



Cornell University
The University Faculty

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DATE: August 22, 2011

TO: University Faculty

FROM: William E. Fry, Dean of Faculty

Bill

SUBJECT: Beginning of the Academic Year Announcements and Reminders

Welcome back. There are many important notices in this communication with links to important websites. I also invite you to visit the University Faculty website: <http://theuniversityfaculty.cornell.edu>. You can refer to this website throughout the year for events of interest to the faculty, including deliberations of the Faculty Senate and some useful links to course-related issues.

New Topics:

- 1. Academic work over breaks:** The University Faculty Senate passed a resolution in spring 2011 urging faculty to not *necessitate additional* academic work for students over breaks – see <http://www.theuniversityfaculty.cornell.edu/pdfs/EPCRESBREAKS.pdf>.
- 2. Cornell Faculty Lunch – Regent Lounge (School of Hotel Administration)**
 - The Regent Lounge is available as a facility in which faculty may eat lunch. It is available from Monday, August 22, 2011 through December 16, 2011 including Fall Break. This availability will resume on Monday, January 23, 2012 through May 18, 2012 including Spring Break.
 - Beverage service is available Monday-Thursday from 11:30 a.m. – 2:00 p.m.
 - Cookie and Beverage service is available on Fridays from 11:30 a.m. – 2:00 p.m.

(For updates see: <http://www.theuniversityfaculty.cornell.edu>)
- 3. Textbook Lists – please provide your orders on a timely basis:** The Higher Education Opportunity Act (HEOA) mandates that universities provide to students lists of ISBNs and prices in sufficient time for students to consider the cost of materials when they finalize their course selections. In addition the law requires publishers to provide certain information to faculty. The Cornell Store will post the lists for the university; please submit your orders to them on a timely basis. Please see “The Role of Faculty in the Communication of Textbook Lists” and “Textbook Section of the HEOA.” See <http://www.theuniversityfaculty.cornell.edu/pdfs/HEOACT2008FACROLETTEXTBOOKS.pdf>

4. **Turnitin:** New this year, the University has signed a license with Turnitin, plagiarism detection software. Turnitin scans student work for matched text, comparing the work to a large database of student work, publications and materials on the internet. Turnitin is available to faculty to use at their discretion; it will be available via Blackboard, instead of Turnitin's own site, to provide step-by-step instructions for faculty and students and to limit disclosure of some FERPA information. More details as well as tips and instructions are available at: <http://www.cit.cornell.edu/services/turnitin/>. The Academic Technologies staff will be holding workshops for instructors on how to use Turnitin. Please click on the link below to register for the Turnitin workshop
https://cornell.qualtrics.com/SE/?SID=SV_9siISCprlNsw990.

All students received an e-mail communication about Turnitin. However, instructors who use or anticipate using Turnitin must provide notice to students, substantially to the effect of the following: *"Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site."*

Reminders:

5. **Academic Calendar:** The five-year academic calendar for the years 2011-2012 through 2015-2016 is located at (<http://www.theuniversityfaculty.cornell.edu/pdfs/2011-2016ACADCALENDAR.pdf>).
6. **Academic Integrity:** The University Faculty Senate recommended that each course syllabus include a reference to the Cornell University Code of Academic Integrity. This code includes the following statements: "A Cornell student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the student's academic position truthfully reported at all times..." . Please do implement this recommendation. (The resolution, passed in March 2002, can be viewed at (http://www.theuniversityfaculty.cornell.edu/meetings/agendas_minutes/01_02/031302/ResCourseSyllabus.pdf.) Also for your assistance, the Academic Integrity Website is located at: <http://www.theuniversityfaculty.cornell.edu/AcadInteg/>.
IMPORTANT: Please click on this link to read more information on Academic Integrity, Turnitin and Course Materials <http://www.theuniversityfaculty.cornell.edu/pdfs/BOYNEWINFO2011-2012.pdf>. This information has important contractual and legal information regarding Turnitin. Also included is important information regarding student buying/selling course materials and language that we are advised to include in our syllabi.
7. **Afternoon and Evening scheduling:** The time between 4:25 p.m. and 7:30 p.m. MTWTH is reserved for non-academic activities. Any academic activity (including review sessions) scheduled for undergraduates during this time requires the permission of **your college dean**.
8. **Announcements by non-Cornell persons in your class:** Only members of the Cornell Community should be able to address your class and there are to be no solicitations from outside individuals unless approved through the Office of Community Relations.
9. **Classes before Holidays/Recesses:** Faculty legislation requires that classes be held just before and after academic recesses (such as Thanksgiving, Fall and Spring Breaks).
10. **Confidentiality of Student Records:** Student records must be treated confidentially. These records include class lists, e-mail lists, student grades and the student photos provided with your course list. When making mass mailings to your class, please place the NetIDs in the 'bcc' field of your e-mail

program to avoid disclosing the list. We may not post or otherwise release this information to anyone external to the University. Internal sharing is limited to official purposes (http://www.policy.cornell.edu/vol4_5.crm).

11. **Evening Prelims:** Evening prelims may be given only on Tuesday and Thursday evenings at 7:30 p.m. (Please see “Evening Examinations and Evening Academic Activities – Preliminary Examinations” at (<http://www.theuniversityfaculty.cornell.edu/handbook/Chapter5.pdf>).
12. **Evening Classes:** Evening classes occur only on Monday and Wednesday beginning at 7:30 p.m.
13. **Final Examinations and Other End-of–Semester Exercises:** Final Exams can be given only during the final exam period and never during the last week of classes or study period. Faculty legislation regarding final examinations and other end-of-semester exercises was revised in May 2008 (<http://www.theuniversityfaculty.cornell.edu/pdfs/FinalsLegislation.html>). The final exam schedule is available at: (<http://registrar.sas.cornell.edu/Sched/exams.html>).

Final exams are sometimes scheduled in buildings unfamiliar to the instructor. The instructor needs to be sure that the building and rooms are open at the time of the final exam.

14. **Religious Holidays:** Cornell is supportive of students who wish to practice their religious beliefs. Additionally, there are some specific legally mandated considerations that may affect your course. The religious holiday statement is at: <http://www.theuniversityfaculty.cornell.edu/pdfs/holidaystatement.pdf> . A listing of religious holidays is at <http://www.curw.cornell.edu/holidays1112.html>.

15. Additional useful Links:

Courses, Classes and Exams - <http://courses.cornell.edu/>

Center for Teaching Excellence – <http://www.cte.cornell.edu>

Cornell Career Services - – <http://www.career.cornell.edu>

Office of the University Registrar – <http://registrar.sas.cornell.edu/>

Student Services (overall) – <http://www.sws.cornell.edu/>

Syllabus Template for Fall 2011 is located at:

<http://www.theuniversityfaculty.cornell.edu/pdfs/syllabustemplatefall2011.pdf>

Syllabus template for Spring 2012 is located at:

<http://www.theuniversityfaculty.cornell.edu/pdfs/syllabustemplatespring2012.pdf>