



LEHMAN
COLLEGE

School of Continuing and Professional Studies



Continuing Education Faculty Handbook

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WELCOME TO THE LEHMAN COLLEGE OFFICE OF CONTINUING EDUCATION

These guidelines and procedures are intended to maximize the efficiency of the Continuing Education program for faculty, students and administrators.

PERSONNEL AND PAYROLL REQUIREMENTS

To be placed on payroll, Continuing Education Teachers (CET) are required to complete and return the following forms in advance of their first class session.

1. Assignment Letter
Sign and submit to the Office of Continuing Education.
2. Hiring Packet for New Hires
All completed forms must be printed (one sided), signed and brought in person on or before your first day of work to Human Resources in Shuster Hall, Room 230. Please be certain to bring required documentation for the I-9 Form (see below).
3. CET Time Sheet Procedures
Sign and submit to the Office of Continuing Education.
4. Paychecks Distribution Form
Complete and submit to the Office of Continuing Education.
5. Time Sheets
Complete and submit every two weeks in accordance with the payroll schedule to the Office of Continuing Education.

When changes in personal data occur, such as address or phone number, please submit the Change of Information form as soon as possible to nancy.colon@lehman.cuny.edu or fax to her attention at (718) 960-6712

To access and download one or all of the above forms, please visit: <http://www.lehman.edu/ce> and click “Faculty Resources” in the left-hand column.

I-9 Form and Documentation for New Hires

(You must go to Human Resources in Shuster Hall, Room 230 to fill out an I-9 Form on or before your start date.) According to the Immigration Reform and Control Act of 1986, no instructor may begin teaching without having completed an I-9 Form with acceptable documentation from either list A or list B and list C on the last page of the form. Please make an appointment (718) 960-8181 to have original documents examined in the presence of a Human Resources administrator.

Time Sheets

CUNY requires that all Continuing Education Teachers submit time sheets every two weeks in order to be paid. *Failure to comply with this policy could jeopardize future employment.* Please note:

- Time sheets are to reflect only teaching hours. Refer to your assignment letter or our online catalog at www.lehman.edu/ce for the latest course schedules.
- Time sheets are to be submitted to Nancy Colon, Finance Budget Manager, Office of Continuing Education in person, mail, by fax or email at nancy.colon@lehman.cuny.edu or (718) 960-6712. They will be verified and forwarded to the College Human Resources department for check issuance. **Please do not turn in your time sheet until your last class for the relevant period has been taught.**
- In order to be paid according to the printed schedule, time sheets must be submitted by 5:00 pm on the due date (see payroll schedule). Teachers who submit time sheets late will not be paid until the next pay period. The Office of Continuing Education is not responsible for late submission of time sheets to our office.
- See sample time sheet and be certain to:
 - ✓ Have payroll periods that correspond to the printed schedule. **DO NOT MAKE UP PAYROLL PERIODS**
 - ✓ Clearly print name
 - ✓ Enter **NYS EMPLID** – Locate this number in your Paystub
 - ✓ Enter code(s) for each class(es)
 - ✓ Match day the class(es) is taught to day of the week
 - ✓ Enter time in and time out
 - ✓ Sign time sheet
 - ✓ Leave “For Office Use Only” boxes blank

All incomplete or incorrectly completed time sheets will be returned to instructors, which will result in a delay in getting paid.

COMMUNICATING WITH CONTINUING EDUCATION AND STUDENTS

It is essential that you provide the Office of Continuing Education with an accurate and regularly used email address as this is our primary method of communication with instructors. If you have no regular computer access, please provide a regularly used phone/cell number. Please check your email frequently, and contact Nancy Colon at nancy.colon@lehman.cuny.edu immediately if you change email accounts or phones.

We recommend that teachers obtain students’ regularly used email addresses and phone numbers. This information is only to be used for appropriate correspondence in relation to your course(s). Under no circumstances is it to be shared with other students nor used after the completion of the current semester course(s) without the student’s consent.

Please have students review their phone numbers on the three-session attendance report and make corrections, additions, etc., before returning completed attendance to the CE Registrar, Maryann Drago-

Dowling. Fax to (718) 960-8727, email to maryann.drago-dowling@lehman.cuny.edu, or submit online at www.lehman.edu/ce -- Faculty Resources -- Course Management.

I.D. CARD

CUNYCard (Lehman photo I.D.)

Newly hired Continuing Education Teachers must obtain an official letter from Human Resources that contains their EMPL number to be presented to the Public Safety staff at the time the I.D. is issued. Please note that another form of identification is also needed. There is no fee for the CUNYCard unless it is lost. Replacement fees are \$10.00 for a regular I.D. card or \$15.00 for the dual access/proximity I.D. card. The CUNYCard is valid for the semester in which you are teaching. The schedule to obtain the CUNYCard is available on-line at <http://www.lehman.edu/lehman/public-safety/id-schedule.php> or call Public Safety at (718) 960-8593.

You will need a current CUNYCard in order to print in the Academic IT Center and to enter the APEX facility, and the library.

PARKING

Lehman College Campus

Parking stickers, valid for one semester, are issued at no charge to Continuing Education Teachers only with a valid CUNYCard I.D. Instructors of contract and some grant-funded courses may obtain a parking sticker for a fee.

Please be advised that teachers must pick up their parking stickers in person at the Office of Continuing Education (Carman Hall, Room 128). Stickers should be obtained on the first day of your class. You should know your vehicle's license plate number. Please contact **Nancy Colon at 718 960-6712 (9 a.m. - 4:00 p.m.)** or nancy.colon@lehman.cuny.edu to let her know when you will come to the office so that she can prepare your request.

In the event a parking sticker is lost, the cost of a replacement sticker is the teacher's responsibility.

Parking is available in the Student/North Lot, Monday-Friday 9:00 a.m.-10:30 p.m.; however, after 5:45 p.m., parking is available in the Faculty/South Lot. Metered street parking may be available.

CUNY on the Concourse

Instructors utilizing commercial or municipal parking facilities for classes held at CUNY on the Concourse will need to pay **“out of pocket”** each time they park.

Parking fees incurred during instructional hours will be reimbursed, therefore **SAVE ALL PARKING RECEIPTS!**

ORIGINAL DATED PARKING RECEIPTS should be submitted to **Nancy Colon** at the completion of your semester class to process reimbursement.

Metered street parking may be available nearby.

Two parking garages are located in the vicinity:

- Municipal parking garage: Jerome Ave. at 190th St. (Two blocks west of COTC)
- Commercial parking garage: 250 East 187th St. (One block east of the Grand Concourse)

FACULTY AVAILABILITY

By mid-semester, instructors with a program coordinator will be contacted by his/her coordinator to ascertain availability for teaching in the following semester. All others will be contacted by Dr. Goher Murtaza.

COURSE EVALUATIONS

Course evaluations are conducted at least once a year. Every semester all new courses are evaluated. Also, when changes are made in curricula, instructors, schedules, etc., that course will be evaluated. These evaluations are of the teacher, course and office staff.

COURSE PROPOSALS

If you have a suggestion for a new course, please submit a written proposal to Dr. Goher Murtaza at goher.murtaza@lehman.cuny.edu, for consideration.

FACULTY GUIDELINES

Cell Phones

As a courtesy to the instructor and other students, please make an announcement at the first class session that cell phones must be turned off or be on vibrating mode. No phone calls should be answered or made during any class.

Course Syllabus

A syllabus for each assigned course is to be submitted to the Office of Continuing Education one week prior to the beginning of the semester. This should be faxed to the coordinator's attention at (718) 960-8727 or emailed to the coordinator. A copy must be sent to ce@lehman.cuny.edu

The syllabus need not be lengthy, but should reflect content areas for each session of the course. Copies are to be distributed to students at the first class meeting. Upon request, the Office of Continuing Education will make arrangements to have syllabi duplicated. If you are a returning instructor teaching the same class, it is not necessary to resubmit the syllabus unless you have modified it.

Duplication of Course Materials

Lehman College Campus: The Office of Continuing Education will have course materials and exams duplicated by the College. Please submit all requests to the Office of Continuing Education at least one week in advance. Material may be brought to the Office or emailed to ce@lehman.cuny.edu. The Office cannot accept same-day requests.

CUNY on the Concourse: CUNY on the Concourse will have course materials and exams duplicated on site whenever possible. CUNY on the Concourse cannot accept same-day copy requests or student copy requests. Please submit copy request forms to registration staff at least one week in advance.

Textbooks

For instructors with a program coordinator, the coordinator will contact you for your book order requests. All other instructors will be contacted for text requests by Goher Murtaza.

Lehman College campus and CUNY on the Concourse classes: Textbooks are available to **preorder** at the Lehman College Bookstore or at various other online sites.

Textbooks for select contract classes are provided to students at no cost. However, students are required to sign for books and must return them if they drop the course for any reason.

Attendance Verification Record

Instructions for Using Online Access to CERS (Continuing Education Registration System)

The following explains how to see your enrollment, print rosters, access student contact information and enter attendance and grades online through the CERS registration page on the CE website. We want to make the process easier for you and your students and eliminate any errors that occur when transcribing records.

Every faculty member will have an ID and a password. Call or email Radhames Mateo at (718) 960-8486 or radhames.mateo@lehman.cuny.edu for your ID and temporary password.

This is how the process works:

1. Go to the CERS page on our website at <https://cont-app.lehman.edu/cers/cers.aspx?ID=1>
2. On the left side is the instructor login choice.
3. If this is the first time you have used this information, please follow the prompts to change your temporary password.
4. Once you have input the login information, the screen will ask you to select the semester.
5. After you select the semester, the system will show you the list of the classes you are teaching that semester, the number enrolled, the status of the course and the links to enter the attendance or grades online and/or to print, for each class.
6. If someone is attending but does not appear on your attendance, please email the student information to the registrar, maryann.drago-dowling@lehman.cuny.edu.
7. When entering attendance, please indicate a “P” for Present or an “A” for Absence.
8. For grades you can enter any grade that applies to your class, please see page 6.
9. Please note that if a student stops attending after the first class and their name still appears on the roster, enter a W withdrawal grade unless the student has missed less than 20% of classes and can make up the grade by testing or assignment, in which case assign INC.

Three-Session Attendance Verification Report

Instructors who do not have online access to CERS should send email to maryann.drago-dowling@lehman.cuny.edu for 3-session attendance report

Should you find a student present whose name does not appear on a roster, the student should provide proof of registration. If no proof (receipt showing complete registration and payment) is provided, please direct student to the Office. Under no circumstance is a student allowed to attend class without proof of registration.

This report provides necessary data for CUNY statistics and will determine a student's eligibility for a refund if requested.

Students are not allowed to transfer from one course to another without informing the Office (Courses have different fees and some courses may be closed.) If a student shows up and informs you that he/she has transferred into your class, the student must have proof (receipt).

Attendance must be taken every session. This is very important since students often need proof of attendance (for example for their jobs, vouchers, etc.). Some students also request refunds, and without accurate attendance, we cannot determine if they are entitled to this.

After the 3rd session, the 3-session attendance report should be submitted to the Office and a final attendance/grade report will be given to you. The final attendance report includes the names of all students officially registered for the class.

Final Attendance/Grade Report

Students enrolled in Certificate Programs are expected to attend a minimum of 80% of scheduled classes in each course, and obtain an overall average grade of "B" in order to qualify for the certificate. A minimum grade of "C" is required for students in certificate programs in order to advance to the next course.

Attendance for **all** sessions is to be recorded on the Attendance/Grade Report and submit promptly at the conclusion of the semester. It is essential that the information recorded is accurate, as it becomes part of the final grade. Please see Instructions for Using Online Access to CERS on page 5.

Grades and Final Examinations/Projects

Final examinations and/or projects are required for all professional certificate courses. Students who miss their final exam receive a grade of "INC" for the exam and the course and are not generally entitled to a make-up exam unless there are documented reasons.

Make-up exams should take place within a 2-week period from the ending date of the course. Make-up exams may be arranged with Maryann Drago-Dowling by contacting her at (718) 960-8077 or email maryann.drago-dowling@lehman.cuny.edu.

Letter grades (see below for grade scale) must be given for all professional certificate classes with the exception of **Health Information Technology and Real Estate Licensure classes for which numerical grades are required.**

Adult Grades:

A+ = 97-100; **A** = 93-96; **A-** = 90-92; **B+** = 85-89; **B** = 80-84; **B-** = 77-79; **C+** = 74-76; **C** = 70-73 (C = lowest grade acceptable for Certificate Program students; C- or below, must repeat class); **C-** = 66-69; **F** = Failure/65 and below; **INC** = Incomplete work needs to be submitted within 2 weeks following class end date or grade becomes F; **W** = Withdrawal; **N/A** = Never Attended.

Adult Personal Development (Discover Yourself) and Adult Workshops:

P = Pass; **NP** = No Progress; **W** = Withdrawal; **R** = Repeat course for swimming courses only; **N/A** = Never Attended.

Children/Teen Grades:

E = Excellent Progress; **G** = Good Progress; **S** = Satisfactory Progress; **MP** = Minimal Progress; **NP** = No Progress; **W** = Withdrawal; **R** = Repeat course for swimming courses only; **N/A** = Never Attended.

Final grade reports must be returned within one week after the last class meeting. Please see Instructions for Using Online Access to CERS on page 5. Under no circumstances are instructors to release grades. It is the policy of the Office of Continuing Education to mail grade reports to students each semester.

Exception: Grades are withheld from students with outstanding balances due the College.

In order to change a grade once a grade has been submitted and sent to a student, An email must be sent to maryann.drago-dowling@lehman.cuny.edu indicating name of student, semester and year of course, course code, course title, original grade, and revised grade.

Class Times, Tardiness, and Canceled Classes

It is the responsibility of the instructional staff to arrive on time for class. If public transportation is delayed such that you will not arrive on time, you must speak to a staff member at the Lehman campus Continuing Education Office at (718) 960-8512 or (718) 960-8077 and CUNY on the Concourse at (718) 960-6900 as soon as possible.

In the event you find it necessary to cancel a class, (illness, weather, etc.) please **notify the Continuing Education Registrar, Maryann Drago-Dowling, (718) 960-8077 immediately and provide the date for the make-up class.** Unless they are unable to do so, instructors are responsible for emailing or calling their students directly. If time allows, students will be notified by telephone of the cancellation and of the make-up date by Continuing Education staff.

Instructors are required to provide instruction for the total number of hours and sessions as detailed in the teaching assignment letter.

FACILITIES GUIDELINES

Classroom Assignments

Lehman campus rooms are assigned by the Lehman College Registrar's Office. CUNY on the Concourse rooms are assigned by the Site Manager, Manuel Garcia. Room changes **may not be made without notifying the Office of Continuing Education.** Should a situation arise where a class must be moved to a room other than that assigned, **notify the Continuing Education Registrar, Maryann Drago-Dowling,**

immediately at (718) 960-8077 or e-mail maryann.drago-dowling@lehman.cuny.edu or Manuel Garcia at (718) 960-4683 or email manuel.garcia@lehman.cuny.edu.

If room changes are known prior to scheduled class meeting time, instructors and students will be given advance notice. If someone is teaching in your assigned classroom, please politely find out his or her name, the class title and code and report it to Maryann Drago-Dowling in order for us to investigate the circumstances of this occurrence.

Use of Instructors' Lecterns in Classrooms

Please remove all instructional material from the instructors' lectern or desk at the conclusion of your class. Lehman College bears no responsibility for anything stored or left behind in the lectern.

Exclusion from Classrooms

Only registered students are allowed in classes. This applies to friends and family (including children) of both students and teachers.

Some Continuing Education classes meet in off-site facilities, which include CUNY on the Concourse and the Reservoir Building/High School for American Studies.

CUNY on the Concourse (located at 2501 Grand Concourse, 3rd Floor)

Absolutely NO food or drinks are permitted in any classroom or lab. We ask all teachers to enforce this rule and to follow it themselves.

New instructors requiring computer accounts should contact Manuel Garcia one week prior to the first class at manuel.garcia@lehman.cuny.edu or by calling (718) 960-4683

All computer-related questions should be directed to the Front Desk at (718) 960-6900

The Reservoir Building/High School for American Studies Classrooms (located on Goulden Avenue, across the street from Gate 6)

1. Food and drink are not allowed in the classrooms.
2. Continuing Education students and instructors should not touch anything in the room that belongs to the high school teacher or students.
3. Markers for use on the whiteboard, or chalk if using a blackboard, are provided by the Office of Continuing Education in Carman Hall, Room 128.
4. At the end of class:
 - Erase all of your class notes from the blackboards or whiteboards, leaving ONLY the high school teacher's board notes
 - Place chairs up onto the desks
 - Place all trash, paper, etc. into the trash cans, leaving absolutely no mess behind
 - Close any windows which may have been opened and return the room to the condition you found upon entering

Please refer to and follow the guidelines for use of each of the following Lehman campus facilities:

Classroom Requiring Keys

Classes scheduled to meet in the Old Gym and some Speech and Theatre Building rooms require room keys. Arrangements to pick up keys may be made by calling the Office of Continuing Education (718) 960-8077. Keys **must** be returned to the Public Safety Office at the end of the semester.

Elevator Keys

Call the Office of Continuing Education (718) 960-8512 to request a key. You will be notified when the key is available.

The Old Gym Building Classrooms

1. Food and drink are not allowed in the classrooms.
2. Markers for use on the whiteboard, or chalk if using a blackboard, are provided at the Office of Continuing Education in Carman Hall, Room 128.
3. Report any issues with heating or cooling to the Engineering staff by calling (718) 960-8434. If this is not resolved during the class session, contact Maryann Drago-Dowling.
4. At the end of class:
 - Erase all of your class notes from the blackboards or whiteboards
 - Place all trash, paper, etc. into the trash cans, leaving absolutely no mess behind.

The APEX

1. Instructors and students must carry their current CUNYCard I.D. at all times.
2. Food and drink are not allowed.
3. Registered children are to be accompanied by one (1) parent/guardian. Siblings (including infants) and friends may not enter The APEX. No baby carriages are allowed in The APEX.
4. For security reasons, the parent/guardian escorting the child **must** remain in The APEX waiting area for the duration of the child's class(es). Should there be a medical emergency, it is the parent or guardian who must make the decision regarding treatment.

Computer Labs

Absolutely NO food or drinks are permitted in computer labs. We ask all teachers to enforce this rule and to follow it themselves.

Exclusion from computer labs

Only registered students are allowed in computer labs. This applies to friends and family (including children) of both students and teachers.

The Old Gym Building Computer Labs

LAB POLICIES

The labs, 102B and 102C, are locked and alarmed. You will require a key or contact Public Safety at (718) 960-8228 to open, disarm and lock and re-arm the labs. You will be given a 4-digit password to use when entering/disarming the lab. Please make sure to lock and rearm the lab (by pressing 9) after each session. Never leave equipment unattended. Contact Maryann Drago-Dowling for more information.

Do not attempt to open windows. If the lab is too hot or too cold, contact the Engineering staff at (718) 960-8434.

EQUIPMENT & SOFTWARE

Accessing Computers

In order to utilize a computer you will need a logon. If you do not have a logon account or do not remember your password, please contact Radhames Mateo at (718) 960-8486 or radhames.mateo@lehman.cuny.edu

Please be considerate of other students and instructors who use the rooms. Do not modify settings or attempt to install software, etc. Requests for installation of software, adjustment of system settings, etc. should be directed to the Continuing Education IT coordinator as soon as possible. Please handle equipment carefully. Do not move the CPUs to gain access to USB ports on the rear of the systems.

Do not assume that data and documents will remain on the hard drives from session to session. While certain systems are configured to allow students to save their work on the computers, such documents are not secure and will not necessarily remain on the systems.

Minimize printing to what is required for pedagogical purposes. Consider alternative mechanisms such as Print Preview, directing output to files that students can save on external media, electronic submission of homework via email, etc.

At the end of class, follow posted guidelines regarding the proper shutdown of the systems and be sure to turn off projector and air conditioners.

PROBLEMS

Computer Malfunctions/Damage of Any Kind

If equipment is damaged before use, or if it fails during use, report the problem to Radhames Mateo at (718) 960-8486 or radhames.mateo@lehman.cuny.edu

The Academic Information Technology (IT) Center in Carman Hall

LAB POLICIES

Please update your CUNYCard I.D. card each semester. You will need it in order to print in the lab. Since there is a charge for copies in the lab, have all or most of your print material duplicated by the Office of Continuing Education, Carman 128 at least one week prior to class use.

PRINTING IN THE ACADEMIC IT CENTER

CE faculty and students need to purchase a guest card (at the cost of \$1) at the kiosk in the Open Center by selecting "Purchase a Card." It is recommended that you first purchase your card and then add the startup funds to the card in a separate step. The user name associated with the guest card is the number printed at the bottom of the card.

After purchasing your guest card, add to the card as needed (use bills only: \$1, \$5, \$10, \$20) in the increment you choose. Select "Deposit" from the kiosk menu, and then insert bill(s) and the card as directed.

To check the funds remaining on the card, select "Check Account Balances" from the kiosk menu and

insert the card as directed. You can also check your balance by swiping your card at the "release stations" attached to the printers (see below).

To print a document in the Open IT Center

- Initiate the print job at the computer.
- Choose to print and select the appropriate printer and type of output (e.g., color or B&W).
- Type your user name (i.e., guest card number) and press "Enter." Guest cards do not require a *password* when printing in the Open IT Center.
- The charges will be displayed. Confirm if you accept the charges and wish to proceed.

Retrieve the document at the printer in the Open Center

- Swipe your guest card at the release station attached to the printer.
- Select "OK." It is not necessary to enter a password at the release station.
- Print card balance will appear. Select "OK."
- Pending print jobs will be listed. Highlight the job and select "Print" or "Delete."

Note that procedures may be slightly different depending on the model of printer you are using.

To print a document in a computer classroom

- Initiate the print job at the computer.
- Choose to print. Be sure the printer in the classroom is selected.
- Type your user name (i.e., Guest card number).
- Press "A" in the password field and press "Enter." (It is necessary to enter at least one character in the password field when printing in a classroom.)
- The charges will be displayed. Confirm if you accept the charges and wish to proceed. The job will immediately print. There are no release stations attached to the classroom printers.

IT staff members are always available should you require assistance.

EQUIPMENT & SOFTWARE

Instructors should email their requests for special equipment and/or software to the Continuing Education Computer Information Technology coordinator as soon as possible.

Please handle equipment carefully. If equipment is damaged before use, or if it fails during use, report the problem to IT staff at the Help desk in the Practice/Open Center immediately.

PROBLEMS

Computer Malfunctions/Damage of Any Kind

Report any computer malfunctions and/or damage of any kind to IT staff at the Help desk immediately.

POLICIES & PROCEDURES

Terms of Employment

Your appointment is contingent upon sufficient enrollment to allow us to offer the course(s) to which you have been assigned. The appointment is for an individual course(s) on a term-by-term basis. **The college reserves the right to terminate employment at any time, cancel courses, adjust curricula and hours, close facilities, change class locations and determine enrollment limits without prior notice.**

If you agree with the terms of your appointment letter, please sign and return the letter to the Lehman College Office of Continuing Education at 250 Bedford Park Blvd. West, Carman Hall Room. 128, Bronx, New York 10468. An appointment letter that is signed and returned to the Office of Continuing Education indicates that you will attend your first day of class and teach the course according to the schedule. Since it has been our experience that many students delay registering, instructors are advised to contact Maryann Drago-Dowling, Registrar, at (718) 960-8077 or maryann.drago-dowling@lehman.cuny.edu, no earlier than twenty-four hours prior to your first class meeting in order to verify the status of your course(s).

Professional Advice

Continuing Education Teachers are advised to refrain from offering students professional advice.

Privacy Policy

The Office of Continuing Education does not release faculty members' or students' home or work telephone numbers or email addresses without permission. Students who find it necessary to contact an instructor should be told to call the Office of Continuing Education and leave a message. The Office will contact the instructor. However, instructors may provide this information to their students at their own discretion.

Duplicating and Copyrights

In order for copyrighted materials to be reproduced for classroom use, without infringement of the copyright, the materials must meet the tests for fair use, brevity, spontaneity, and cumulative effect. Copied materials should not substitute for the purchase of books or reprints, and a given set of materials should not be repeatedly used by the same instructor from semester to semester. Copyright laws apply to microcomputer software.

Sexual Harassment Policy

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran or marital status.

There shall be no direct physical contact with students unless directly related to the delivery of course content. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible.

Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations. Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility is required to report any complaint of sexual harassment to an individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

Reporting of Student Incidents

It is the policy of the College to report potential harmful or disturbing student behavior. The College has defined such behavior as including:

- Unusual or erratic behavior in class or College offices
- Extended absence from class by a typically engaged student
- Written work with troubling themes or references
- Verbal or written threats made by a student toward another student or faculty member
- Written or verbal expressions of suicidal ideation
- Other actions that cause alarm or call into question the safety of the student or his/her peers

It is imperative that all such incidents involving students and faculty or among students be reported to Goher Murtaza, Director, by email at goher.murtaza@lehman.cuny.edu

Even if the student has requested no action be taken, it is essential we know of the situation. We have legal responsibilities that must be documented and addressed in an appropriate manner.

The matter will be carefully reviewed and we will contact you and any other parties involved to discuss the situation as warranted before taking any additional action.

For more information, please see the Appendix to the Lehman College Bulletin online.

Emergencies and/or Accidents

In any type of emergency, your judgment and actions will be critical to its ultimate outcome. You always have the option to call **911** any time as a first response. Alternatively, you may decide to call PUBLIC SAFETY'S emergency number **(718) 960-7777** as a first response. In either case, the response will be immediate.

PUBLIC SAFETY should be called in all security incidents and/or safety matters. This includes physical assault, verbally threatening or intimidating behavior, sexually harassing behavior, suspicious activities, theft, vandalism, dangerous facility conditions, etc.

In the event of any accident and/or emergency, call PUBLIC SAFETY as soon as possible and relay as much information as possible regarding the situation. PUBLIC SAFETY will provide assistance and appropriately document and record the incident. Even if the situation has in some way become resolved, PUBLIC SAFETY should be contacted. They will advise you as to whether any further action is advisable on the part of anyone concerned.

Emergency Closings

In the event it should become necessary to cancel classes or to close Lehman College because of severe weather conditions or other emergencies, the following information is being provided so you will know where to obtain accurate and authorized information of emergency closings.

RADIO/TELEVISION STATIONS THAT WILL BROADCAST AND/OR WEB-POST CUNY CLOSINGS

WCBS	880AM	www.newyork.cbslocal.com
WINS	1010AM	www.1010wins.com
NY1	Channel 1	www.NY1.com
WNBC-TV	Channel 4	www.nbcnewyork.com
WNYW FOX	Channel 5	

CUNY closings can also be obtained by calling New York City's 311 information line or visiting nyc.gov.

In addition, if the Lehman College campus is closed or delays opening, you may obtain up to the minute information at the Lehman College homepage (<http://www.lehman.edu>); a red notification bar will be present in the upper corner of the homepage. Also, you may call the Lehman College main telephone number at (718) 960-8000, for current information.

FOR CONTINUING EDUCATION CLASS CANCELLATIONS:

GO TO CE WEBSITE: WWW.LEHMAN.EDU/CE OR CALL (718) 960-8512 or (718) 960-8077

Another emergency notification system is CUNY Alert. This system will enable the University's campuses to advise students, faculty and staff of an emergency in the event of a severe hurricane, snowstorm, etc, and provide timely information to protect lives and minimize campus disruption.

For easy to follow, step by step instructions visit the Lehman homepage, under College Notices, select "CUNY Alert Changes." (You can also find instructions posted to the CUNYfirst homepage, under "CUNYAlert Changes," select: "View PDF for more information.")

If no emergency closing information is provided, the College will be open.

Buildings and Grounds and Public Safety personnel are expected to report to work regardless of snow or emergency situations or closing unless officially notified otherwise.

Please refrain from using the College emergency number (718) 960-7777 during any such emergencies to obtain general information. This number should only be used to report emergencies affecting health and safety, or property damage.

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