



**Office of the Provost and  
Executive Vice President for  
Academic Affairs**

One Pace Plaza  
New York, NY 10038

861 Bedford Road  
Pleasantville, NY 10570

78 North Broadway  
White Plains, NY 10603

Phone: (212) 346-1956  
[www.pace.edu/provost](http://www.pace.edu/provost)

**To: All Pace Faculty**  
**From: Nira Herrmann, Interim Provost & Executive Vice President of Academic Affairs**  
**Date: January 22, 2018**  
**Re: Welcome to the Spring 2018 Semester**

Welcome back to campus and Happy New Year! I hope you enjoyed the winter break despite the record cold weather. A lot is happening at Pace this year: construction on Phase I of the New York City Master Plan is proceeding, space utilization on all Pace campuses is being reviewed, the Fall 2018 course schedule is being adjusted to insure all courses are scheduled to fit within the designated course grid and to increase the number of WF classes so more courses can be scheduled within our current space, and we are working on plans for stronger integration of Pace's academic and experiential education as part of the Pace Path initiative, all while preparing for Pace's reaccreditation by the Middle States Commission on Higher education (MSCHE), our regional accreditor.

Preparations for our reaccreditation review by the MSCHE are well underway. A team of faculty, administrators, and staff is currently preparing our Self-Study Report, a two-year process that will culminate with a visit by a team of peer reviewers in the spring of 2019. It is critical that this process of institution-wide self-reflection involve the active participation of faculty, students and staff from all Pace schools/colleges, campuses, and departments. What can you do to help?

- Keep informed about the process—please visit [www.pace.edu/middlestates](http://www.pace.edu/middlestates) to learn more about the reaccreditation activities.
- Please respond promptly to requests for information from the Self-Study team. Members of each subcommittee are working on collecting information to address the Seven Standards for Accreditation and the Requirements of Affiliation that comprise the Self-Study Report. Information about the standards is available at <http://www.msche.org/documents/RevisedStandardsFINAL.pdf>.
- Please mark your calendar and plan on attending the Town Halls planned for later in the Spring semester (schedule noted below) to learn about the draft Pace Self Study Report and provide feedback—we want to make sure the Self-Study report is accurate and that the entire Pace community is familiar with its contents.

**Spring 2018 Town Halls:**

- **New York City:** Monday, April 9, 2018, 12:10-1:10 pm, Lecture Hall North, One Pace Plaza
- **Pleasantville:** Tuesday, April 10, 2018, 3:25-4:25 pm, Gottesman, Kessel Student Center
- **Law School:** Wednesday, April 11, 2018, 12:45-1:45 pm, Preston Hall, Room 401

I also want to draw your attention to the recently approved Academic Integrity Code (AIC) that has been in place since the start of the Fall semester. Please familiarize yourself and your students with the new Academic Integrity Code, which you and they can access by following the "Policies and Procedures" link in the online Student Handbook (<http://www.pace.edu/student-handbook/>) or directly by following this link: <http://www.pace.edu/academicintegritycode>. If you have questions about the code or want assistance in applying it to an academic integrity incident involving your course or student(s), please contact Dr. Lisa Farber of the Art Department on the New York City campus or Professor Maryellen Martirano of the Criminal Justice and Security Department on the Pleasantville campus.

By now, you should have your syllabi uploaded onto BlackBoard for your Spring classes. If you are having problems with the upload, please contact [Academic Technology](#). The attachment includes reminders for what to include in each syllabus. If you have omitted any items, please provide your students with an addendum that includes the missing information. Particularly important items include helping students understand the new AIC, as described above, and reminding them that all accommodations must be approved in advance by the Disability Office on their campus.

Finally, I would like to remind you that the Provost's Office has central office suites on the New York City and Pleasantville campuses: in New York City, the central offices are on the 18<sup>th</sup> Floor of 1 Pace Plaza, and in Pleasantville, the central offices are on the 2<sup>nd</sup> Floor of the Goldstein Academic Building. My office in 1 Pace Plaza is Room 1805, and Associate Provost Nancy Reagin is in Room 1808B; my office in the Goldstein Academic Building is room 226 and Nancy's is Room 229. If you would like to meet with either of us, you may stop by or request an appointment with Liza Bell ([lbell@pace.edu](mailto:lbell@pace.edu)). She can confirm the days we will be on each campus as well as ensure that we are available to see you when you come by.

Thank you for your hard work and commitment to Pace, our students, and our community. I look forward to working with you through the semester ahead!

Wishing you a great semester,

A handwritten signature in black ink, appearing to read "Liza Bell", with a horizontal line extending to the right.

## Faculty-Student Expectations



1. **Classes & Final Examinations:** Faculty members are required to be present at all scheduled classes. Please make every effort to teach all scheduled classes as specified by the academic calendar. Students have pointed out that some faculty cancel classes or end classes early particularly during the first and last weeks of the semester. New York State Education Department guidelines require that a full number of credit hours are to be taught in every course every semester, and Pace has to certify this annually. All final exams are scheduled for the last day of each class. Any courses which do not have final exams should use the scheduled final exam time for a lecture, review, student presentations, etc. Refer to the calendar for information regarding the first day of class, the last day of class, the last day of instructional class and the final exam date. [2017-2018 Academic Calendar](#)
2. **Substitute Teaching:** If you are absolutely unable to teach some classes during the term, a common way to address a missed class is to ask a colleague from your department to conduct your class. You must inform your department chairperson about your absence and the department chairperson must approve the substitution. At a later date, you may want to return the favor to your colleague. (See Section D.15 of the 2013 Faculty Handbook.) Please note that students are encouraged to report the absence of an instructor from the classroom to the department chair and his/her advisor after 15 minutes from the start of class time.

**Syllabi:** Syllabi are *required* for all courses, per Middle States accreditation guidelines. Department chairs should collect syllabi of all departmental courses (including late start courses) within the first week of every semester. It is strongly suggested that syllabi be uploaded to the course [Blackboard](#) or emailed to registered students at least a week before classes begin so that students can purchase textbooks and begin assignments. [Syllabus Template](#)

If you need help to upload the syllabus, please contact [Academic Technology](#). A syllabus should include the following: professor contact information; description of topics covered, expectations to assess a student's performance; student learning outcomes, and the University disability policy and Academic Integrity Code.

Please remember that violations of academic integrity in your courses fall under the new Academic Integrity Code (AIC), which can be found at <http://www.pace.edu/academicintegritycode>. If a student violates the Code in your course (by plagiarizing, cheating during a test, etc.), then you should report the violation to the campus chair of the Academic Conduct Committee, using the form found on the last page of the AIC link above (also attached and on the Provost website under: [FORMS](#)). The Academic Conduct Committee is chaired on the NYC campus by Prof. Lisa Farber ([lfarber@pace.edu](mailto:lfarber@pace.edu)) and in Pleasantville by Prof. Maryellen Martirano ([mmartirano@pace.edu](mailto:mmartirano@pace.edu)).

Suggested copy to add to syllabus for the AIC: Students in this course are required to adhere to Pace University's Academic Integrity Code. The Academic Integrity Code supports honesty and ethical

conduct in the educational process. It educates students about what constitutes academic misconduct, helps to deter cheating and plagiarism, and provides a procedure for handling cases of academic misconduct. Students are expected to be familiar with the Code, which can be found under "University Policies" in the Student Handbook: <http://www.pace.edu/academicintegritycode>. Individual schools and programs may have additional standards of academic integrity. Students are responsible for familiarizing themselves with the policies of the schools, programs, and courses in which they are enrolled.

The syllabus should describe the basis for assigning final course grades, for example, homework 10%; midterm exam 30%; class participation 20%; and final exam 40%. The grading policy must be applied consistently and fairly for all students. The University disability policy requires that students seeking an accommodation must contact the Office of Disability Services at (212) 346-1526 in New York City or (914) 773-3710 in Westchester. Only accommodations authorized in advance by the Office of Disability Services may be provided to students.

**It might be useful to also include the following resources and information in the syllabus that will help support student success:** It is useful to let students know that in order to do well in class they are expected to study 2 to 3 hours per week for every credit hour they are registered.

[Academic and Related Support Services](#)

[Academic Integrity Code](#)

[Career Services](#)

[Center for Academic Excellence](#)

[Library Services](#)

[Office of Prestigious Fellowships and Awards](#)

[Office of Student Assistance](#)

[Office of Student Success](#)

[Pace Top 100 Scholars](#)

[Pace University Policy and Procedure – Discrimination, Non-sex Based Harassment and Retaliation](#)

[Sex-based Misconduct Policy and Procedure](#)

[Student Handbook](#)

[Tutoring Center](#)

[University Calendar](#)

[Writing Center](#)

3. **Early Assessment:** As part of our University-wide retention and student success efforts, we are concentrating on identifying students very early on who are in need of timely interventions. The first step in this process is to have some kind of formal assessment in your course(s) during the first three weeks of the Spring Semester, since this is the most critical time for effective intervention and so that we may follow-up with students and make them aware of add/drop deadlines. This can include, but is not limited to, homework, a quiz, a test, structured writing/reflection assignment, etc.
4. **Starfish | Student Success Platform:** Please take attendance at the start of the semester and if you find a student who is on the roster, but not attending class, please flag those students in Starfish by January 31<sup>st</sup>.
5. **Missing Grades:** Final grades must be submitted within 5 business days after the end of the semester, except for graduating seniors whose final grades are due within 48 hours after the end of the semester. Failure to submit grades in a timely manner often results in serious consequences for students, and negatively impacts student transcripts, graduation eligibility, financial aid, New York

State TAP eligibility, tuition reimbursement, employability, and enrollment verification with the U.S. Department of Education (for student loan borrowers), which creates audit issues for the University.

6. **Faculty Center for Innovative Teaching & Professional Development:** The Faculty Center offers workshops and opportunities to assist all Pace faculty. See the Center's complete schedule of events at: <http://www.pace.edu/faculty-center/events>

7. **Other Useful Links:**

[Blackboard Help](#)

[Faculty Resources](#)

[Finding Funding Opportunities](#)

- The Office of Research has a subscription to the [Pivot database](#) in which you can search federal and private funding opportunities. You can register by clicking on the "sign up" link and using your institutional email address. Pivot has some [good instructional videos](#) to help get you started, or the Office of Research would be happy to assist.

[Guide for Faculty & Staff to Address Student Behavior](#)

[How to Report Student Concerns](#)

[Information for Pace Faculty](#)

[Pace Path](#)

[Pace University Statement on Self-care](#)

[Starfish](#)

[Student Behavioral Chart](#)

[Syllabus Template](#)

ITS has developed a convenient checklist and toolkit to increase communication, enhance learning, and create continuity in case of closings:

[Virtual Presence Checklist](#)

[Digital Toolkit](#)

[Panopto Lecture Capture](#)

- Please create a [Help Desk](#) ticket with Ed Media to install the program.

If you have any questions or comments about this document, please contact Patti Boustany, Administrative Director, Office of the Provost, at [Pboustany@pace.edu](mailto:Pboustany@pace.edu) or 212-346-1385