

December 17, 2024

To: Brooklyn College Faculty

From: James T. Eaton
Associate Dean for Faculty and Administration



Re: Spring 2025 Guidance for Syllabus Preparation, Classroom Policies and Faculty Obligations

In planning for the upcoming semester, take note of the following information regarding your teaching assignments, and other policies and faculty obligations. In addition to what is included in this memo, the [Faculty Handbook](#) is a key reference for policies and practices related to faculty life. This memo is organized in two major sections:

The Classroom and Students

- Posting Course Material Information and Library Reserves
- Resources and Support for Teaching and Learning
- Syllabus Preparation and Vital Information for Students
- Consideration of Religious Observance
- Classroom Decorum and Establishing Classroom Behavioral Guidelines
- CUNY Guidelines: Use of Cameras during Online Classes
- Students' Rights and Responsibilities: Discrimination and Harassment
- Other Important Considerations, including grading deadlines and verification of enrollment

Key Policies and Obligations of the Faculty

- E-mail
- Conformance to Class Schedule and Office Hours
- Faculty Absences
- Copyright and "Fair Use"
- Sex-based Misconduct and Discrimination, including changes and expanded obligations
- Learning Management (LMS) Use Policy and the Brightspace Transition
- Support for Faculty Wellness

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Posting Course Material Information

The Higher Education Opportunity Act of 2008 mandates that all course material information be posted online well in advance of the start of the term. Having this information makes it possible for our students to acquire materials at lower cost. **Zero Cost / OER / No Course Materials? You must indicate this online.**

Our mechanism for posting this information is our online bookstore, which updates the class information in CUNYfirst. Go to www.brooklyn.textbookx.com/ and use your CUNYfirst credentials to log in. All information submitted to the online bookstore will be transferred to CUNYfirst within 48 hours. The

adoption process takes a few minutes to complete and, in following semesters, if you are using the same materials, it is under a minute to update.

If you haven't already, take the time to complete this important task. Failure to do so harms our students and puts the college out of compliance with Federal law.

Library Reserve for Course Materials

Consider placing materials for your course on Reserve for the upcoming semester. Simply complete the Library's [Reserves Request Form](#).

New orders may take a few weeks to process. Please submit requests early. If the library cannot acquire the materials, you may place personal copies on reserve. Please note that the Library does not usually purchase textbooks from the big textbook publishers such as McGraw-Hill, Cengage, Macmillan, Pearson, etc. Additional information about placing items on Reserve may be found [here](#).

Resources and Support for Teaching and Learning

The Center for Teaching and Learning website (www.brooklyn.edu/CTL) contains many resources:

- CTL and AIT Workshops and Other Training Opportunities
- Inclusive and Anti-Racist Pedagogy Resources; Teaching and AI; Accessibility for Students with Disabilities; Trauma-Informed and Healing Centered Pedagogy Resources
- Classroom Practices, Student Engagement and Active Learning; Sample Teaching Resources
- Teach in Ten: 10 Steps for Effective Online Pedagogy

If you have questions or have an idea for professional development or other helpful resources, contact the Center for Teaching and Learning (CTL) at ctl@brooklyn.cuny.edu.

Syllabus Preparation and Vital Information for Students

Submit your current syllabus to your department at least one week prior to the start of class via the [BC Knowledge Employee Portal](#) ("Post My Syllabus" under the *Faculty eServices* dropdown menu), unless directed otherwise by the department chair. You should also post your syllabus to your class LMS (Blackboard/Brightspace) and make sure to tell your students where to find the syllabus at the first class meeting. The syllabus should include the following:

1. A statement of course goals and learning objectives (that is, what do you want your students to know and be able to do by the end of the course?);

Syllabus Policy for Pathways Courses: Listing Student Learning Outcomes

Are you teaching a Pathways course? All syllabi for Pathways courses must list the student learning outcomes (SLOs) specified by Pathways for the relevant Pathways category. Review the curriculum map of the [Pathways SLOs](#) for your course.

2. A statement and timetable of all required learning activities that will enable students to achieve, and to demonstrate their achievement of, the course's objectives (for example, research projects, essays, exams, lab reports, presentations, portfolios);
3. An indication of whether the final grade will be based on a curve or scale;

4. An explanation of how the final grade for the course will be determined with specific weights indicated for each of the components of the course, including the mandatory final examination (except for those courses exempt from this requirement);
5. An indication of whether students will be given the opportunity to revise and resubmit essays or other assignments;
6. Information about your office hours, including times, location (established video conference meeting space), your office telephone number and/or department telephone number where messages can be left, and your e-mail and web addresses. (*See below for more guidance on office hours*);
7. The following statement on the University's policy on Academic Integrity:

The faculty and administration of Brooklyn College support an environment free from cheating and plagiarism. Each student is responsible for being aware of what constitutes cheating and plagiarism and for avoiding both. The complete text of the CUNY Academic Integrity Policy can be found at www.brooklyn.edu/policies. If a faculty member suspects a violation of academic integrity and, upon investigation, confirms that violation, or if the student admits the violation, the faculty member MUST report the violation. Students should be aware that faculty may use plagiarism detection software.

8. The following statement about the Center for Student Disability Services:

In order to receive disability-related academic accommodations students must first be registered with the Center for Student Disability Services (CSDS). Students who have a documented disability or suspect they may have a disability (physical or mental condition which substantially limits one or more major life activity) are invited to call the Center at (718) 951-5538 or visit 138 Roosevelt Hall. If you have already registered with the CSDS and submitted necessary forms, you will receive your course accommodation letter to provide to your professor and these specific accommodations can be discussed when appropriate.

9. Support for Student Wellness and Welfare

- **Personal Counseling Center** (0203 James Hall) provides individual and group counseling, emergency support, and other services to all Brooklyn College students. Call 718.951.5363 or email BCPersonalCounseling@gmail.com.
- **Immigrant Student Success Office** (117 Roosevelt Hall) provides immigrants and other first-generation students with immigration-informed academic and non-academic support and resources, including legal services, personal and career counseling. Call 718.951.5023 or email ISSO@brooklyn.cuny.edu.
- **LGBTQ+ Resource Center** (219 Student Center) is both a welcoming space and supportive network for lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual, and other LGBTQIA+ identities, and allied students, staff, and faculty at Brooklyn College. Call 718.951.5739 or email LGBTQCenter@brooklyn.cuny.edu.
- **Women's Center** (227 Ingersoll Hall Extension) expands on the conventional direct services approach of traditional women's centers, which focuses on solving immediate crises through referrals and/or counseling, adopting a wide range of multidimensional needs-driven program activities that address the emotional, intellectual, physical and financial well-being of the whole person. Call 718.951.5777

- **Health Clinic** (114 Roosevelt Hall) is a primary care facility where enrolled students may receive evaluation and treatment for acute and chronic medical conditions as well as guidance on practices that promote good health and disease prevention – free of charge. Call the clinic at 718.951.5580 or email bhealthclinic@brooklyn.cuny.edu.
- **Other Help?** Tap or click the “**Hand Raise**” button in *Navigate* to get help with academic advisement and planning, technology, financial concerns or emergency grants, physical and mental health services, food and housing assistance, and much more!

10. Reference to the [Student Bereavement Policy](#).
11. Reference to the state law regarding non-attendance because of religious beliefs, noted in the front matter of the *Undergraduate Bulletin* and *Graduate Bulletin*. These may be found on the [Bulletins page](#) of the Registrar’s website. Additional information is noted below.
12. Your specific class policies (attendance, participation, camera usage, etc.) and required class readings. Faculty may establish classroom behavioral guidelines. See below for more information and refer to the [Faculty Handbook](#) or the [Adjunct Faculty Handbook](#) for additional guidance.
13. Faculty Council’s Library Committee urges you to provide a link to the library website on your syllabus so that students who are new and returning to campus are aware of the library’s services: <https://library.brooklyn.cuny.edu/>

Important Dates to Include on the Syllabus [Corrected 12/18/2024]

– Saturday, January 25	First day of Spring 2025 classes
– Wednesday, January 29	No Classes Scheduled (College Open)
– Friday, January 31	Last Day to Add or Swap a Course
– Wednesday, February 12	College Closed
– Monday, February 17	College Closed
– Tuesday, February 18	Conversion Day – Classes follow a Monday schedule
– Thursday, March 6	Conversion Day – Classes follow a Wednesday schedule
– Monday, March 31	No Classes Scheduled (College Open)
– Tuesday, April 1	Last day to withdraw from a course with a “W” grade
– Saturday, April 12 <i>thru</i> Sunday, April 20	No Classes Scheduled – Spring Recess (College Open)
– Thursday, May 15	Last Day of Undergraduate Classes
– Friday, May 16	Final Exams Begin
– Thursday, May 22	Final Exams End / End of Spring Semester

The full academic calendar, including many other important dates, is available on the [Office of the Registrar](#)’s website. The Registrar also posts [Academic Planning Calendars](#) on BC Knowledge.

Consideration of Religious Observance

Please bear in mind that due to religious holidays and related religious observances, some students will not be able to attend classes or take examinations. New York State Education Law (Title I, Article 5, Section 224-a) requires that we “make available to each student who is absent from school, because of [their]

religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which [they] may have missed because of such absence on any particular day or days.”

The University of Michigan maintains a helpful [list of religious holidays](#) for the 2024-2025 academic year, which may be useful when planning your activities. Note that students may adhere to religious traditions, or have other religious obligations, not reflected in this list; the list should not be taken as exhaustive. If you have specific questions regarding granting a student’s request to miss class or reschedule an examination on religious grounds, seek guidance from the [Office of Diversity and Equity](#). Students may also be directed to Ronald Jackson, Vice President for Student Affairs, if they have questions about accommodations for religious observance. Faculty who must miss a class session for religious reasons should arrange for another faculty member to cover the class, as discussed above.

Classroom Decorum

To preclude distraction or disruption, it is reasonable to request that electronic devices such as phones, and, in some instances, notebook computers be turned off during the classroom period. The Center for Teaching and Learning has posted an online etiquette guide for remote instruction—[Netiquette in an Online Academic Setting: A Guide for Brooklyn College Students](#). This may be shared with your students or adapted, as appropriate, for the needs of your particular classes.

The [Office of Judicial Affairs](#) handles complaints about student behavior. In case of a disruptive student or college policy violation, faculty can file a complaint by submitting a *Student Behavior Form*, found on the Judicial Affairs website, to discipline@brooklyn.cuny.edu.

The [Brooklyn College Behavioral Education and Support Team](#) (BEST) is a resource to report or discuss strategies for dealing with disruptive students in the classroom. BEST seeks to promote a civil campus environment and support students who may be in distress. Our work includes communication, collaboration, education, and prevention with respect to behaviors of concern while attempting to protect the privacy and the rights of the individuals involved. Two helpful resources available to faculty are the “[Addressing Challenging Student Behavior](#)” wallet card and [How to Identify, Assist, and Refer Students with Personal Problems and/or Disruptive Behavior](#).

Important Note: All Brooklyn College and CUNY policies apply to students, including but not limited to the Sex-based Misconduct Policy, whether the behavior occurs on campus, off campus or virtually. Questions or concerns can be directed to the Title IX Coordinator by calling 718.951.4128.

Establishing Classroom Behavioral Guidelines

Instructors may establish classroom behavioral guidelines. If a student’s behavior is disruptive and violates the guidelines, the instructor should verbally warn the student. If the disruptive behavior continues during the same class session, the instructor may ask the student to leave the classroom for the remainder of the class session. If the student does not leave when requested by the faculty member, the faculty member should contact Public Safety for assistance.

If the disruptive behavior continues to be a problem in future class sessions and the instructor wishes to dismiss the student from the course, the instructor must file a complaint with the Office of

Judicial Affairs. The instructor does not have the authority to dismiss the student from the course. The [Office of Judicial Affairs](#) will review the complaint to determine next steps. The student may continue to attend class sessions while the instructor's request for dismissal from the course is reviewed. If the student repeats the disruptive behavior while the case is under review, the instructor may again dismiss the student from the class session. If this occurs, the Office of Judicial Affairs may seek to temporarily bar the student from attending subsequent class sessions until the case has been resolved. Faculty should work closely with Judicial Affairs in addressing these issues.

After listing any classroom guidelines in your syllabus, faculty are encouraged to insert the following paragraph:

The above represents the guidelines for our class. Failure to comply with the above guidelines will first result in a verbal warning. If the disruptive behavior continues in the same class session, you will be asked to leave the classroom for the remainder of the class session. The behavior may be reported to Student Affairs for further disciplinary action.

Recording of Instructor

Video and/or audio recording of class lectures and review sessions without the advanced consent of the instructor is prohibited. Upon written request, the instructor may grant in writing permission for students to record course lectures, on the condition that these recordings are only used as a study aid by the individual making the recording.

Students with approved accommodations from the [Center for Student Disability Services](#) permitting the recording class meetings must present the accommodation letter to the instructor in advance of recording. On any days when classes will be recorded, the instructor will notify all students in advance. Distribution of recordings without written permission of the instructor violates educational law.

CUNY Guidelines: Use of Cameras during Online Classes [Updated]

Faculty may require students to turn on their cameras in online and hybrid courses during class periods or for remote testing purposes. Requiring students to use cameras may be important pedagogically to increase engagement, social connection, accountability and collaboration. Moreover, in some testing situations, cameras are essential to ensuring the integrity of the testing environment. You should clearly state your requirements for camera use in your syllabus and reiterate it during the first class meeting(s).

For temporary pivots to online class meetings due to an emergency, faculty may encourage camera use, but students may keep their cameras off. Review the [full guidance statement \(June 2024\)](#) for more details.

Students' Rights and Responsibilities: Discrimination and Harassment

Students are entitled to an educational atmosphere conducive to learning and free from discrimination and harassment. Students are entitled to equitable treatment in all aspects of the teacher-student relationship. The U.S. Department of Education, Office of Civil Rights, notes that faculty members may not refuse to enroll or teach students based on their religion or national origin (including shared Jewish, Muslim, Israeli, Palestinian, Arab, or South Asian ancestry), association with a national origin or shared ancestry, or other protected status.

A faculty member may not use the authority inherent in the instructional role to discriminate, harass, or to compel a student to engage in political action that is not listed on the syllabus available before the semester begins. The evaluation of students and the awarding of credit must be based on a professional judgment of academic performance and not on matters irrelevant to academic performance, such as race, religion, sex, sexual orientation, shared ancestry, or other protected status.

Other Important Considerations

- **Grades:** The deadline to submit Final Grades is **Tuesday, May 27, 2025**, for the Spring semester.
- **Incomplete Grades:** Resolution of incomplete (INC) grades will be accepted only if the missing work was made up prior to the deadlines published by the [Office of the Registrar](#). Exceptions to this policy require the approval of the Committee on Course and Standing and must be supported by clear documentation of the reasons for the request. It is your prerogative to establish an earlier deadline to give you time to grade the missing work.
- **Enrollment Verification:** During the first class meeting, confirm that the name of every student in attendance appears on your roster. Students who claim to be registered but are not on your roster should be referred to the Enrollment Services Center. Please download a roster from [CUNYfirst](#) on the first day of class so that your roster will accurately reflect drops for non-payment and other adjustments prior to the start of classes.

Regardless of whether attendance is a component of your course grades, it is vital to ensure that all students appear on the roster. Faculty are required to submit official “Verification of Enrollment” (VOE) through CUNYfirst indicating those students who have never participated in an **“academically related activity”** for your course. Failure to submit accurate enrollment records jeopardizes the students’ financial aid and puts the college at risk for federal penalties.

Spring 2025 Verification of Enrollment (VOE) Dates

- VOE Rosters available starting Saturday, February 1
- VOE Rosters due by Friday, February 14

[What is an “Academically Related Activity”?](#)

As noted in the guidance linked above, simply logging in is not enough. Especially for asynchronous online courses, make sure you plan *at least* one required academically related activity prior to the VOE roster submission deadline to allow your students the opportunity to demonstrate their participation.

- **No Late Adds:** Please remind students that “late adds” will not be accepted after the deadline to add a class (except for acknowledged College error).
- **Student Academic Regulations:** Please mention that all students should read the section entitled “Academic Regulations and Procedures” in the Brooklyn College Undergraduate or Graduate *Bulletin* for a complete listing of academic regulations of the College. These may be found on the [Bulletins page](#) of the Registrar’s website.

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Key Policies and Obligations of the Faculty

E-mail

Brooklyn College faculty are expected to check their **official college e-mail** on a regular basis, and to use their college account for all college business.

Conformance to Class Schedule

Faculty must meet all classes at the time and place scheduled, for the prescribed number of hours. The following regulations govern classroom teaching responsibilities:

1. In accordance with New York State Education Law (Title VIII, Chapter II, Section 145-2.1), all undergraduate and graduate classes must meet for the full term (a period equivalent to 15 weeks) as indicated in the college calendar.
2. Final Exams / Final Week
 - Undergraduate final examinations must be held in the 15th week of the semester at the specified time and place during the scheduled examination period.
 - Graduate final examinations, if conducted, will be held in their regular assigned time and place at their last class meeting during the final week unless instructed otherwise.
 - Final examinations for weekend courses will remain in their regular assigned place and will be administered at the regular class time on either May 17 or 18.
 - Additional information will be posted on the [Office of the Registrar](#)'s website.
3. Classes must meet on the days and at the times assigned in the college course schedule. In-person classes and synchronous distance learning sessions must begin promptly at the designated start times and run for the duration of the scheduled meetings.
 - Deviations from this schedule for any reason must receive prior approval from the department chairperson and dean.
 - Repeated delays or finishing class early constitutes a *de facto* deviation from the college course schedule and, therefore, are not permissible without prior approval.
4. All classes must have an established mode of delivery—in-person, online, or hybrid. Any class not delivered in-person must clearly identify the delivery method, such as Blackboard/Brightspace, Zoom video conferencing, Microsoft Teams, and so on. In addition to sharing this information clearly with your students prior to the start of the course, you must ensure your department chair is also informed.
5. The mode of instruction (in-person, hybrid, fully online, etc.) cannot be modified to differ from what is noted in the schedule of classes.
6. Independent library assignments or written assignments are not acceptable substitutes for a class meeting.

Office Hours

Your office hours (including [Adjunct Paid Office Hours](#)) must be formally established, held at regularly scheduled times, be clearly communicated to students on the course syllabus and elsewhere as appropriate, and occur at a set location corresponding to the delivery mode of the course. The meeting method should be

explicitly stated and may be different from how you conduct your classes (e.g., you use Blackboard/Brightspace for your course, but schedule Zoom meetings for your office hours).

“Office hours by appointment” are not an acceptable substitute for regularly scheduled office hours. If you need to cancel office hours due to an emergency, you must inform your students about when your make-up hours will be held.

As noted in the *Faculty Handbook*, Full-time faculty are asked to set aside two or three regular office hours each week throughout the academic year—following the formal scheduling and modality guidelines described above.

Similarly, Graduate Assistants and Graduate Fellows should establish at least one regular office hour each week per class section during the semester—following the same guidelines described above.

Faculty Absences

Faculty members who wish to miss an in-person class or synchronous online session **for professional purposes**, such as attending professional meetings/conferences, must obtain prior approval from the chairperson. Provisions must be made to have the class taught by another faculty member. Brooklyn College has a tradition of collegiality in which, in most departments, faculty have covered each other's classes on a basis of mutual accommodation. Such reciprocity is encouraged, but it must be cleared with the department chairperson *in advance*.

In cases of **personal emergency or illness**, the chairperson (or a deputy chairperson, if appropriate) must be notified. Faculty members should be given the mobile and/or home telephone numbers of the department chairperson and the deputy chairperson(s) to facilitate prompt reporting of unexpected absences. In cases of anticipated or actual absences of more than five consecutive calendar days (exclusive of Saturdays, Sundays, authorized holidays and recesses) due to illness, faculty must file a Temporary Disability Leave form accompanied by a physician's report.

Copyright and “Fair Use”

Copyright protections apply to both scholarly and creative works that you create and works that you use. You must comply with copyright law when engaged in teaching, research and other scholarly activities. By default, the copyright holder holds specific rights related to reproduction, distribution, and public performance or display of their work. When claiming fair use, you must first decide if your use is supported by the [Four Factors](#) that make the case for this exception to following the copyright law.

The Brooklyn College Library offers [guidance](#) about copyright that will help you decide what is a permitted, or fair use. If your use of someone's creative work would not be considered fair use, you must then obtain permission from the copyright holder or otherwise license the use of a work. Again, the Brooklyn College Library offers guidance on [obtaining permission to use copyrighted work](#).

Brooklyn College and CUNY provides access to millions of titles—including licensed electronic academic journals, databases, videos, books and book chapters—that can be integrated into your courses or made available via reserve. [Conformity with copyright restrictions is the responsibility of the instructor](#). If you need help navigating Fair Use and copyright rules, do not hesitate to contact our Library's experts at copyright@brooklyn.cuny.edu. For assistance with researching library resources to use in your courses, contact [your subject liaison librarian](#).

Sex-based Misconduct and Discrimination

Brooklyn College is committed to fostering a safe, equitable and productive learning environment. Students experiencing any form of prohibited discrimination or sex-based misconduct, on or off campus, can find information about how to make a report, their rights, confidential resources, supportive measures, and reporting obligations of Brooklyn College employees on the [Office of Diversity and Equity](#) website.

All reports of sex-based misconduct or discrimination should be made to Michelle Mendez, Title IX Coordinator (718.951.4128 or mvargas@brooklyn.cuny.edu), and may also be made to Public Safety (719.951.5511), the New York City Police Department (911 or a local NYPD precinct). Complaints involving students may also be made to Melissa Chan, Associate Director of Judicial Affairs, Division of Student Affairs (718.951.5352). Complaints involving employees may also be made to Renita Simmons, Executive Director of Human Resources (718.951.5137). Allegations of discrimination and retaliation can also be reported using the [CUNY Discrimination and Retaliation Reporting Portal](#).

Please refer to the [CUNY Policy on Sex-Based Misconduct](#) and the [CUNY Policy on Equal Opportunity and Non-Discrimination](#) for more detailed information.

CUNY Policy on Sex-Based Misconduct: Changes and Expanded Obligations

On August 1, 2024, the [CUNY Policy on Sex-Based Misconduct](#) replaced the CUNY Policy on Sexual Misconduct. The CUNY announcement is found [here](#). The new policy is based on revised Title IX regulations issued by the U.S. Department of Education. The following are some important changes:

- **Expanded categories of discrimination:** The Policy now lists discrimination based on gender identity; past, present, or potential pregnancy or related conditions; sex characteristics; sex stereotypes; and sexual orientation as Sex-Based Misconduct (Section IV(B)(1-5));
- **Expanded definition of Mandatory Reporters (formerly known as “Responsible Employees”):** Mandatory reporters who have a duty to notify the Title IX Coordinator of reports of sex-based misconduct now include all employees who have responsibility for administrative leadership, teaching, or advising (Section VI(B));
- **Expanded obligations for all employees informed about conduct that may be prohibited under the Policy on Sex-Based Misconduct:** All employees must provide an individual who may have been subjected to sex-based misconduct with the name of the Title IX Coordinator and information about how to make a complaint;
- **Expanded Pregnancy-Related Provisions:** Section VI(G) and Section VII(D)(4) cover students and employees seeking accommodations due to pregnancy or related conditions.

For more information on how the new *Policy on Sex-based Misconduct* differs from the previous policy, please refer to the [announcement on CUNY’s website](#). For questions on the new policy or to report possible incidents of Sex-Based Misconduct, please contact the Title IX Coordinator, [Michelle Mendez](#).

Learning Management (LMS) Use Policy

CUNY recently updated the [Policy for Use of an LMS for Online Classes](#). The updated policy emphasizes the desirability of a single platform and cybersecurity compliance. As noted in the policy rationale, a single LMS contributes materially to student success both by establishing a uniform tool for accessing course materials and by limiting the technology that must be mastered by any student. Students report that the

multiple tools faculty use to deliver online classes create confusion and are unnecessarily burdensome. CUNY and Brooklyn College currently support Blackboard and D2L Brightspace only – with the former being discontinued in Fall 2025.

Brightspace Transition

Brooklyn College has begun the transition to Brightspace! Training information and resources may be found on [AIT's Brightspace Transition](#) website. The following are the phases to get you ready before next academic year.

- **Recognition:** Learn where to find the class content and the assessments transferred from Blackboard, copy course sites that did not transfer to Brightspace, and create a practice site.
- **Adjustment:** Review the previous content created in the Brightspace environment and proceed with the necessary adjustments or adaptations.
- **Deployment:** Learn how to deploy the updated content into the course shell created for the course delivery.

For questions about Brightspace training and resources, get in touch with Carlos A. Cruz, the college's LMS Administrator, at carlosa@brooklyn.cuny.edu.

Support for Faculty Wellness

As a reminder, the CUNY Employee Wellness Program is available *free of charge* to all Brooklyn College faculty. The university resources include a range of support (mental health, legal, financial, daily life) and convenient services provided by [CCA@YourService](#) to employees and their families. More information about that program designed to assist and support your ongoing health and well-being may be found on the program's [website](#).

Additionally, the [Personal Counseling Center](#) at Brooklyn College provides services and referrals for faculty, staff, and students.

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Your assistance in this effort to inform our students of key academic information is greatly appreciated. Thank you and best wishes for a successful spring semester!

cc: President Michelle J. Anderson
Provost and Senior Vice President April Bedford
Vice President Lillian O'Reilly
Vice President Ronald Jackson
Interim Dean James Lynch
Dean María Scharrón-del Río
Dean Philip Napoli
Dean Peter Tolias
Interim Dean Paula Masood
Natalie Coombs
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