



Cornell University  
The University Faculty

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DATE: August 10, 2009  
TO: University Faculty, Senior Lecturers, Lecturers, and Instructors  
FROM: William E. Fry, Dean of Faculty  
SUBJECT: Beginning of the Academic Year Announcements and Reminders

A handwritten signature in cursive script that reads "William E. Fry".

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Welcome back. This is my annual "beginning of the year" letter for 2009-2010. 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>. This year promises to be an important year for the entire Cornell Community.

- 1. Academic Calendar:** The five-year academic calendar for the years 2009-2010 through 2013-2014 is attached. *Please note, that starting in 2010-2011 Labor Day will be a University Holiday.*
- 2. Academic Integrity Resolution:** The University Faculty Senate recommending 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, is in the attachment.)
- 3. Evening Prelims:** Evening prelims may be given only on Tuesday and Thursday evenings at 7:30 p.m. (Please see attached "Evening Examinations and Evening Academic Activities.") Evening courses occur only on Monday and Wednesday at 7:30 p.m.
- 4. 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 (attached). The final exam schedule is available at: <http://www.cornell.edu/academics/courses.cfm>. **Final exams are sometimes scheduled in buildings unfamiliar to the instructor. The instructor needs to assure that the building and room are open at the time of the final exam.**
- 5. Free Time between 4:25 p.m. and 7:30 p.m.:** You must obtain explicit exemption from your college Dean to schedule any activities, including review sessions, within the time reserved for undergraduate students' non-academic activities. (Please see attached regarding Evening Examinations and Evening Academic Activities.)

6. **Classes before Holidays/Recesses:** Faculty legislation requires that classes be held just before and after academic recesses (such as Thanksgiving, Fall and Spring Breaks).
7. **Religious Holidays Respected:** We are supportive of our students who wish to practice their religious beliefs. Additionally, there are some specific legally mandated considerations that may affect your course. (See the attached statement and listing of Religious Holidays for the 2009-2010 academic year.)
8. **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. You 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](http://www.policy.cornell.edu/vol4_5.crm)).
9. **Other Announcements:** Refer to our website throughout the year for events of interest to the faculty, including the deliberations of the Faculty Senate and some useful links to course-related issues.
10. **Some Useful Links for those who are teaching and advising this year:**

Faculty and Departmental Services/University Registrar's Office –  
<http://registrar.sas.cornell.edu/Faculty>

Courses, Classes and Exams – <http://www.cornell.edu/academics/courses.cfm>

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/>

Median Grade Reports –  
<http://www.registrar.sas.cornell.edu/Student/mediangradesA.html>

Syllabus Template for Fall is at:

<http://theuniversityfaculty.cornell.edu/pdfs/syllabustemplate.html>

Syllabus template for the Spring is at:

<http://theuniversityfaculty.cornell.edu/pdfs/syllabustemplatespring.html>

11. **Announcements by other persons in your class:** Some instructors have been permitting persons not associated with the class to make announcements to the class. This has sometimes led to inappropriate announcements. 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.

- 12. Pandemic flu.** The emergency preparedness team is considering actions in the event of an outbreak of H1N1 flu during the academic year. The current expectation is that this flu will be present, and will lead minimally to a greater number of absences than normal. Because one of the most important strategies to limit the impact of this flu is for affected persons to “isolate themselves” (= to not attend class), we are urged to consider this strategy when considering student absences.
13. Reimagining Cornell. You're all well aware that the university is in the process of adjusting to a significant structural budget deficit. Some budget reductions have been implemented and will be visible during this coming year. Additionally, other adjustments are to be identified during the coming year. Associated with the budget adjustments is strategic planning -- in each college and also centrally. I urge you to learn the activities in your college and to contribute to the public deliberations that will happen during the year. There will be a forum for faculty on 16 September. Both the President and Provost are scheduled to address questions posed by the faculty. Information on the planning process is available in a Cornell Chronicle article <http://www.news.cornell.edu/stories/June09/FuchsInterview.html> and on the Reimagining Cornell website <http://www.cornell.edu/reimagining/>.

Again, welcome back and I look forward to working with you.