

## PREFACE

The Faculty Handbook is to be used as a convenient source of general information. It is designed as a reference source for policies and procedures, available services and facilities, and other matters of interest at SUNY Potsdam. It is also intended to assist faculty and staff in their day-to-day responsibilities and in understanding their privileges and benefits as a member of the professional staff.

The term Faculty as used in this Handbook includes all employees occupying positions designated by the Chancellor of the State University of New York as being in the unclassified service (i.e., includes all members of the professional staff).

No handbook of this nature can anticipate all contingencies, of course, or can it answer all questions which may arise. Information about matters not covered in the Handbook may be obtained directly from appropriate college officials. In addition, policies and procedures are subject to change from time to time. Whenever such changes occur, appropriate descriptive materials will be forwarded to each member of the faculty for inclusion in the Handbook.

### **Message from the President:**

Dear Colleague:

Your hard work makes SUNY Potsdam the very special place that it is. Through your dedication both in and out of the classroom, you show what it means to go further for our students, every day.

This Faculty Handbook includes important information about the rights, privileges and obligations of faculty employed by SUNY Potsdam, as well as answers to questions about College policy and procedures.

SUNY Potsdam prides itself on the rigorous liberal arts education and personal guidance that we provide to our students. Having clear-cut policies, procedures, expectations and responsibilities -- and holding one another accountable -- allows us to focus on what really matters: our core mission of education and service. This handbook provides the policy framework, so that we can focus on these all important central goals.

Thank you for the role you play in continuing SUNY Potsdam's tradition of excellence.

Kristin G. Esterberg, President

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For more information, please contact the [Melissa Proulx](#), Director of Human Resources