

**New York Faculty Council**

*Pace University  
New York, NY 10038*



**Meeting Minutes**

**November 1, 2017**

**12:20 P.M.**

**Bianco Room – One Pace Plaza**

*Cathy Dwyer, Chair  
Janice Winch, 1<sup>st</sup> Vice Chair  
Matthew R. Marcello, Secretary*

**12:20 p.m. - Call to Order**

- **Balloting conducted during meeting:**
  - Council of Deans and Faculty on Promotion and Tenure (CDFPT) Faculty Representative (One regular member; Three alternates)
  - CDFPT Appeals Committee (One regular member; Three alternates)
  - Two untenured alternates for the following NYFC Committees:
    - Academic Resources
    - Admissions and Retention
    - Faculty Affairs
    - Scholarly Research
    - Student Affairs, Athletics, Publications, and Scholastic Standing
  - Safety Advisory Task Force (Two members)
- **Introductions and Announcements** (1 minute each at maximum)
  - Cathy Dwyer

Jean Coppola (Computer Science) passed away on October 29, 2017 and information about her funeral and wake will be shared via the listserv.

- Demos Athanasopoulos

The information technology network as we see it today is a result of Jean's work. She was also critical to getting faculty access to computing facilities.

- Nancy Reagin

I have an announcement to make, before we start the meeting's agenda. As some of you might know, Dr. Adelia Williams, who served as the Associate Provost for Academic Affairs, has gone on medical leave. Nira Herrmann has asked me to take that position on an interim basis. Because we've had some changes in our leadership this year, and this is a period of transition in our governance, I thought it would be best for the university if I accepted. I will do my best to help Nira and the Provost's Office to provide good leadership for and service to the academic side of the university.

I have become Interim Associate Provost for Academic Affairs, effective today. As a result, I'm resigning my position as chair of the NYFC. As per our NYFC Constitution, the Executive has chosen Cathy Dwyer, our NYFC Second VP, to serve as chair through December. We'll hold open nominations for the chair position throughout November, and will elect a new Faculty Council chair at the December 13<sup>th</sup> meeting. Again, as provided for in our constitution, the Nominations Committee will accept nominations for this position and will conduct the ballot at our next meeting. If you want to nominate yourself or someone else, please contact Joanne Singleton, chair of the Nominations Committee. We will also issue the call for nominations in an email to the list.

I want to thank you all for giving me the opportunity to serve as chair of this organization for the last five years. You are my colleagues, and you have honored me enormously by trusting me with this position, and by supporting the Executive committee with both words and actions.

Every time I walked into our monthly meeting, and saw how many people thought it was worth their time to attend the meeting, to participate, to vote, to run for and work on committees---every time I've seen that, it's lifted my spirits to see that commitment to our community and to the faculty's role in shared governance. I am well aware that you all have other responsibilities and plenty of demands on your time, and I've grateful that so many of you have chosen to contribute to running the university.

If this faculty council has functioned well over the last five years, and it has, that is due to the hard work and collegiality that you've brought here. I want to thank you all for that, and for the encouragement, support, and friendship that many of you have given me. Thank you for giving me the chance to lead this council.

- Cathy Dwyer

The current Executive Committee term ends December 2018. On December 13<sup>th</sup>, there will be an election to fill the Chairperson position. Under the Executive

Committee plans for leadership, I will serve as the Chairperson for the rest of the Fall Semester, Dan Strahs will serve as Chairperson for Spring 2018, and I will return in Fall 2018. Dan Strahs will be on the ballot in December 2017. Any additional interested people are encouraged to submit their name to the Nominations Committee. In December 2018, all positions for the Executive Committee will be on the ballot for election for a two-year term.

A university committee has been formed to evaluate the use of Starfish and volunteers for the committee have been recruited from multiple NYFC committees, including Student Affairs, Admissions and Retention, and the UNV 101 Advisory Board.

- **Minutes from October 4, 2017 were approved**

**12:32 p.m. Academic Integrity Code** (Lisa Farber)

**Attachments:** Pace University Academic Integrity Code

*Presentation highlights:*

The academic integrity code was approved by faculty council and the Board of Trustees in 2016. A statement for course syllabi has been prepared and it is under consideration by the Provost's office. Faculty development workshops will be offered this semester to help train faculty about implementing the new code. There may also be an additional program for transfer students and upperclassmen. We recommend that Pace becomes a member of international Center for Academic Integrity. Currently working on a system for record keeping.

Most of the cases of academic misconduct will be handled by interaction between faculty member and student through direct resolution. The faculty member is expected to discuss the infraction and the possible resolutions. After the sanctions are proposed, students have 24 hours to review their options. The faculty member is expected to fill out a form and it should be signed by both the faculty and student. The completed form should be Chairperson of the Academic Conduct Committee.

*Questions and/or Comments from the Audience*

- Catherine Zimmer
  - Are we required to report instances?
- LF
  - Yes, all instances should be reported. There is also a procedure for self-reporting.
- Demos Athanasopoulos
  - Should self-plagiarism be investigated and reported?
- LF
  - Yes, that is considered duplicative work.

**12:42 p.m. Sexual Assault Procedure Overview** (Steve Brodsky and Jessica Garet)

**Attachments:** (1) Faculty Guide: Sex-Based Misconduct- Your Responsibilities and Potential Liability and (2) Sex-Based Misconduct - One Page Faculty Reporting Protocol Summary

*Presentation highlights:*

Jurisdiction includes trips that are sponsored by the University in addition to incidents on campus. All members of the community have the ability to report to Affirmative Action Office/Title IX Coordinator to report any instances of sex-based misconduct.

Faculty members are considered “responsible employees”. Therefore, if someone reports any sex-based misconduct to you, then, in effect, they have put the University is on notice. Once the University is on notice, we must investigate.

If sex-based misconduct is reported you do not need to make a decision about whether or not sex-based misconduct occurred, but you do have an obligation to report to Affirmative Action Office/Title IX Coordinator.

Faculty are not a confidential resource. Faculty should state they are not confidential and should offer them a confidential resource. Confidential resources include, Jessica Garet (Director of the Office of Sexual Assault Prevention and Education), University Health Care, and the Counseling Service.

If a student chooses to disclose (even though you are not confidential), thank them and let them know of your duty to report. Your responsibility is to e-mail Lisa Miles (Title IX Coordinator/Affirmative Action Officer) with the information provided

to you by the student. That is where the obligation to reporting ends. Faculty can still provide additional support after reporting.

If a student says they are in danger. Faculty should have student notify Dean of Students and Security and can assist with that contact.

Faculty are concerned about potential liability should they participate in this type of exchange. Faculty and employees are fully indemnified in respect to defense expense and/or damages as long as duties are performed in good faith, which includes reporting.

#### *Questions and/or Comments from the Audience*

- Demos Athanasopoulos
  - What if something happens off campus?
- SB
  - If the person who assaulted, stalked, or committed a violent act is not under jurisdiction of the University community, our response is to let the student know what resources on campus. The counseling center can then make referrals to external resources. The University would not do an investigation in that case because
- Is there going to be more extensive training?
- SB
  - All new employees need to complete training course. There is also a program with training resources. We would like to provide additional training and are willing to work
- Dan Strahs
  - Faculty Affairs Committee has sometime organized legal workshops and we will organize something for the spring for this subject.
- JG
  - You are a person of support, but not an investigator or therapist. We are interested in training faculty about how to best receive this information.
- Joan Roland
  - HR reprimanded me when I did not report sexual harassment from a student toward faculty. I filed the complaints but did not report initially.
- SB
  - Harassment can come in any direction. We review online training on an on-going basis to make sure the information is up-to-date. Some faculty do feel that we can do more to help them better understand the information and that is our goal.

- Bob Wiener
  - If a student comes to a faculty member, does that preclude them from reporting to another person
- JG
  - No
- Bob Wiener
  - Do the guidelines apply to the entire University community?
- SB
  - Yes
- Bob Wiener
  - Which of the faculty committees was involved in shaping the policy?
- SB
  - The legal obligation is to inform faculty. Clarifications were recently made, but there were no substantial changes and the changes that were made were required by the US Department of Education Office of Civil Rights.
- Bob Wiener
  - The Executive Council should provide the edited documents to the appropriate committee.
- SB
  - I have provided the redline document to Dan Strahs (Chair of Faculty Affairs) and would be happy to review it with anyone.
- Susanne O'Callaghan
  - Can you clarify our responsibilities in the case of stalking that occurred off campus?
- SB
  - If anyone reports anything that is could be covered by our policies, faculty should not analyze that if it does or not. Faculty should report to the Title IX/Affirmative Action Officer. We only have jurisdiction of people in the University community. We can investigate individuals who are part of the University community. If, for example, a spouse commits a violation whom we have not jurisdiction, we let people know that their options are.
- JG
  - If someone reports to you, we should pass it on.
- Mara Grayson
  - How much this will decrease reporting because of a lack of trust? A lot of students come with race-based discrimination, sexual misconduct, and mental illness. Students say there is typically two-week wait at counseling center and then it is difficult to keep appointments. Will there be additional resources for students if faculty are no longer serving those roles?
- Provost Herrmann

- Additional support has been requested, approved, and moved forward.
- JG
  - Data shows that the more confidential resources the better and more people will come forward. We cannot all be confidential resources. Faculty cannot keep reports private, but you can connect to services
- SB
  - Training can help tease out some of these issues. If you do not report, then you are a responsible person and the University is liable for any inaction. The non-sex based policy is not as strong, but any discrimination should be reported also.
- Mara Grayson
  - Additional training about intersectional discrimination would be very helpful.
- SB
  - In emergency situations, they counseling center has stepped up and dealt with these issues first.
- Demos Athanasopoulos
  - How do we handle explicit vs implicit notification?
- SB
  - Specific scenarios can be addressed in a training session. The question is when do you have enough information.
- Demos Athanasopoulos
  - Can we have a through policy with examples to reduce stress on faculty who have to make the decision?
- SB
  - Err on the side of caution. If there is any doubt about reporting, then report.
- Walter Antognini
  - Good faith is defined by the Board of Trustees. If a student hints at an issue, are we required to receive further information?
- SB
  - The student does not need to go further. You can inform them that you have an obligation to report. Once a student identifies it as an issue. You can step back and refer to the policy and inform them that you are a non-confidential resource.
- JG
  - Counseling does have walk-in hours every day in case of emergency.

**1:20 p.m. New Password Policy (Chris Bohlk)**



**Attachments:** Password Presentation November 2017*Presentation highlights:*

- Minimum Password Requirements for Faculty and Staff
  - Minimum of 12 characters (At least 3 of 4: UPPERCASE, lowercase, numbers, and symbols)
  - Change password once by Tuesday, January 9th, 2018
  - New employees hired on or after September 20<sup>th</sup>, do not need to change their password
  - If you have changed your password on after September 20<sup>th</sup>, you do not need to change your password
- To change password, go to: Go to <https://adam.pace.edu>
- Change Your Password on All of Your Devices
  - Please ensure that you change your password for ALL of your devices including.
  - Wireless network on portable devices (cell phones, laptops, tablets)
  - E-mail applications
  - Any other programs where you've saved your Pace password
- Ensure your Pace Password is unique and not used with any other account such as, LinkedIn, Yahoo, etc.
- The longer the password, the more difficult it is for attackers to crack the password or the password hash
- For Additional help contact the ITS Help Desk

*Questions and/or Comments from the Audience*

- Cathy Dwyer:
  - Is it possible that ITS could give everyone a checklist with step-by-step directions? Also, sometimes there are different port numbers or alternative addresses for e-mail accounts and that information would be helpful to have on a checklist.
- CB
  - Yes, we can work on that.
- Joseph Morreale:
  - How often are you expecting us to do this? What is your advice about saving passwords in a browser?
- CB
  - This is a one-time activity. We recommend not to save your password and that you use recommend two-factor authentication.
- Does it matter if you are on campus when you do the password change?
- CB

- You can do it at home, but we recommend doing it on campus. Your laptop password will not be updated until you get on campus.

**1:30 p.m. Old Business**  
None

**1:31 p.m. New Business**

- Vince Barrella
  - We did not hear anything about the financial health of the University. We need disclosure and transparency to prevent issues from festering. The administration needs help from the faculty to fix the problem.
- Bob Almon
  - We are in the middle of assessing enrollment. The census was October 21 and it takes time to recalculate revenue. During the next meeting, I will be giving a full report.
- Vince Barrella
  - I heard there was \$5 million deficit and that the plans to close the gap are not close.
- Bob Almon
  - Whenever something has not been as expected we generate a plan and we will have a plan to deal with this year's budget.
- Anne Toomey
  - There have been many scheduling problems and issues with the second set of proofs. We need the infrastructure to help make cross campus engagement and learning communities.
- Cathy Dwyer
  - There were layoffs over the summer and this was one area that was impacted.
- Jim Curry
  - We did not lose any staff; however, Jodi Amditis is out on medical leave. We are aware of the issues. Complicating the problem is that we are getting triplicate requests with conflicting information. The timing issues have also happened in the past. On December 18-21, we are resetting the system and changing policies going forward.
- Joseph Morreale
  - These issues have been going on for years. This becomes an issue of retention if these things are not being fixed because students are paying a lot of money.
- Jim Curry
  - The hope is to change and address the issues that are being discussed.
- Provost Herrmann

- We also need to use our space distribution more effectively. We are planning to analyze classroom usage at a micro level and determining if the room usage is coherent on the college level. A lot of our current software is transactional and does not allow for easy analysis of these issues and that is a reason why we are looking to upgrade software.

**1:44 p.m. Adjournment**

All in favor

**Meeting Attendees (123)**

<b>Name</b>	<b>Department</b>
Abergil, Inbal	Art
Antognini, Walter	Legal Studies & Taxation
Athanasopoulos, Demosthenes	Chemistry & Physical Sciences
Bachenheimer, Bruce	Management & Management Science
Barrella, Vincent	Legal Studies & Taxation
Becket, Charlotte	Fine Arts
Berg, Abbey	Communication Sciences & Disorders
Bhandari, Nardendra	Management & Management Science
Birney, Lauren	Education
Bishop, Susan	Management & Management Science
Bolton, Matthew B.	Political Science
Brewer, Meaghan	English
Britton, Akissi	Sociology & Anthropology
Brown, Harold	Philosophy & Religious Studies
Buraei, Zafir K.	Biology
Bynoe, Anne	Economics
Cappellmann, Susan	Physician Assistant Program
Chacon, Tonya C.	Education
Chang, Eric	Chemistry & Physical Sciences
Charles, Marie Lourdes	Nurse Education
Cho, Myo Jung	Accounting
Chowdhury, Imran G.	Management & Management Science
Chung, Kwang-Hyun	Accounting
Col, Burcin	Finance
Colella, Frank	Legal Studies & Taxation
Collica-Cox, Kimberly A.	Criminal Justice & Security
Connerton, Winifred C.	Nursing

Cramer, Lauren	Film Screen Studies
Crispo, Erika	Biology
Di Gennaro, Kristen K.	English
Drury, Lin	Nursing
Dwyer, Cathy	Information Systems
Evans, Brian	Education
Fain, Deborah	Marketing
Farber, Lisa	Art
Fichtenbaum, Mark A.	Legal Studies & Taxation
Frank, Ronald	History
Fuentes Peralta, Pamela	Women & Gender Studies
Genc, Yegin	Information Technology
Godfrey, Christopher	Psychology
Goldleaf, Steven	English
Gopalakrishna, Pradeep	Marketing
Grayson, Mara	English
Gross, Randolph	Nurse Education
Hanratty, Kier	Economics
Hayes, Darren Richard	Information Technology
Henley, Tiffany	Public Administration
Huckle, Kiku	Political Science
Ilves, Katriina	Biology
Ismailescu, Iuliana	Finance
Johnson, Erica	English
Kapstein, Adrienne	Performing Arts
Karthikeyan, Sethu	Communication Sciences & Disorders
Kazlow, Michael	Mathematics
Kessler, Eric	Management & Management Science
Klein, Adam	Communication Studies
Knoesel, Joanne M.	Nurse Education
Kreitz, Kelley A.	English
Lee, Picheng	Accounting
Longman, Sophia	Finance & Economics
Lynch, Thomas L.	Education
Magaldi, Jessica	Legal Studies & Taxation
Mandel, Ellen	Physician Assistant Program
Marafioti, Martin	Modern Languages & Cultures
Marcello, Matthew	Biology
Markovitz, Harvey B.	Marketing
McDermott, Peter	Education
McDonald, Jillian	Fine Arts
Mendelsohn, Joshua	Health Studies
Mercanti, John Vincent	Performing Arts
Miranda, Laura	Nursing
Mojica, Elmer-Rico	Chemistry & Physical Sciences
Morreale, Joseph	Economics

Morris, Barry	Communication Studies
Mowder, Barbara	Psychology
Murphy, Mary Ann	Communication Studies
Niu, Weihua	Psychology
Nomee, Julia	Information Technology
O'Callaghan, Susanne	Accounting
Offutt, William	History/ Honors Program
Paljevic, Esma	Nursing
Paul, Aditi	Communications
Pontrelli, Gina	Physician Assistant Program
Priluck, Randi	Marketing
Raubicheck, Walter	English
Reich, James	Philosophy & Religious Studies
Reidenbach, Matthew	Accounting
Roland, Joan	History
Rosenthal, Lisa	Psychology
Ryan, Joseph	Criminal Justice & Security
Salerno, Roger	Sociology & Anthropology
Shostya, Anna	Economics
Singleton, Joanne	Nursing
Slyer, Jason T.	Nursing
So, Shing	Mathematics
Soares, Manuela	Publishing
Strahs, Daniel	Biology
Sukhatme, Uday	Chemistry & Physical Sciences
Szablewicz, Marcella T.	Communication Studies
Tang, Charles	Accounting
Tekula, Rebecca	Public Administration
Toomey, Anne	Environmental Studies & Science
Topol, Martin	Marketing
Villagra, Andres	Modern Languages/Cultures
Viswanath, P. V.	Finance & Economics
Wang, Ping	Accounting
Welty, Emily	Women & Gender Studies
Wexler, Sharon Stahl	Nursing
Wiener, Robert	Legal Studies & Taxation
Williamson, Colin	English
Winch, Janice	Management & Management Science
Yarbrough, Todd	Economics
Zaslow, Emilie	Communication Studies
Zimmer, Catherine	Film Screen Studies

<b>Guests</b>	<b>Dept / Unit / Office</b>
Sally Dickerson	Office of Research
Maria Iacullo-Bird	Dyson Dean's Office
Susan Dinan	Honors College
Jean Gallagher	Admin

Hillary Knepper	Public Administration
Nira Herrmann	Provost's Office
Jonathan Hill	Seidenberg School
Bette Kirschstein	Dyson Dean's Office
Christine Shakespeare	Continuing Education

# Pace University Academic Integrity Code

## I. Philosophy of Academic Integrity and the Academic Integrity Code

The Academic Integrity Code supports Pace University's commitment to academic honesty and creates a culture at the University that emphasizes high standards of academic integrity, ethical behavior, and responsible conduct.<sup>1</sup> The purpose of the Code is to educate students about what constitutes academic misconduct, to deter cheating and plagiarism, and to create a fair process and a set of procedures to handle cases of academic misconduct including documentation and application of sanctions. Academic integrity is defined as honesty and ethical conduct in learning and the educational process. The educational environment is enhanced when students believe that their academic competence is being judged fairly and that they will not be at a disadvantage because of the dishonesty of another. All members of the University community are expected to uphold the highest standards of academic integrity.

The Academic Integrity Code applies to all undergraduate and graduate students at all campuses of Pace University (except the Law School). It supersedes the academic integrity policies of the different schools within Pace University. All students registered for classes in the University are subject to the terms of this Code, expected to be familiar with the Code, and to abide by the policies, procedures, and sanctions of this Code.

## II. Academic Misconduct and Violations of this Code

Violations of the Academic Integrity Code are considered to be acts of academic misconduct and are serious offences to the Pace academic community. Academic misconduct may also violate the law and be the basis for criminal prosecution outside the University. A fundamental assumption underlying this Code is that faculty possess full authority and responsibility for the conduct of their classes of instruction in accordance with University policy. Faculty, students and all members of the University community who in good faith have reason to believe that a violation of this Code has occurred, have a moral obligation to report this information to a course instructor, proctor, or the Chair of the Academic Conduct Committee. All forms of academic dishonesty and misconduct violate this Code. It is not possible to list definitively every type of academic misconduct, hence, the following violations are set forth as examples of proscribed conduct and are not to be considered complete or exclusive:

- A. Cheating. Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- B. Fabrication. Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- C. Facilitating academic dishonesty. Intentionally or knowingly helping or attempting to help another to violate any provision of this Code.
- D. Plagiarism. The adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgment. This would include, for example, copying the answers of another person or copying or substantially restating the published, unpublished, or on-line work of another person without appropriate attribution, or collaborating with another person on an academic endeavor without the prior knowledge of the instructor or without proper acknowledgment of the other person's contribution.
- E. Misrepresentation. Any act or attempted act of knowingly presenting false information or data related to academic work as genuine information or data.
- F. Unauthorized possession or use of academic materials. Wrongfully obtaining, possessing, using, or distributing to others, examination or other materials that have not been officially released by the instructor.

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<sup>1</sup> This Academic Integrity Code is modeled in part on the Code of the College of Arts and Sciences at Boston University, University of Maryland, College Park, and other academic institutions. It was adopted by Pace University on September 1, 2017.

- G. Unauthorized communication. Any form of communication (except with the instructor or proctor) during an examination, or knowingly informing another of the content of an examination not officially released by the instructor.
- H. Forgery or alteration. Placing any unauthorized signature on any school-related document or making any unauthorized change to an examination or other work product, grade, grade list, official University record or document (including but not limited to transcripts, letters of recommendation, degree certificates, or other school-related documents).
- I. Theft or destruction of academic materials. Removing or destroying examinations, examination books or similar materials, or any work product before or after submission, including wrongfully altering evidence of possible poor performance.
- J. Duplicative work. Submitting the same or substantially the same work product in response to a subsequent assignment. It is expected that students produce new coursework for each assignment; material produced for credit prior to a course may not be submitted for credit to another instructor without his or her prior knowledge and consent, nor may a student submit the same or substantially the same work product simultaneously to two different course instructors for credit.
- K. Acts that are harmful or unfair to other students. Unauthorized removing, damaging, or altering materials from libraries, classrooms, or offices; altering or destroying another student's work or records; inappropriately permitting another student to use one's knowledge, information, or work product; or in any way interfering with the work of another so as to impede the other's academic performance or the fair judgment thereof.
- L. Making or offering any false statements to the Academic Conduct Committee regarding any Academic Conduct Committee matter.
- M. Other violations.<sup>2</sup> Violation of any other University rule, regulation, policy or sanction, relating to matters of academic integrity.

### III. Procedures

It is the goal of this Code to establish procedures that are fair for both students and faculty, and that will be followed and applied in good faith by the University.

Course instructors and other school officials, who have knowledge of an act or acts which they deem constitute academic misconduct, hereafter shall follow the procedures set forth in this Code, to include the obligation to document and report such misconduct to the Chair of the Academic Conduct Committee. The Pace University community, its students, faculty, staff, and administration, encourages all course instructors to make full use of this Code and to use the procedures outlined below to help promote academic honesty and ethical conduct within the University. An examination proctor, if aware of an act or acts of academic misconduct, is obligated to report this information to the course instructor.

If a student or another member of the Pace community is aware of an act or acts of academic misconduct, he/she shall contact the course instructor and/or the Chair of the Academic Conduct Committee who shall thereafter consult with the course instructor.

In furtherance of the objectives of fair and expeditious resolution of matters of possible violations of this Code, two forms of resolution are available: Direct Resolution and Resolution by the Academic Conduct Committee. In cases involving issues of academic integrity, the following procedures shall be applied:

#### A. Direct Resolution

##### 1. If:

- (a) the person initiating the charges (hereafter referred to as the complainant) is a

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<sup>2</sup> If the matter concerns student academic integrity, it shall be reported by the instructor or complainant to the Chair of the Academic Conduct Committee. See the procedures outlined in Section III. If the matter concerns behavioral conduct, the matter shall be adjudicated under appropriate policies and procedures set forth in the Student Handbook. If the matter introduces multiple concerns (for example, academic integrity, behavioral conduct, discrimination, the Title IX Coordinator/Affirmative Action Officer and/or any other appropriate University Official, the Chair of the Academic Conduct Committee, and the Dean for Students, shall coordinate the procedures.



- course instructor, and
- (b) the alleged academic misconduct relates directly to a course taught or an examination monitored by the instructor or a proctor, and
  - (c) neither the student's official academic record or the file of the Academic Conduct Committee contains evidence of any instances of prior academic misconduct, then the complainant, in his or her sole discretion, shall have the option of attempting Direct Resolution of the matter. If the instructor as complainant has a legitimate educational interest in a student's educational records, he or she may consult either the student's official academic record or the file of the Academic Conduct Committee to determine whether there have been any previous violations of the Code by the student.<sup>3</sup> (If the complainant determines that the student has previously violated the Code, he or she must notify the Chair of the Academic Conduct Committee as described in Section III.B.)
2. As soon as practicable, the complainant shall inform the student suspected of academic misconduct of that person's observations, conclusions, and the proposed sanctions to be imposed.
  3. The student will be given a reasonable time, but not less than twenty-four hours, to consider the accusations and proposed sanctions and can consult with anyone he or she wishes about these matters.
  4. If the student accepts the proposed sanction, the matter may be resolved between the student and the complainant. All violations of the Code shall be documented and reported to the Chair of the Academic Conduct Committee. The complainant shall submit to the student the standard form entitled Documentation of Direct Resolution. The form shall be completed by the complainant and then signed by both parties. The complainant shall submit the form to the Chair of the Academic Conduct Committee, who will send/place the form in the Committee's file located in the Office of Provost on each campus. The Chair of the Academic Conduct Committee is also encouraged to send a copy to the student's academic advisor.
  5. If, after discussion between the complainant and the student, the student does not contest the charges but is, for any reason, unavailable to sign the Documentation of Direct Resolution form, the complainant shall notify the Chair of the Academic Conduct Committee (as described in Section III.B.2).
  6. If a student feels that he or she is unsatisfied with the outcome of the Direct Resolution process, or that he or she has been unjustly accused and/or penalized by an instructor for alleged academic misconduct, the student may follow the Student Grievance Procedure outlined in the Student Handbook. If the matter concerns a grade, the student may follow the Grade Appeal Procedure outlined in the University Catalog. If the Dean for Students, Assistant Dean for Community Standards and Compliance, or the Dean of the College in which the course was taught, determines that the matter is primarily an issue of student academic integrity, the Dean or Assistant Dean for Community Standards and Compliance may refer the matter to the Chair of the Academic Conduct Committee for consideration.
  7. If the alleged violation of the Code takes place during the months of June, July, or August, the complainant may resolve the matter through Direct Resolution or may contact the Committee Chair by telephone or e-mail. If the matter can not be resolved through Direct Resolution, either through the complainant or the Committee Chair (as also described in Section III.B.3), the matter shall be postponed until the fall semester, when a Committee hearing may be convened, if necessary.

## **B. Resolution by the Academic Conduct Committee**

If the complainant is a school official other than a course instructor, or the complainant elects not to attempt Direct Resolution, or the student and the complainant can not within a reasonable period of time reach an accord; or the matter is not subject to Direct Resolution by the

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<sup>3</sup> The University and this Code adhere to the Family Educational Rights and Privacy Act of 1974 as Amended.

complainant (for example, if the student's official academic record or the file of the Academic Conduct Committee contains a record of a prior instance of academic misconduct), the following procedures shall apply.

1. The complainant shall notify the Chair of the Academic Conduct Committee in writing:
  - (a) describing the alleged act of academic misconduct (including the date, time, witnesses if any, and other details);
  - (b) enclosing and/or describing relevant evidence, if any;
  - (c) describing any discussions between the complainant and the student;
  - (d) requesting that the matter be addressed by the Academic Conduct Committee (hereafter referred to as the Committee).

Upon receipt of written notification from the complainant, the Committee Chair may, in his or her sole discretion, attempt to resolve the matter between the complainant and the student, within a reasonable period of time, before convening the Committee. The Committee Chair may only impose the sanctions described in Section V of this Code. If the Committee Chair successfully resolves the matter, the Documentation of Direct Resolution form shall be completed and signed by the complainant, the student, and the Committee Chair. If the matter is not so resolved by the intervention of the Committee Chair, he or she shall cause the Academic Conduct Committee to be convened.

### **C. The Academic Conduct Committee**

1. Two Academic Conduct Committees shall report to the Provost. One Committee shall handle cases that occur in Westchester and the other shall handle cases that occur in New York City. Membership of each Committee shall consist of eleven persons including the Chair: six faculty members and five students. The six faculty members on each Committee will serve for terms of two years, which will be staggered so that each spring three faculty members shall be elected at large by each Location Council of the Joint Faculty Council to serve on the Committee. The students shall serve on the Committee for a term of one year. Each spring, five students shall be elected at large through the Student Government Associations on each campus, New York City and Westchester, to serve for the following academic year. Service on the Committee shall begin on the first day of the fall semester and continue through May of the spring semester. Each year, at the first meeting of the Committee, the Committee members shall elect a Chair who must be a faculty member. A faculty member may serve as Chair for more than one year if he or she is reelected by the Committee. The Committee Chair, in addition to serving on the Committee from September through May, shall make himself or herself accessible by telephone or e-mail during the summer months.
2. Members of the Committee shall notify the Committee Chair, and shall be excused, if they are unable to attend a hearing or if any particular matter involves an actual or potential conflict of interest between the member of the Committee and the complainant or the student.
3. The Committee Chair may, but shall not be required to, appoint pro tempore members to replace members of the Committee who have been excused because of their inability to attend or to participate.
4. The Committee Chair shall:
  - (a) arrange for the Committee to be convened as soon as practicable, and
  - (b) submit to the Office of the Provost the following information: the names of the complainant, the student, and the date, time, and location of the hearing.
5. The Committee Chair shall inform the accused student (by letter, sent by certified mail, return receipt requested, at least ten days prior to the hearing) of the following:
  - (a) The alleged violation of the Code;
  - (b) That the student is requested to attend the hearing and the date, time and location thereof;
  - (c) That the student may request the Committee Chair to reschedule the hearing for a reason deemed justifiable in the sole discretion of the Committee Chair;

- (d) That the student shall have the right to have access to and to obtain copies of any documents intended to be used as evidence at the hearing as well as the names of any witnesses who may testify at the hearing;
  - (e) That the student shall be allowed to address the Committee and to produce witnesses on his or her behalf;
  - (f) That the student shall have the right to question the complainant and the right to question any witnesses;
  - (g) That at the hearing, the student shall be permitted to be accompanied by one person of his or her choosing, for example, a faculty advisor or an attorney, whose participation is limited to advising the student. The University neither provides nor pays for such advisors or attorneys.
  - (h) University Counsel may attend the hearing and advise the Committee Chair and members of the Committee.
6. At least ten days prior to the hearing, the Committee Chair shall send a copy of the letter described in Section III.C.5 to the complainant.
  7. The Committee Chair may submit a written request to the student asking him or her to provide any copies of relevant documents and a list of any potential witnesses that the student may present in his or her defense at the hearing. The student may be requested to submit such material to the Committee Chair at least three business days before the hearing.

#### **D. The Hearing**

1. A quorum shall consist of seven members of the Committee, at least four of whom must be faculty members.
2. The Chair shall preside at the hearing, shall determine the scope of the hearings, and shall control all procedural aspects of the hearing in order to maintain fairness and decorum.
3. A majority vote of the Committee members present shall be required to render a judgment and impose a sanction. Votes of the Committee shall be by secret ballot and the Chair shall vote only to break a tie.
4. The hearing may proceed in the absence of the accused student if the Chair is satisfied that proper notice of the hearing was given to the student and, in the sole discretion of the Chair, there is no legitimate reason for the student's absence.
5. The order of the hearing shall be as follows:
  - (a) Statement of charges by the Chair;
  - (b) Presentation of evidence and examination of witnesses by the Chair. At the discretion of the Chair, members of the Committee may directly question the complainant, the student (if he or she elects to testify), and witnesses;
  - (c) Presentation of evidence and examination of witnesses by the student (may be waived by the student);
  - (d) Statement by the accused student (may be waived by the student);
  - (e) Deliberation shall take place only among Committee members;
  - (f) As soon as possible but not more than fourteen days after the hearing, the Committee shall determine whether the charges have been sustained and, if so, the appropriate sanction.
6. The hearings (but not the deliberations) of the Committee shall be recorded and preserved in the Office of the Provost. A copy of the recording may be obtained by the student from the Office of the Provost.
7. The Committee shall not be bound by judicial rules of evidence.
8. The burden of proof is on the University to establish that the student has violated the Code; the burden is satisfied based on a preponderance of the evidence.
9. The burden of proof is on the student to establish that any mitigating circumstances may be partly responsible for his or her actions or may warrant leniency on the part of the Committee; the burden is satisfied based on a preponderance of the evidence.
10. The complainant shall make himself or herself available for appearance before the Committee.

11. The accused student, the complainant, and all witnesses appearing at the hearing, will be requested to make an oral affirmation that all testimony given at the hearing is truthful. This attestation will include an acknowledgment that any false statements made during the hearing may result in a charge of academic misconduct and a possible sanction for presenting false information to the Committee. If a witness testifies but is unwilling to make the oral affirmation, the Committee may draw adverse inferences from his or her refusal to do so. Witnesses to the alleged academic misconduct may be requested to provide a written report and, if requested, to make themselves available for appearance before the Committee.
12. The hearing shall be closed to the public. At the discretion of the Chair, witnesses may be excluded from attending parts of the hearing and any examination of other witnesses.
13. The hearing may be recessed and reconvened by the Chair if, in his or her sole discretion:
  - (a) additional evidence or witnesses are necessary or appropriate, or
  - (b) a fair hearing can not be held because of lack of decorum, disturbances, illness, or other causes.
14. A past incident of academic misconduct is not evidence of guilt on a pending charge, and previous violations may not be considered by the Committee to determine a possible subsequent violation of this Code. Such past incidents may only be considered to determine an appropriate sanction.
15. If, after a hearing, it is determined that a student did not violate this Code, all records of the Committee's proceedings shall be kept in a separate and closed file in the Office of the Provost. Only the Committee Chair, the Provost, and other authorized persons, shall have access to these closed files.
16. The University shall take all reasonable steps to insure the confidentiality of all proceedings and the records produced therefrom. However, should any matter developed during the course of the proceedings become public knowledge, the University reserves the right to issue appropriate statements.

#### **E. The Report**

1. A report of the Committee including statements of the charges, evidence, findings, and sanctions, shall be written by the Committee Chair and sent to the Provost as soon as practicable after the hearing.
2. The Office of the Provost shall notify the student (by letter sent by certified mail, return receipt requested) of the nature of the report, the sanction or sanctions, and the right of the student to, and the procedure for, an appeal. If the sanction is a File Notation (see Section V.A.4), the letter shall also notify the student of the procedure for removing the File Notation from the student's file.
3. The Office of the Provost shall send a copy of the letter described immediately above to the Committee Chair, the complainant, and the Dean of the school in which the student is enrolled.
4. The Office of the Provost shall retain the authority to instruct other offices of the University as required to administer the outcome of the hearing and any sanctions.

#### **F. Self-Referral**

Students who commit acts of academic misconduct may demonstrate their renewed commitment to academic integrity by reporting themselves in writing to the Chair of the Academic Conduct Committee. The student's admission and self-referral may be considered a mitigating circumstance for purposes of determining a sanction. If it is determined by the Committee Chair or the Academic Conduct Committee as a whole, through investigation, through direct resolution, or through resolution by the Academic Conduct Committee, that a suspicion of academic misconduct existed at the time the student admitted the act, then the matter will be resolved in accordance with the normal procedures specified in this Code for resolving allegations of academic misconduct.

## IV. Appeal to the Provost

- A. Time for Appeal. A student may appeal the findings and/or the sanction(s) within fourteen days of the sending of the letter (described in Section III.E.2) to the student by the Office of the Provost.
- B. Nature of Appeal. An appeal to the Provost shall be in writing, setting forth the basis of the appeal and whether the student is appealing the findings, the sanction(s), or both. The Academic Conduct Committee is not an advisory Committee to the Provost. The judgment of the Committee is conclusive and definitive. The judgment of the Committee may be modified by the Provost only for causes related to substantial prejudicial error in the Committee procedure or abuse of discretion on the part of the Committee.
- C. Scope of Review. The Provost shall review the Committee's report and may review the recordings and evidence presented at the hearing. If new evidence emerges at this time, the Provost may send the matter back to the Committee for reconsideration.
- D. Decision of the Provost. The Provost shall render a decision by written notice to the student within a reasonable time but not more than thirty days. Copies of the decision shall be sent to the Committee Chair, the complainant, and to the Dean of the school in which the student is enrolled. If Provost modifies the Committee's judgment, the Provost shall communicate his or her reasons for doing so, in writing, to the Committee Chair with his or her decision.

## V. Sanctions

If it is determined that a student violated this Code, the following sanctions may be imposed by the Chair of the Academic Conduct Committee, as appropriate, depending upon the circumstances and the gravity of the misconduct, including but not limited to any one or combination of the following:

### A. File Notation

- 1. For a very minor or technical violation.
- 2. The violation shall be noted in the student's official academic record and the Committee's file but shall not be recorded on the student's permanent transcript.
- 3. The violation shall not be disclosed when transcripts or other records are requested, except to a Pace school official who has a legitimate educational interest in the student's education records. This would include an instructor who believes the student has violated the Code and who wishes to consult the student's official academic record to determine if the student has previously violated the Code.
- 4. The notice of violation shall be removed from the student's official academic record:
  - (a) if no further violations of this Code are committed by the student for a period of two years after the end of the semester in which the violation occurred, and
  - (b) thereafter, a letter is sent by the student to the Provost stating: the nature and date of the violation, that two years have passed since the end of the semester in which the violation occurred, that the student has not during that period violated the Code, and requesting that the notice of the violation be removed from the student's official academic record.
- 5. A File Notation shall place no restrictions on the student's participation in academic or non-academic activities.

### B. Reprimand

- 1. For violations of a minor nature or mitigated by extenuating circumstances.
- 2. A copy of the Reprimand will remain in the student's official academic record and the Committee's file but shall not be recorded on the student's permanent transcript.

3. A Reprimand shall not be disclosed when transcripts or other records are requested, except to a Pace school official who has a legitimate educational interest in the student's education records. This would include an instructor who believes the student has violated the Code and who wishes to consult the student's official academic record to determine if the student has previously violated the Code.
4. A Reprimand shall place no restriction on the student's participation in academic or non-academic activities.

#### **C. Academic Disciplinary Probation**

1. For violations deemed serious enough to warrant modification or termination of the student's right and privileges.
2. Probation shall be imposed for a specified period of time.
3. Probation shall be noted in the student's official academic record, the Committee's file, and on the student's permanent transcript.
4. Probation shall bar the student from participation in any recognized extracurricular, co-curricular, or intercollegiate activities during the probation period.

#### **D. Suspension**

1. For violations deemed sufficiently serious to warrant separation of the student from the University community for a specified time, but not serious enough to warrant expulsion.
2. Suspension shall be recorded in the student's official academic record, the Committee's file, and on the student's permanent transcript.
3. Suspension shall bar the student from participation in any academic or non-academic activities.

#### **E. Expulsion**

1. For extremely serious academic misconduct.
2. Expulsion is the permanent separation of the student from the University. Expulsion shall be recorded in the student's official academic record, the Committee's file, and on the student's permanent transcript.

#### **F. Additional Sanctions**

In addition to the foregoing sanctions, other sanctions may be imposed including but not limited to the following: financial aid from the University may be withdrawn, a previously granted degree may be revoked, and the Committee Chair may submit a written recommendation to a course instructor regarding a student's grade. The course instructor has the sole authority to determine a student's grade subject to the University's Grade Appeal Procedure. The Committee Chair may only recommend to an instructor that a student's grade be changed, for example, on an assignment, examination, or for the final grade in a course.

### **VI. Time Periods**

Any period of time set forth herein, except time periods for sanctions, may be extended by the Committee Chair for just cause or because the date for performance falls on a day upon which the University does not conduct regular classes.

### **VII. Amendments and Modifications**

This Academic Integrity Code may be amended or modified according to the same procedure required for making a change in the Faculty Handbook. In addition to this process, the student body shall be informed through its Student Government Association representatives of proposed amendments or modifications to the Code and be given a reasonable amount of time to present its views. Any such amendments or modifications shall be deemed effective upon the first day of the semester following the semester in which the changes are approved. Students shall be informed of any changes made to the

Academic Integrity Code and all students are subject to the Academic Integrity Code that is current.

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## Documentation of Direct Resolution Regarding the Violation of the Pace University Academic Integrity Code

Student's name \_\_\_\_\_  
 Student University Identification Number \_\_\_\_\_  
 Instructor or Complainant \_\_\_\_\_  
 Course name and number \_\_\_\_\_  
 If not a course, please describe \_\_\_\_\_  
 Date on which the violation occurred \_\_\_\_\_

Describe the nature of the student's violation of the Academic Integrity Code:

Describe the sanction, arrived at through Direct Resolution, between the student and the instructor or person initiating the charges:

Both parties, the student and the instructor or person initiating the charges, are required to sign below.

I, (student's name) \_\_\_\_\_, acknowledge that the above statements are true and agree to the proposed sanction.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, (Instructor's name) \_\_\_\_\_, acknowledge that the above statements are true and approve of the proposed sanction.

Signature of instructor or person initiating the charges:

\_\_\_\_\_ Date: \_\_\_\_\_

\* If the charges described above have been discussed with the student and the student does not contest the charges, however, the student thereafter is not available to sign this form, this form may be filled out by the person initiating the charges and sent to the Chair of the Academic Conduct Committee. Please explain the circumstances below:

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Academic Conduct Committee Chair signature, if required \_\_\_\_\_ Date: \_\_\_\_\_



**If a student, faculty member, staff member, or other member of the University community begins to report to you that he or she has been subjected to Sex-Based Misconduct:**

- A. You must advise that you are a “Responsible Employee” under the University’s Sex-Based Misconduct Policy and procedure. Therefore, if the person continues and reports to you that he or she has been subjected to Sex-Based Misconduct as defined by the Policy, you cannot keep that information confidential, and you must report it to Lisa Miles, the University’s Title IX Coordinator\Affirmative Action Officer, whom the University has designated with sole authority to initiate investigations of such reports. Then give the person Ms. Miles’ contact information.
- B. You should also advise that in the Policy, the University has identified confidential resources both on and off-campus, with whom the person can discuss the situation without putting the University on notice (that would trigger an obligation to investigate).
- C. If the person continues the report of conduct that may be a violation of the Sex-Based Misconduct Policy and Procedure, provide the reported information and the contact information of the reporter, to the Title IX Coordinator\Affirmative Action Officer. She will follow up with the reporter.
- D. It is not up to you to determine whether the reported conduct actually constitutes a violation of the Sex-Based Misconduct Policy and Procedure. You must relay to the Title IX Coordinator\Affirmative Action Officer any report that sounds like it might relate to the circumstances covered by the Policy.
- E. If the person reports to you that he or she is in danger or is feeling unsafe or in need of medical attention, offer to contact University Security and the Dean for students.

If you have any questions, contact Lisa Miles, the Title IX Coordinator\Affirmative Action Officer at:

163 William Street  
10<sup>th</sup> Floor  
New York, NY 10038  
(212) 346-1310  
(914) 923-2610  
Email: amiles@pace.edu.

**Faculty Guide**  
**Sex-Based Misconduct**  
**Your Responsibilities and Potential Liability**

**Background:**

The University's Sex-Based Misconduct Policy and Procedure is online at:

<http://www.pace.edu/sites/default/files/files/SexualMisconductPolicy/SexualMisconductPolicy.pdf>

The Policy prohibits the following Sex-Based Misconduct: sexual assault, sexual harassment, gender-based harassment, dating violence, domestic violence, sexual exploitation and stalking. The Policy also applies to dating violence, domestic violence and stalking that is not sex-based. Each of these kinds of Sex-Based Misconduct is defined in the Policy.

The Policy and Procedure applies to acts of Sex-Based Misconduct and violence that occur on University owned or controlled premises or at University-sponsored off-campus programs or events. It applies to all students, faculty and staff, as well as to visitors, guests, vendors, contractors and other third parties. However, the University's academic and employment environment extends throughout the United States and abroad, wherever the University's students and employees and those of third parties associated with the University participate in or support University activities and programs. Conduct and behavior at off-campus activities and programs (e.g., off-campus classes, lectures, athletic events, development activities, alumni events, study abroad, etc.) are regulated by the Policy. The University may take action pursuant to the Policy with respect to any behavior regardless of where and in what context it occurs if the conduct had an impact or effect on or poses a risk to the work or learning environment of persons covered by the Policy. Therefore, the Policy may be violated even if the prohibited conduct occurs off-campus or during an employee's or student's or third party's off duty time.

**Right of members of the University community to report Sex-Based Misconduct:**

- Any University community member who has been the victim of a violation of the Policy has the right to make a report to Campus Security or one of the University's **Responsible Employees** mentioned below, local law enforcement and/or the New York State Police or to choose not to report. If reported to the University under the Policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from the University. A Students' Bill of Rights and an additional Statement of Rights for Cases Involving Sexual Assault, Domestic/Dating Violence and Stalking is found at the end of the Policy.
- **Reporting to the University—Non-Confidential "Responsible Employees"**. The University encourages all members of the University community who are victims of Sex-Based Misconduct or believe that they may have been victims to report incidents to the University's Safety and Security Department and/or the Title IX Coordinator/Affirmative Action Officer, who is responsible for investigating violations of this Policy and Procedure. (The complete complaint and investigation procedure is described in detail in the Policy.) Employees who have been subjected to Sex based Misconduct may report to the Vice President of Human Resources as

well. The University recognizes that some individuals may feel more comfortable speaking to another member of the University community with whom they already have a personal relationship, such as the Campus Dean for Students, a Residence Assistant (RA), Residence Director (RD), **a faculty member** or other University supervisory personnel. University Security and these other non-confidential resources are **deemed “Responsible Employees” and they have an obligation to report any incident of Sex-based Misconduct of which they become aware to the Title IX Coordinator\Affirmative Action Officer.**

- A report to a Responsible Employee constitutes a report to the University and will generally obligate the Title IX Coordinator\Affirmative Action Officer or her designee to investigate the incident and take appropriate steps to address the situation.
- A Responsible Employee cannot guarantee that the University will be able to honor a victim’s request for confidentiality. Responsible Employees, including Non-confidential Resources, will make their best effort to maintain the student’s privacy and will only disclose what the student shares to the Title IX Coordinator\Affirmative Action Officer and as necessary to protect the safety of the victim and the University community.
- **As noted above, faculty members are deemed Responsible Employees under the University’s Sex-Based Misconduct Policy and Procedure, and therefore, they must notify the Title IX Coordinator\Affirmative Action Officer if someone reports to them conduct that may be Sex-Based Misconduct as defined by the University’s Policy. The Title IX Coordinator\Affirmative Action Officer is Lisa Miles. Her office is located on the 10<sup>th</sup> Floor of 163 William Street, New York, NY 10038. She can be contacted by telephone at (212) 346-1310 or (914) 923-2610 or by email at [amiles@pace.edu](mailto:amiles@pace.edu).**

**If a student, faculty member, staff member, or other member of the University community begins to report to you that he or she has been subjected to Sex-Based Misconduct:**

- A. You must advise that,** you are a Responsible Employee under the University’s Sex-Based Misconduct Policy and procedure. Therefore, if the person continues and reports to you that he or she has been subjected to Sex-Based Misconduct as defined by the Policy, you cannot keep that information confidential, and you must report it to Lisa Miles, the University’s Title IX Coordinator\Affirmative Action Officer, whom the University has designated with sole authority to initiate investigations of such reports. Then give the person Ms. Miles Contact information.
- B. You should also advise that in the Policy, the University has identified confidential resources with whom the person can discuss the situation without putting the University on notice (that would trigger an obligation to investigate). The on-campus confidential resources are as follows:**

New York City

Counseling Center  
156 William Street, 8th Floor  
(212) 346-1526  
24/7 On-call staff

University Health Care  
41 Park Row, Rm. 313  
(212) 346-1600  
M–F, 9:00 a.m.–5:00 p.m.

Office of Sexual Assault Prevention and Education and PAASA Peer Educators  
Phone: (212) 346-1931

Westchester (Serving Pleasantville and White Plains) On Campus

Counseling Center  
Administrative Center  
(914) 773-3710  
24/7 On-call staff

University Health Care  
Fitness Center, Rm. 125  
(914) 773-3760  
M–F, 9:00 a.m.–5:00 p.m.

Office of Sexual Assault Prevention and Education and Pace FIRE Peer Educators  
Phone: (914) 597-8783

Center for Spiritual Development  
(914) 773-3598  
E-mail: chaplain@pace.edu

Pace Women’s Justice Center  
78 N. Broadway, Pace Law School  
Helpline: (914) 287-0739

- C. If the person continues the report of conduct that may be a violation of the Sex-Based Misconduct Policy and Procedure, provide the reported information and the contact information of the reporter, to the Title IX Coordinator\Affirmative Action Officer. She will follow up with the reporter.

- D. It is not up to you to determine whether the reported conduct actually constitutes a violation of the Sex-Based Misconduct Policy and Procedure. You must relay to the Title IX Coordinator\Affirmative Action Officer any report that sounds like it might relate to the circumstances covered by the Policy.
  
- E. If the person reports to you that he or she is in danger or is feeling unsafe or in need of medical attention, offer to contact University Security and the Dean for students.

**You are indemnified by the University:**

In accordance with the University's Indemnification Policy, faculty are indemnified to the fullest extent permitted by New York Law, from and against litigation expense and damages in connection with lawsuits and external agency proceedings in which you are named or threatened to be named as a defendant of respondent, arising from or in connection with your good faith performance of your University duties. This includes your good faith actions as a Responsible Employee to whom members of the University community may report possible violations of the Sex-Based Misconduct Policy and Procedure.

If you have any questions, contact Lisa Miles, the Title IX Coordinator\Affirmative Action Officer at:

163 William Street  
10<sup>th</sup> Floor  
New York, NY 10038  
(212) 346-1310  
(914) 923-2610  
Email: [amiles@pace.edu](mailto:amiles@pace.edu).

# *Choose Stronger Passwords To Protect Your Data and Identity*



November, 2017

**Chris Bohk**  
Pace University Information Security Officer

## **HACKING**

**DNC**

**Equifax**

**Yahoo**

**SONY**



<https://independent.co.uk>



## **Audit and Best Practice Recommendations**

**PwC**

**KPMG**

**NIST**

(National Institute of Standards and Technology)

**SANS**



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## **Minimum Password Requirements for Faculty and Staff**

**Minimum of 12 characters (At least 3 of 4: UPPERCASE, lowercase, numbers, and symbols)**

**Change password once by Tuesday, January 9th, 2018**

**New employees hired on or after September 20<sup>th</sup>, do not need to change their password**

**If you have changed your password on after September 20<sup>th</sup>, you do not need to change your password**



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# How Do I Change My Password?

Go to <https://adam.pace.edu>



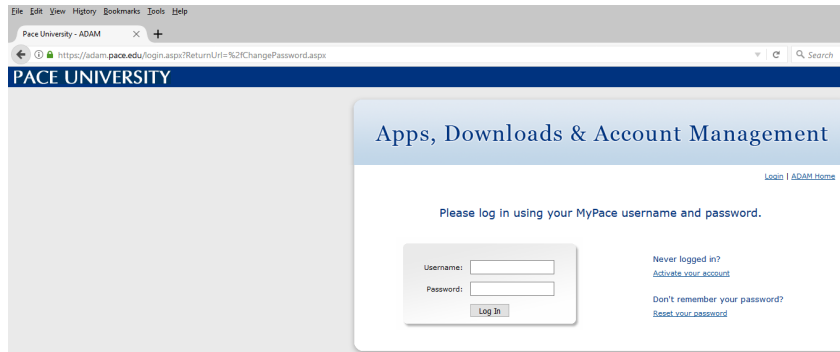
# How Do I Change My Password?

The screenshot shows a web browser window displaying the Pace University ADAM (Apps, Downloads & Account Management) page. The page title is "Apps, Downloads & Account Management" and the user is logged in as "ADAM Home". The page is divided into two main columns. The left column lists various software applications for download, including Microsoft Office, Microsoft Skype for Business, and EndNote. The right column contains account management links: "Can't Log In?", "Account Activation", "Password Reset", "Account Unlock", "Account Management", "Email Forwarding", and "Password Change". The "Password Change" link is highlighted with a red rectangular box.





## How Do I Change My Password?

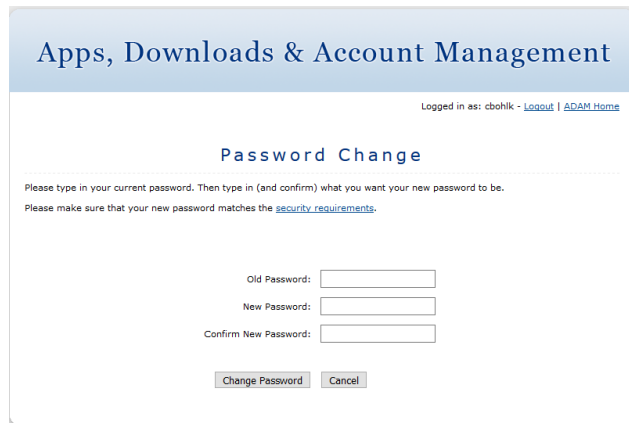


A screenshot of a web browser showing the Pace University login page. The browser's address bar displays the URL: <https://adam.pace.edu/login.aspx?ReturnUrl=%2FChangePassword.aspx>. The page header includes the Pace University logo and the text "PACE UNIVERSITY". The main content area is titled "Apps, Downloads & Account Management" and contains a login prompt: "Please log in using your MyPace username and password." Below this prompt is a login form with fields for "Username:" and "Password:", and a "Log In" button. To the right of the form are links for "Never logged in? [Activate your account](#)" and "Don't remember your password? [Reset your password](#)".



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## How Do I Change My Password?



A screenshot of the Pace University password change page. The page header includes the Pace University logo and the text "PACE UNIVERSITY". The main content area is titled "Apps, Downloads & Account Management" and contains a login prompt: "Please log in using your MyPace username and password." Below this prompt is a login form with fields for "Username:" and "Password:", and a "Log In" button. To the right of the form are links for "Never logged in? [Activate your account](#)" and "Don't remember your password? [Reset your password](#)".



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## **Change Your Password On All of Your Devices**

Please ensure that you change your password for ALL of your devices including:

- **Wireless network on portable devices (cell phones, laptops, tablets)**
- **E-mail applications**
- **Any other programs where you've saved your Pace password**



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## **Password Hygiene**

Ensure your Pace Password is unique and not used with any other account such as, LinkedIn, Yahoo, etc.

LinkedIn had all user passwords stolen and hackers have used these passwords to break into accounts with the same password

The longer the password, the more difficult it is for attackers to crack the password or the password hash



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## Use A Long Passphrase

Be creative and make a long and memorable  
Passphrase.

### Passphrase Example #1:

IamExcitedToProtectMyIdentity(!101)



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## Use A Long Passphrase

### Passphrase Example #2:



[playingwithflour.com](http://playingwithflour.com)

Iplantoeat#3000warmchocchipcookies!



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## How Can You Help?

Communicate this password change information to your faculty members via email and at departmental meetings

Advise faculty to change their password now while on campus to avoid long wait times on or after January 9<sup>th</sup>, 2018 due to high volume



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## Additional Help

Please contact the ITS Help Desk

Telephone: 914-773-3333

Toll Free: 1-855-722-3487

E-mail: [pacehelpdesk@pace.edu](mailto:pacehelpdesk@pace.edu)

Online: [help.pace.edu](http://help.pace.edu)



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## Practice Good Cyber Hygiene



<http://nutritioncareers.com/nutrition-careers-blog/in-the-news-october-1-2015/>

