of that class (for SPN consult Prof Elizabeth Lansing elansing@albany.edu and for FRE Prof Susan Blood sblood@albany.edu.

Office Hours
Instructors should offer at least 2 office hours per week for classes (preferably not on the same day) and also be available by appointment. Many instructors offer office hours before or after their classes. Please provide the LLC Office your office hours ASAP and update us with any changes during the semester. Office hours are posted on instructors’ office doors, on the bulletin board by the LLC Office and on the LLC website.

Ordering Books
Lower-level courses often have a coordinator who orders textbooks. For other courses instructors should contact the University Bookstore (call 442-5696, email Dustin Henderson at dhenderson@albany.edu, stop by the book store in the Campus Center, or submit information online at www.facultyenlight.com/?storeNbr=702). Some instructors prefer to order books through other sources, but NY State law requires faculty provide textbook information to the University Bookstore even if books are ordered elsewhere.

Instructor Absences
If you are not able to teach your class due to illness, inclement weather or emergency, please email your students and the LLC Office (jharton@albany.edu and jsaatman@albany.edu) so we are aware and can respond to inquiries. The office can post a notice on the classroom door/your office door re: office hours for students who miss your email. You should make up missed classes at a time agreeable to your students to ensure all contact/credit hours are offered/earned for the class. Please consult the LLC Office to reserve a make-up classroom at the time needed. For the CAS policy: https://wiki.albany.edu/display/caschairs/Policy+on+the+Absence+of+Instructors+from+Class.

Grading (see also below Common Concerns>Grades, Grade Changes, Grades for Students who…)
The instructor is responsible for grades given and keeping records of all students’ grades. **Grades are not negotiable between instructor and student.** Generally grades cannot be changed after the grade is sent in except I=incomplete, which will be changed to a letter grade once coursework is satisfactorily completed in the agreed amount of time and a grade change request is submitted by the instructor via MyUAlbany. Please note that **incompletes** should only be given when these criteria are met: course requirements are nearly completed, the instructor feels that there are legitimate circumstances beyond the student’s control for not completing all course requirements on time, and when requested by the student. Students should be informed what is needed and given a firm deadline for completing the requirements (consult the chair if questions). For information on incompletes see: www.albany.edu/undergraduate_bulletin/regulations.html.

Grades are generally A-E, but in limited cases are S/U (satisfactory/unsatisfactory). “For undergraduate courses, the grade of S is defined as equivalent to the grade of C or higher (not C minus). In courses normally graded A-E, students may elect S/U grading within the guidelines stated in the Undergraduate Bulletin and according to the deadlines specified in the Academic Calendar. No changes in grading systems can occur after these dates unless authorized by the Committee on Academic Standing. Students who have chosen the S/U option have a “#” noted in the grade column on the class list. Note that students are limited to a maximum of two S/U graded courses below the 300-level. This limitation does not apply to courses for which S/U grading is mandatory, such as internships.”
W is a designation given by the Registrar that a student officially withdrew from the course after the drop/add period. Z is a designation given by the Registrar if a student has never attended or did not attend (DNA) after the last day to add and did not officially drop or withdraw. W and Z grades do not count toward the GPA. N will appear as the grade for official auditors—it’s put in the system by the Registrar when the student registers. Unofficial auditors (they asked the instructor if they could attend, but didn’t officially register for the course or pay) receive no grade and the Registrar keeps no record of their attending the class (see: www.albany.edu/undergraduateeducation/grading.php and www.albany.edu/undergraduate_bulletin/regulations.html).

If instructors are not returning the following semester, at the end of the semester they should provide grade books with all graded assignments for students in the course to the LLC Office. If there is a grade dispute LLC will use these and the syllabus to address the concern.

- Upload test scanning grades to Blackboard: https://wiki.albany.edu/display/askit/Uploading+Grades+from+the+Test+Scanning+Service
- Upload final grades in MyUAlbany: log in to MyUAlbany, click the Help tab, select the Faculty Tutorials link.

 Finals
In general, finals CANNOT be given before the Registrar’s scheduled finals times during finals week (see www.albany.edu/undergraduateeducation/examinations.php and www.albany.edu/undergraduate_bulletin/regulations.html). Exceptions may be granted for difficult situations if the request is approved in advance with permission from the LLC chair and the dean of undergrad studies. Scheduled finals dates (including departmental final exam schedules—some lower level classes with multiple sections choose to have all sections take the final at the same time—check with your lower-level language coordinator if questions) may be found on the Registrar’s site at: www.albany.edu/registrar/ (right menu bar) and are posted on the bulletin board by the LLC Office.

Emergency Conditions/Inclement Weather
Emergency info: www.albany.edu/emergency/.
To be notified of emergency situations, sign up for SUNY NY-Alert at www.albany.edu/sunynyalert or within your MyUAlbany account (found at www.albany.edu, link at top right of page). This is an emergency contact system that enables the U to send out critical information about campus emergencies via email, phone and/or text messaging. In case of inclement weather, the university’s hotline (442-SNOW) and website (www.albany.edu) will be updated. See: www.albany.edu/emergency/weather.php and www.albany.edu/pmts/snow_emergency.php.

If the LLC Office is closed and there is a facilities problem (leak, locked door, power outage, etc.), contact Customer Service at 442-3480 or Campus Police 442-3132.

For emergencies: 442-3131 or 911.

Note: calling 911 from campus phones gets campus police, from cell phones gets state police (response time may be longer). You may wish to program your cell with this #.

Student Health
If concerned about a student’s psychological health, you can refer them to or consult with the Counseling Center at 442-5800. consultation@albany.edu (www.albany.edu/counseling_center/) (includes: substance/alcohol abuse, mental health, suicide, other concerning behavior). Student primary and urgent
Disability
Students with disabilities seeking accommodations must register with the Disability Resource Center and receive a letter from them to receive accommodations. That office works with the professor to provide accommodations (alternative testing locations/times, materials in large print, readers, etc.). Students should inform instructors/provide the letter of needed accommodations at the beginning of the semester. If an alternative testing time is requested, the student should provide the instructor a form for instructor signature at least 5 working days in advance. Useful information about reasonable accommodations, alternative testing, etc. may be found at www.albany.edu/disability. Faculty with disability needs may also contact the Disability Resource Center. If questions or concerns, contact Carolyn Malloch, Director, Disability Resource Center at 442-5490 or cmalloch@albany.edu.

Scheduling Classes
Class schedules are created by the programs a semester ahead. If you are interested in teaching upcoming semesters, let the program director know of your interest early. You should be able to find your class assignments in MyUAlbany (note: because the U’s system rolls over class schedules from fall to fall and spring to spring, the schedule that first appears online for the coming semester will reflect the previous semester, and will not be correct online until LLC inputs the changes). Current LLC schedules are posted at www.albany.edu/llc/schedules_course_descriptions.shtml.

100-level Classes and Senior Exemptions
Because the U has general education requirements and some seniors do not complete these until their last year, the U holds some senior seats in 100-level classes each semester to ensure these students can complete their graduation requirements. A senior needing a 100-level class to graduate must provide a completed senior exception form (signed by both their advisor and Undergrad Studies in LC30) to obtain a permission number. Please check with your program for how they handle this. Feel free to send students with questions you can’t answer to the LLC Office.

Other Teaching Resources
Additional resources are available at the main library and through interlibrary loan. Some local libraries have international film collections. Faculty also have personal collections of resources including films. If interested, ask.

LLC hosts language tables (informal opportunities for students at all levels to practice speaking skills) and language clubs. These vary by semester depending on student interest. These and other events and activities (department seminars, annual conference, guest speakers, student activities, film festivals, etc.) are posted on the LLC website (https://www.albany.edu/llc/events.shtml) and on Facebook.

FERPA/Identifying Information: No personal information may be shared/released about students, faculty, or staff. Social security numbers may not be used to identify students on rosters, for posted grades, etc. Parents may not receive student information (including grades) without the student’s written release to the U (FERPA: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).
COMMON CONCERNS

- **Crisis/emergency situations:** For campus police emergencies, call 911 from a campus phone or 442-3131 (you may want to program this # into your cell phone). Calling 911 from your cell will get state police and response time may be longer.
- **Student can’t register for the class.** Reasons could include:
  - Class is “register by permission only.” Instructors can give permission #s (except SPN100 & 101 instructors who should not give permission #s prior to the first day of class), just remember not to exceed the size limit of your classroom, or if you must do so, first contact the LLC Office to see if a larger room can be obtained from the Registrar. Note: permission #s that you give can exceed the enrollment cap for the class (i.e. if the class cap is limited to 30 seats and you give 5 permission #s, the system can allow 35 students to enroll and the room assigned may not permit that many per fire code). The first day of classes all instructors have complete control of permission #s and can start waiting lists if no seats are available. Enrollments change during drop/add and individual instructors will be most familiar with their classes. Permission numbers are most often requested by seniors who need the class to graduate but who the system won’t allow to register (since seniors should have taken the class before their senior year so are blocked from adding courses underclassmen need). Seniors must bring a completed senior exception form to the instructor (or for SPN100/101 to the LLC Office) before classes start to get permission #s (their major advisor provides the form and signs that the student requires the course to graduate, then the student gets a signature from the Undergrad Studies office (LC30) and attaches their DARS audit to the form, then brings the complete packet to receive the permission #).
  - Student doesn’t qualify for the class (remaining seats are restricted to specific populations, such as seniors, freshmen, EOP or transfer students). Usually all restrictions are lifted at 12:00am on the first day of class so that remaining seats are available to anyone online. If students urgently require the course, they can make the case to the instructor or contact the LLC Office.
  - Student has an unpaid account, traffic violation, outstanding library book or other fine, etc. The student should consult the Registrar’s Office for specifics.
  - The student may not have completed the online registration process or entered a permission #. The student should try several times in MyUAlbany to click to add the class. If these don’t resolve the problem, the student should visit the Registrar’s Office and try to add the class there with a staff member who can troubleshoot.
- **Student doesn’t have the prerequisite for the class:** Instructors are required to assess students’ competence the first week of classes (the system may not screen for students who did not take a prerequisite or who failed a prerequisite). If a student is found lacking a prerequisite, the instructor may ask the student to deregister and refer him to the appropriate course. If the student does not comply, the instructor may deregister the student (www.albany.edu/registrar/deregistration.html).
  Note: procrastination on the instructor’s part may result in the student remaining in the class.
Students can be deregistered for not attending as in the attached Registrar memo.

- **Student needs/wants to be assessed to place out of a language/exempt the language requirement:**
  The Undergraduate Education office in LC30 (442-3950) has had a list of faculty who could test for competence in a number of other languages, but LLC faculty should be consulted for placement in languages offered in LLC. NY students who got an 85 or better on the language Regents exam may...
Student Absence

Accommodation Policies

- **Student absences:** The Office of the Vice Provost for Undergraduate Education will not provide excuse letters for undergraduates who are absent for less than one week and who have not missed an examination or other deadline. The University Health Center will provide medical excuses to students only for medical conditions that prevent them from attending an exam or a full week of classes and that meet other conditions outlined in their policy at [www.albany.edu/health_center/medicalexcuse.shtml](http://www.albany.edu/health_center/medicalexcuse.shtml). For more information: [https://www.albany.edu/undergraduate_bulletin/regulations.html](https://www.albany.edu/undergraduate_bulletin/regulations.html) under “Attendance.” For athlete absences: [www.albany.edu/ncaa/files/Intercollegiate_Athletic_Missed_Class_Policy.pdf](http://www.albany.edu/ncaa/files/Intercollegiate_Athletic_Missed_Class_Policy.pdf).

- **May students audit classes?** Yes, they can informally but there will be no U record of their auditing. The instructor sets the limits for participation—whether they can take the exams, get their work graded by the instructor, participate in class discussions, etc. (the U’s sense is that students who pay for the course should get more for their tuition). Those who would like the audit to appear on a transcript must register with the Registrar as a formal auditor (there is a fee and students register first as a regular student, then during drop/add get signed approvals (including instructor) ask the Registrar to change their status to “auditor” with grade “N” and 0 credits) and they must be enrolled in a department on campus. If they’re not in a department, refer them to General Studies--General Studies can also provide the student access to the library, parking, etc. “The student must participate in appropriate ways as determined by the instructor” and that participation level should be an agreement from the start between the faculty and student. Students failing to participate satisfactorily should be withdrawn with a grade of W. (see: [www.albany.edu/undergraduate_bulletin/regulations.html](http://www.albany.edu/undergraduate_bulletin/regulations.html), halfway down the page under “Auditing Courses”). *Note from the bulletin:* “If a course is filled and has auditors in it, a student wishing to take the course for credit may displace the auditor.”

- **Disability accommodations:** Students with special needs requesting accommodations are required to inform the instructor at the beginning of the semester and have a file with the Disability Resource Center ([www.albany.edu/disability/index.shtml](http://www.albany.edu/disability/index.shtml)). For questions/assistance consult the Disability Resource Center (Carolyn Malloch, cmalloch@uamail.albany.edu, 442-5490).

- **Student computer resources:** [https://wiki.albany.edu/display/public/askit/Computing+and+Printing+Facilities](https://wiki.albany.edu/display/public/askit/Computing+and+Printing+Facilities)

- **Grades:** Grade rosters are at [www.albany.edu/myualbany/](http://www.albany.edu/myualbany/) (a faculty tutorial is available in MyUAlbany at [www.albany.edu/myualbany_tutorials/Your_Grade_Roster_MyUA.pdf](http://www.albany.edu/myualbany_tutorials/Your_Grade_Roster_MyUA.pdf)). Grades must be posted by the deadline. Questions about posting grades to MyUAlbany should be directed to the Registrar’s Office, 442-5540. If you are not returning the following semester, your grade book/student materials for the course should be provided to the LLC Office at the semester’s end for the department files. Should there be a grade dispute, LLC will use these materials to resolve it.
  - If the **student did not attend at all,** do not enter a grade, click on the "Note" hyperlink for that student and place “DNA” in the Note ID box. Click OK and the SAVE button at the bottom of the grade roster. Do NOT assign “I” (incomplete) to a student who never attended class.
  - If the **student stopped attending** your course on or before the last day to add with a permission #, click on the "Note" hyperlink for that student and enter “STP” in the Note ID box, then put the last date of attendance in the Transcript Note box. Click OK and the SAVE button at the bottom of the grade roster (for deadlines: [www.albany.edu/registrar/academic_calendar.php](http://www.albany.edu/registrar/academic_calendar.php)).
- **Incomplete** is a temporary grade assigned by the instructor only when the student has nearly completed the course requirements but because of circumstances beyond the student’s control the work is not completed. Incompletes should only be assigned on the basis of an agreement between the instructor and the student specifying the work to be completed and establishing a timeline in which the work will be completed. For more information: undergraduates [www.albany.edu/undergraduateeducation/grading.php](http://www.albany.edu/undergraduateeducation/grading.php), or graduate students [https://www.albany.edu/graduatebulletin/requirements_degree.htm](https://www.albany.edu/graduatebulletin/requirements_degree.htm)

  (NOTE: Students receiving financial assistance through state awards should refer to Academic Criteria for State Awards in the expenses and financial aid section of the bulletin before requesting incompletes).

- **Grade changes**: “An instructor may not permit students in an undergraduate course to submit additional work or to be reexamined for the purpose of improving grades after the course has been completed. The Registrar may not enter a change of grade without the approval of the Vice Provost for Undergraduate Education except for changes of I to a final grade. A grade of A, B, C, D, E, S, or U may not be changed to a grade of I. On a case-by-case basis and for good cause, the Vice Provost for Undergraduate Education has the power to allow grade changes for reasons deemed legitimate. The grading process is not, and should not be allowed to become, one of negotiation between faculty and students. For example, students occasionally present arguments to faculty to change a grade for reasons having nothing to do with the specific course in question (e.g., a concern for academic dismissal or for the overall GPA). Clearly, such arguments are irrelevant to the determination of a grade in a specific course.” From: [www.albany.edu/undergraduateeducation/grading.php](http://www.albany.edu/undergraduateeducation/grading.php), 2nd to last paragraph near the bottom of the page.

- **Grades for students who did not attend**: Follow the instructions in MyUAlbany. If a student did not attend class, open the notes section, type in DNA (=Did Not Attend), click OK and then click SAVE. The Registrar will assign a Z grade. (Incompletes should not be given for students who have not attended.)

- **Late withdrawals**: Students have clearly established deadlines for when they can withdraw from classes ([www.albany.edu/undergraduateeducation/withdrawal.php](http://www.albany.edu/undergraduateeducation/withdrawal.php), for the schedule of dates [https://www.albany.edu/registrar/academic_calendar.php](https://www.albany.edu/registrar/academic_calendar.php)). Occasionally a student will request a waiver of the deadline. To do this the student must get a waiver form from Undergraduate Education (LC30), provide a rationale for the petition and documentation, obtain the signatures of the instructor and department chair, and then take the form back to LC30 to the Committee on Admissions & Academic Standing. The committee makes the final decision.

- **Plagiarism**: Plagiarism is a violation of academic integrity and is taken seriously at UAlbany. The Undergrad Bulletin ([www.albany.edu/undergraduate_bulletin/regulations.html](http://www.albany.edu/undergraduate_bulletin/regulations.html)) clearly states what plagiarism is, that it’s unacceptable and that students have no excuse. Instructors have several options for dealing with plagiarism (see [www.albany.edu/studentconduct/referring.php](http://www.albany.edu/studentconduct/referring.php)), but are required to complete a Violation of Academic Integrity Report form ([www.albany.edu/studentconduct/forms.php](http://www.albany.edu/studentconduct/forms.php)), submit it as directed on the form, and provide a copy to the LLC chair. The U keeps a database of students who plagiarize. Repeat offenders will be sent for judicial review. Instructors may check student assignments for plagiarism with Safe Assign through Blackboard ([https://wiki.albany.edu/display/public/askit/Plagiarism+Prevention+with+SafeAssign](https://wiki.albany.edu/display/public/askit/Plagiarism+Prevention+with+SafeAssign)). Instructors may require all students to provide proof that they’ve taken this tutorial [http://library.albany.edu/infolit/plagiarism1](http://library.albany.edu/infolit/plagiarism1), a class requirement, it should be included in the syllabus). ITLAL also provides information at [www.itlal.org/index.php?q=node/47](http://www.itlal.org/index.php?q=node/47).

- **Student behavior**: for consultation regarding behavioral issues, visit the Office of Community Standards (previously named Conflict Resolution and Civic Responsibility) in Campus Center 361, or
contact them at 442-5501 or crer@albany.edu. More information at www.albany.edu/studentconduct. 

- **Student grievances**: see www.albany.edu/undergraduate_bulletin/regulations.html.
- **Discrimination/Harassment**: The Office of Diversity and Inclusion (ODI) has descriptions of types of harassment and discrimination that students/faculty/staff may encounter with procedures for investigating complaints at www.albany.edu/diversityandinclusion/files/UAlbany_Discrimination_and_Sexual_Harassment_Complaint_Procedures(1).pdf as well as other resources. The Office of the Title IX Coordinator is another resource, www.albany.edu/titleIX/.
- **Athletes missing classes**: The university’s policy for students missing class due to athletics is here: www.albany.edu/ncaa/files/Intercollegiate_Athletic_Missed_Class_Policy.pdf
- **Lost items**: If the item was in Humanities and someone knew the class was a language class, the item may come to the LLC Office, but more likely it will go to campus lost and found which is at the University Police Department (UPD), 442-3132.
- **Final Exams**: The final exam schedule can be found at www.albany.edu/registrar/final-exam-schedule.php. For those teaching courses with multiple sections (lower level courses), the office coordinates departmental exams (multiple sections meet for the exam at the same time). Contact the LLC Office if questions.
- **Gen Ed changes**: If students are confused about requirements (some have changed fairly recently), they should contact their major advisor or Undergrad Studies with questions. For Gen Ed information: www.albany.edu/generaleducation/.
- **Records Retention** (per the U’s faculty handbook): To comply with New York State regulations regarding retention of records, the following requirements should be noted by all faculty members involved in teaching or advising:
  - Instructor's grade records, test scores, and marking sheets: To be maintained for two years following the completion of the course.
  - Student Advising Records: To be maintained for one year following the student’s graduation.
  - Retention of Final Exams: Each instructor shall retain the final examination papers in his/her courses for one semester so those students wishing to see their papers may do so. This regulation does not apply in those instances in which the instructor chooses to return the papers to the students at the end of the course. https://www.albany.edu/registrar/records_retention.php

Specific questions may be directed to the Registrar’s Office (registrar@albany.edu). Final grades are maintained in perpetuity via the Registrar’s Office. The above is based on guidance from the AACRAO Guide On Records Retention and the SUNY Records, Retention, and Disposition Schedule: www.suny.edu/sunypp/documents.cfm?doc_id=650#appendicies.

**OTHER USEFUL LINKS**

**Institutional Research Planning and Effectiveness (IRPE)**
https://www.albany.edu/ir/

Policy for surveys:

**General Info for New Instructors**
www.albany.edu/registrar/general_information.html
Building abbreviations:  www.albany.edu/Registrar/building-codes.php
Course abbreviations:  www.albany.edu/Registrar/abbreviation-index.php

Help with Teaching / Info for New Instructors
www.albany.edu/teachingandlearning/

Undergraduate Academic Policies
www.albany.edu/undergraduateeducation/
www.albany.edu/Undergraduate_bulletin/regulations.html

Undergraduate/Graduate Bulletins
www.albany.edu/undergraduate_bulletin/
www.albany.edu/Graduatebulletin/

Semester Schedules
LLC offerings can be found at www.albany.edu/llc/schedules_course_descriptions.shtml. To search for all UAlbany classes by keyword, general education classes, etc. use www.albany.edu/Registrar/schedule-of-classes.php.

Student Counseling 442-5800
www.albany.edu/counseling_center/

Final Exam Policy
https://www.albany.edu/undergraduateeducation/examinations.php

Faculty Senate
www.albany.edu/senate/

United University Professions (UUP) Union
http://uupalbany.org/

Human Resources Policies and Procedures/Code of Conduct (such as: campus violence prevention, domestic violence prevention, smoking, alcohol and drug policies) log in to www.albany.edu/myualbany and click the Human Resources tab.

Copyright Photocopying Rules
The library has copyright information at http://libguides.library.albany.edu/copyrightlaw and http://guides.nyu.edu/c.php?g=276978&p=1846696. Rapid Copy may also be consulted about copying (rapidcopy@uamail.albany.edu or 442-3245).

Scholars Archive
An online database of UAlbany faculty research/publications (http://library.albany.edu/dewey/blog/scholars-archive). For more information: contact Jesus Alonso-Regalado, library bibliographer jalonso-regalado@albany.edu.

Information Technology Services (ihelp@u albany.edu)
www.albany.edu/its/service-desk.php
Internal Controls
Report questionable, suspicious, unethical or illegal activity (eg fraud, theft, inappropriate use of university funds/resources or other suspicious activity to the Internal Control Hotline. Call 518-437-4738 or email ichotline@albany.edu. See https://www.albany.edu/internalcontrol/internal-control-hotline.php for more information.

Human Resources
www.albany.edu/hr
direct deposit form: www.osc.state.ny.us/payroll/files/ac2772.pdf
benefits information: www.albany.edu/hr/benefits.php

Computer Software Training
www.albany.edu/its/svc_training.php

University at Albany’s Annual Security and Fire Safety Report (aka Clery Report, includes campus crime and fire safety statistics) http://police.albany.edu/ASR.shtml

Study Abroad
www.albany.edu/studyabroad (https://abroad.albany.edu/)

Fraudulent Email/Phishing Information (with sample emails)
https://wiki.albany.edu/display/public/askit/Catch+of+the+Day;jsessionid=D7CD5602707701D9F64EAE413CE1AC79

The Chronicle of Higher Education
As a member of LLC you have access to password protected Chronicle articles (if you do not have or forget the password/username, ask in the office). Please do NOT share these with others outside LLC. www.chronicle.com

FUNDING RESOURCES

Community of Science funding opportunities, databases, information
Pivot (http://pivot.proquest.com/) allows users to search for a funding opportunity and view matching faculty from inside and or outside their institution. COS provides trainings at http://proquest.libguides.com/pivot (Division for Research). Contact Sponsored Programs Administration with questions (437-4974, 437-4550).

Research Foundation - SUNY
www.rfsuny.org, (518) 434-7000

NEH Summer Stipends
www.neh.gov/grants/research/summer-stipends

Fulbright
UA&ALBANY LLC HANDBOOK FOR INSTRUCTORS

www.cies.org/us_scholars/us_awards/

UA&ALBANY Funds
- The **CHEER Fund** is for activities engaging students and faculty/staff, providing small grants (up to $250):  https://www.albany.edu/student_engagement/64471.php.
- **UAS** has some funds to “foster educational growth and community involvement” on campus www.albany.edu/uas/program_funds.php.
- **Travel/small grant funds** related to conference presentations and research have been available (via a competitive application process) to faculty in the past from the College of Arts and Sciences (CAS), the university and the UUP union’s Joint Labor Management Committee (JLMC). Notices to apply generally come via email after the semester starts.
  - CAS Travel Grants
  - Individual Development Awards (IDA) joint UUP and State funds (emails usually come late fall from U administration to invite applications— if questions, contact the UUP office 518-442-4951 or uupalb@gmail.com)
  - university research grants
- **UA&ALbany PACS grant approval process**: video Sponsored Programs produced: www.youtube.com/watch?v=7WF2jrZ5K9w  (or search YouTube for UA&ALbany PACS)

This handbook is a work in progress. If you find additional information that would be helpful or errors please email the information to jharton@albany.edu. Many thanks!