



Guide for Academics at SUNY

(Updated August 2021)

United University Professions

NYSUT/AFT/NEA

AFL-CIO



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Welcome

Colleagues,

On behalf of United University Professions, I'm pleased to present to you this *Guide for Academics at SUNY*.

We in UUP face many challenges that directly impact our professional lives as academics. This guide is one resource we can provide to help you pursue your career in SUNY. At the same time, we are working diligently to protect the interests of academics and professionals across our SUNY institutions.

I wish you continued success in your career in SUNY.

In Solidarity,



Frederick E. Kowal, Ph.D.
UUP President



Academic Colleagues,

This guide is meant to be a general source of information about items of relevance to academics. It identifies some of the benefits available to us as well as regulations and policies that may impact faculty during their academic careers. It is not meant to be a complete or comprehensive source, but it does answer some basic questions and identifies sources that provide more detailed information.

UUP chapter officers and labor relations specialists can be contacted at your campuses for more information about the topics covered in this guide, as well as additional items of importance to UUP academics.

United University Professions (UUP) invites all members to get involved in their union from the day they start employment at SUNY. There are many opportunities to work with colleagues in UUP to advance our academic careers, enhance our campus and larger communities, and secure supportive working conditions. UUP establishes committees and work groups at the chapter and state levels to enable members to work together on issues of interest and concern.

Please contact me if you have questions or need guidance to access direct UUP assistance.

Sincerely,



Alissa G. Karl
UUP Vice President for Academics



**For more information, contact VP for Academics Alissa Karl at
1-800-342-4206 or via email at akarl@uupmail.org**



What is UUP?

UUP is the nation's largest higher education union, with more than 42,000 academic and professional faculty and retirees. UUP members work at 29 state-operated State University of New York campuses, plus System Administration, Empire State College, and SUNY's three public teaching hospitals and medical schools in Brooklyn, Buffalo, Long Island and Syracuse. UUP is affiliated with New York State United Teachers (NYSUT), the American Federation of Teachers (AFT), the National Education Association (NEA) and the AFL-CIO.

UUP is one statewide local (Local 2190 of AFT) with chapters at the campus level. UUP headquarters is in Latham, NY (near Albany). Its governing structure includes five state-level officers, an Executive Board composed of elected representatives from chapters, and chapter-level elected officers and delegates. Chapter delegates from across the state come together at UUP Delegate Assemblies at least twice a year to discuss campus and statewide issues and make policy and other decisions for UUP.

UUP is the official bargaining agent for the Professional Services Negotiating Unit (PSNU), comprised of faculty and non-teaching professional staff at the state-operated campuses and public hospitals in the State University of New York (SUNY) system. UUP negotiates a contract with the State of New York on behalf of the employees in the PSNU bargaining unit.

Who does UUP negotiate a contract for?

UUP represents Academics and Professionals. Our Academics include part-time and full-time faculty. Their work includes teaching, research, university service, and other academic obligations. Some are on the tenure track or already tenured. Others are contingent employees in appointments that are not eligible for tenure.

UUP's Professionals include colleagues in student affairs, financial aid, admissions, residence life, technology support, coaching, and many other professions on campus. UUP welcomes all members to work together to create supportive environments for all who labor under different conditions at SUNY.

What is an academic employee?

As defined by the policies of the SUNY Board of Trustees, an academic is "an employee in the PSNU (Professional Services Negotiating Unit—UUP) with academic or qualified academic rank." The Trustees' policies define Academic Rank as "the rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, and assistant instructor, including geographic full-time faculty members having such titles, and rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian. A geographic full-time faculty member is a person serving on the faculty of a medical center who is not employed on a full-time basis for the purpose of fixing compensation payable by the state but all of whose professional services and activities are conducted at the medical center or its affiliated hospitals and are available to the state on a full-time basis for clinical and instructional purposes." The policies further define Qualified Academic Rank as "the rank held by those members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designations 'clinical' or 'visiting' or other similar designations."

What is a professional employee?

A "professional" is anyone employed in a position in our negotiating unit other than a position of academic or qualified academic rank.

There are more than 300 approved state payroll titles and dozens of local titles assigned to professional positions in UUP. Some examples are financial aid advisor; academic advisement assistant; residence hall director; senior staff associate; coach; and admissions advisor. At the SUNY teaching hospitals, "TH" precedes titles; for example, TH-respiratory technologist or TH-nurse practitioner.

Why do academics need a union?

The union allows us, the academic and professional faculty at SUNY, to work together through UUP to better our lives and improve our working conditions. Through collective action, we are better able to protect



academic freedom and tenure, negotiate increases in wages and benefits, protect health insurance coverage, and ensure that the terms and conditions agreed to in our contract are enforced at the campus level. UUP is also the primary advocate for state funding for SUNY and we work together during the state legislative process to press for adequate funding for our campuses and hospitals.

How is UUP different from the Faculty Senate?

The Faculty Senate was created by SUNY to give faculty a formal method of consulting on faculty governance issues. It makes recommendations to the SUNY Board of Trustees on issues such as curriculum. UUP was created and is funded by its members. It is a legal entity separate from SUNY, with independent legal standing. UUP has legal standing to enforce our contract with New York State on behalf of its members. UUP and our Faculty Senate colleagues can work together to address issues of importance to our members.

What is a Collective Bargaining Agreement and where can I find it?

The Collective Bargaining Agreement (CBA), referred to as the contract, is a set of articles that spell out the terms and conditions of employment for members of the UUP bargaining unit, including raises and benefits, leave time and procedures (e.g., sick leave and family leave), academic freedom protections, due process protections for disciplinary actions, funding for labor-management grants, and many other provisions. It also includes the grievance procedures and appendices that help clarify contract articles and UUP-NYS procedures for addressing concerns.

What benefits do I receive as an employee in the Professional Services Negotiating Unit represented by UUP?

UUP negotiates with New York state for medical insurance and prescription drug coverage provided through the New York State Health Insurance Program. UUP also negotiates for funds to run its own Benefit Trust Fund, which provides vision, dental, life insurance and other benefit programs for members.

As a result of collective bargaining with UUP and other state employee unions, New York state provides programs and services designed to help state employees balance work and family life. They include the following:

- grants and training for campus day-care centers;
- a pre-tax program to help pay for child care, elder care and disabled dependent care (with a negotiated employer contribution to offset costs);
- a pre-tax savings program to help pay for medical expenditures;
- a pre-tax savings program to help pay for public transportation;
- a pre-tax savings program to cover adoption expenses;
- pre-retirement seminars;
- campus-based Employee Assistance Programs (EAP) that provide confidential help to employees who need assistance with personal and family issues; and
- wellness programs.

UUP and other state employee bargaining units work with the state on a joint Labor-Management Board, the Work-Life Services Advisory Board, to help administer these programs. For more information: <https://goer.ny.gov/work-life-services>

Why should I join UUP by filling out a membership form?

In contract negotiations and enforcement actions with New York state, UUP represents all employees in the Professional Services Negotiating Unit. UUP does not represent non-union members in cases pertaining to discipline. UUP also will not provide representation to non-members in other non-contractual legal actions affecting their employment. UUP does not provide its Vision, Dental and Life Insurance policies to retirees who were not members during their employment with SUNY, even though non-members receive those benefits while they are employed. Non-members cannot access the voluntary benefit programs provided by UUP and its affiliates (New York State United Teachers, American Federation of Teachers, National Education Association) either during their employment or as retirees. Those



programs include discount and insurance programs, UUP's Hyatt Legal Plan, mortgage savings programs, and other services provided by the union.

What pension benefits will I receive?

If you are full-time faculty, you must join a pension system within 30 days of when you start your employment. You have the option of joining one of three systems: the Employees' Retirement System (ERS); the Teachers' Retirement System (TRS) or the Optional Retirement Plan (ORP). The first two plans are defined benefit plans, while the last is a defined contribution plan.

Both ERS and TRS use a formula based on the number of years of service and your final average salary to calculate your yearly retirement payments, which are paid out through your (or your spouse's) lifetime.

If you choose the ORP, you—along with the state—will make contributions into your plan during the course of your employment, which you will be able to draw on when you retire. You will have the right to choose the funds to which the contributions will be made.

Deciding which retirement system is right for you requires careful consideration. There is no right option for all individuals. It is important to talk with your financial advisor before you decide. Once your election is made, you will not be able to change your retirement system.

Part-time/adjunct faculty members are also eligible for the pension system, but they have the option to join a retirement system at any time, which is not true for full-time faculty. Part-time employees are advised to consult with their campus Health Benefits Administrator (typically located in the Human Resources Department) to determine their eligibility for participation in the New York State Teachers' Retirement System, New York State Employees' Retirement System, or NYS Optional Retirement Program. Information about options is available on SUNY's website: <https://www.suny.edu/retirement/>

Further, all employees have the right to participate in supplemental retirement accounts, which allow you to invest pre-tax dollars in a 403(b) and/or a 457 fund, so that you can reduce your current tax liabilities and increase your future retirement income.

Are there special issues I need to be aware of if I am a part-time faculty member?

Part-time faculty members receive most of the benefits of full-time faculty, including health insurance, vision and dental benefits when certain minimum work requirements are met as well as access to UUP-negotiated grant and other benefit programs. The entire UUP-NYS contract applies to part time employees, though the way specific provisions impact them may be different based on their work situation. Job security, salary, eligibility for health insurance, working conditions, intellectual property protection, academic freedom, and having a voice in department and campus decision-making are ongoing critical issues for part-time faculty. Each UUP chapter has an elected Officer for Contingent Employees who is a first-line contact to identify issues of concern to help organize UUP actions to press campus administrations to address the needs of part-time employees. Campuses must hold separate part-time labor-management meetings to discuss issues of concern to part-time faculty at UUP's request, and a minimum of 15 percent of professional development monies negotiated by the union for the Individual Development Award program must be available to part-time faculty. UUP also has a state-level Contingent Employment Committee that brings part-time and full-time contingent employees together to share information to inform campus action and to press for state-level improvements. UUP's website includes information and other resources specifically for part-time employees. For more information, visit <http://uupinfo.org/academics/contingents.php>

Are there special issues I need to be aware of if I am a full-time faculty member not eligible for tenure?

All full-time faculty members receive the same access to health insurance, vision and dental benefits as well as access to UUP-negotiated grant and other benefit programs. Job security, salary, working conditions, intellectual property protection, academic freedom, and having a voice in department and campus decision-making are among the critical issues for full-time faculty who are not on the tenure track. Each UUP chapter has an elected Officer for Contingent Employ-



ees who is a first-line contact to identify issues of concern to employees who are not eligible for tenure and help organize UUP actions to press campus administrations to address concerns. UUP also has a state-level Contingent Employment Committee that brings part-time and full-time contingent employees together to share information to inform campus action and to press for state-level improvements. UUP's website includes information and other resources specifically for contingent employees. For more information, visit <http://uupinfo.org/academics/contingents.php>

What activities must I perform over the summer as an academic—must I teach summer school?

Academic faculty members on an academic-year appointment have no teaching responsibilities during the summer months. If you would like to teach summer school, you will need to sign a summer school contract that spells out the terms of your extra service to your institution. Summer school salaries vary among campuses and may also depend on your rank. Faculty who are on a calendar-year appointment may be required to teach in the summer without any additional compensation if it is part of their normal duties.

What is the professional obligation (workload) for academics?

For part-time academic employees and full-time academic employees who are not on the tenure track, all aspects of one's professional obligation and the compensation received must be clearly specified in an appointment letter before each term appointment. Term appointments vary in length, with a maximum of three-year term appointments permitted by SUNY Board of Trustees policy.

For academics on the tenure track, a professional obligation includes teaching/librarianship, research and University service. Academic appointments fall into three general categories: calendar year (full year, i.e., 12 months); academic year (not to exceed 10 months); or college year (for service less than the full year). Many academic faculty are obligated as academic-year employees. The exact start and end dates for the

academic-year professional obligation must be verified at the campus level. Academic-year faculty do not earn vacation leave and are not obligated for service during the period outside of their academic-year obligation. Calendar-year and college-year employees do earn vacation leave at a rate determined by their years of service (see the UUP-NYS contract for details).

For tenure-track academics, there are no uniform, university-wide standards on the number of courses one is expected to teach. This often varies on a given campus among the various departments. Overall, however, "workload" follows past practice, meaning that faculty of a given department (or division) have agreed to teach "X" number of courses per semester, devote "Y" amount of time to scholarship, and to serve on "Z" committees throughout the year.

If you are a new faculty member, it's wise to consult with a more senior colleague about what is expected and what is the norm.

Librarians in general are held to the same standards as other academics except that their duties may include additional obligations, such as collection development and reference desk duties. These duties will vary from campus to campus.

You should contact your local UUP chapter to inquire about answers to workload questions. Should you be asked to teach additional courses or perform duties beyond the "normal workload," it is appropriate for you to be paid for such "extra service." Each campus (or department) has a standard rate for this.

How can we combat workload creep?

One should not undertake extra duties without some form of compensation. This could be "extra service" pay, a reduction of some other part of one's professional obligation, or reduction of duties in a subsequent semester to make up for taking on extra duties in another. If you volunteer to do additional work, UUP strongly advises that you document in writing (through emails or letters to Department Chairs, Deans, or other administrators) that the work is being done on a voluntary basis—for a specific period or to accomplish a



specific one-time task. It is important to state that you do not consider the additional work to be part of your professional obligation going forward. It is essential to ensure that extra responsibilities and volunteer work do not become part of normal workload expectations. If you do not specify the conditions under which you are temporarily performing additional work, the campus administration may consider that additional workload to be part of your normal professional obligation. Once the additional work becomes part of “normal practice and expectations,” it is extremely difficult to push back.

Since workload increases often occur gradually, it's important to note even small increases in duties and responsibilities in your annual reports. When members come to UUP with workload problems, adequate documentation of increases is an essential first step toward possible action.

What are the policies of the SUNY Board of Trustees, and where do I find them?

SUNY's BOT Policies govern the general operations of the University and each campus, including faculty appointments, evaluations and promotions, faculty governance, and many other aspects of University life. It is important that you review them at various stages of your academic career. Many of these policies are also incorporated in the UUP-NYS contract. Changes in SUNY Policies that impact terms and conditions of employment and involve mandatory subjects of negotiations, must be negotiated with UUP. SUNY's Board of Trustees Policies are posted at http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf

What are the appointment types available to me as an academic?

The SUNY Board of Trustees' Policies cover various appointment types (Article XI). Most new full-time academic employees are given a Term Appointment for one, two or three years. Such appointments expire at the end of their term unless renewed. Term appointments may be renewed by the chief administrative officer of a campus (usually the president), with notice to the chancellor, for a period of not more than three

years. Employees must be given advance written notice if their appointment is not being renewed.

New part-time academic employees are usually given a Temporary Appointment, as such appointments are consistent with a job that is expected to be one year or less, or fills a temporary vacancy.

A temporary appointment may be terminated at any time. After four consecutive semesters of part-time service, an employee is entitled to a term appointment. Once on a term appointment, part-time employees are entitled to 45 days' notice if their appointment is not going to be renewed.

Most academic employees aspire to attain what is generally called “tenure,” which at SUNY is termed “Continuing Appointment.” This most important appointment type has several unique provisions, so it's important to read about this directly in the SUNY Board of Trustees Policies. Here are a few highlights: For those academics who have started their careers at SUNY, continued employment beyond seven years must be through Continuing Appointment. That means academics with a term appointment must attain a positive review by their department and/or campus Promotions and Tenure committee, be recommended by their campus president and approved by the SUNY chancellor for Continuing Appointment prior to the end of their sixth consecutive year of employment. At that time, an assistant professor often would be promoted to associate professor.

For more senior academics, SUNY's policies provide for Continuing Appointment upon initially joining the faculty. But for those given a term appointment, no associate professor, professor, associate librarian or librarian may continue beyond the third consecutive year of service without attaining Continuing Appointment.

Concerning Continuing Appointments, it is important to keep three things firmly in mind: 1) You should read the SUNY Board of Trustees Policies language on this topic in its entirety; 2) you should consult with your department chair or a senior colleague about the process of attaining Continuing Appointment on your campus; and 3) Continuing Appointment must be granted by the chancellor, i.e., it is not granted automatically.



As written in the policies: “Appointment as distinguished professor, distinguished service professor, distinguished teaching professor, distinguished librarian or university professor may be given by action of the Board of Trustees on recommendation of the chancellor and shall be a Continuing Appointment.”

Can I stop the tenure clock and delay a tenure review?

Yes. There are two different possible situations for a tenure clock stop. First, at the employee’s request, academics are entitled to stop the tenure clock for one or two semesters without a change in rank or title following childbirth, adoption, or foster care placement. For reasons other than birth, adoption, or foster care, employees may request to be placed on a qualified academic rank (off the tenure track) for a pre-defined period in order to stop their tenure clock. In cases other than childbirth, adoption, or foster care placement, granting the employee’s request is at the full discretion of the campus administration. Any request to be temporarily taken off the tenure clock has ramifications and should be done only after careful consideration. It is strongly advised that members who want to consider this option contact their UUP chapter officers for consultation, advice and help with development of a written agreement to stop and restart the tenure clock.

What job security does each type of appointment give me?

A **Temporary Appointment** does not give much job security, as you can be terminated at any time without notice.

A **Term Appointment** can be renewed before it expires for terms of not more than three years. It carries different notice requirements if it is not being renewed, depending on how long you have been employed at the college and whether you are employed full time or part time.

If you are a part-time employee with a **Term Appointment**, you must receive a notice of nonrenewal 45 calendar days before your appointment expiration date.

If you are a full-time employee with a **Term Appointment** and receive a notice of nonrenewal, you must be

notified in writing three months prior to the end of your first year of uninterrupted service; six months prior to the end of a term expiring after the completion of your first year, but not longer than two years of uninterrupted service; and 12 months prior to the expiration of a term after two or more years of uninterrupted service.

Academic employees granted **Continuing Appointment** cannot be nonrenewed. This is similar to permanent appointment for professional employees and is usually referred to as tenure.

Temporary Appointments are given for specific reasons, as outlined in the SUNY Board of Trustees Policies. If you don’t believe you fit into one of those categories, it is important to contact your union office. We can find out why you were appointed as temporary and, in some cases, have it changed to a term appointment.

What do I do if I get a notice of nonrenewal?

If you have a term appointment and receive a notice of nonrenewal, contact your chapter office to make sure that your contractual rights have not been violated and you have been given appropriate notice.

A temporary appointment gives you little recourse because it may be terminated at any time. Check all your documents. It is very easy when signing appointment letters and other forms to overlook “Temporary” Appointment when it should say “Term” Appointment.

How can UUP assist you with career growth at SUNY?

There are many ways UUP can assist part-time and full-time academics. The UUP-NYS contract specifies procedures for access to personnel files and for evaluation and review for reappointment, tenure and promotion. At the UUP chapter and statewide levels, UUP provides workshops on professional development, preparing for evaluation and tenure, managing workload, and many other topics. UUP has negotiated for tuition-free courses for members at any SUNY state-operated campus. UUP members may take one course per semester or special session (e.g., winter, summer sessions) tuition-free as long as space is available in the course.



How should I prepare for reappointment or tenure review?

You should begin right away to assemble a file of materials for use in supporting a positive decision.

First, make a copy of your appointment letter. Make sure it outlines your appointment type and all other necessary information. Next, get a copy of SUNY's policies and the current collective bargaining agreement (UUP-NYS contract).

The next thing to add to your growing file is a copy of your department and/or campus policy on promotion and tenure. Your department chair and/or dean's office should be able to supply this. Such policies are often published on the campus website and may be housed in broader "Campus Policies" documents.

It is important to emphasize there are no uniform standards or procedures across SUNY for reappointment, promotion, or continuing appointment (or tenure). Each campus, and sometimes each department, has its own policies and procedures, so it's vital that you familiarize yourself with local criteria and procedures. Depending on the campus, there may be specific criteria and policies for non-tenure track faculty, as well as tenure-track faculty. The SUNY Board of Trustees Policies, however, do provide a rough guideline for criteria tenure-track faculty must meet.

- mastery of subject matter
- effectiveness in teaching
- scholarly ability
- effectiveness of university service, and
- continuing growth.

Your tenure file should receive regular updates of materials, such as teaching evaluations, committee appointments and other public service work, publications lists, and anything you think might be valuable down the road.

It bears repeating: Find out what's expected at your campus and in your department.

You should also look at your official personnel file to see what information it contains and will be used by the administration in reviewing your case. Contact your Human Resources, Dean's or Provost's office to find out where your file is housed.

In addition to collecting paper, what else should I do?

There's much to be said about the positive aspects of "networking." Make sure you interact with your department, as well as other campus colleagues. It is also important to consult with your UUP chapter officers to discuss ways to network across your campus. Finding out who your chapter's vice president for Academics is by calling the chapter office or visiting the chapter's website is a good first step.

UUP chapters can provide workshops on "How to Prepare for Tenure," "How to Manage Workload," and other topics of interest. You should always feel free to let your elected UUP chapter officers know what your interests and needs are. The activities of the chapter should be developed in response to member needs, concerns, and interests.

One of the most beneficial ways a new faculty member can enter the collegial realm is to seek out a mentor. A more experienced faculty colleague can be a great source of help in learning about local campus policies, not to mention the benefit of having someone to help review papers and grants, guide other scholarly endeavors, and just be a friend. No doubt, you'll find that the most successful senior faculty members at your campus are those who've benefited from working with mentors. And, most likely, they'll be eager to act as your mentor as a form of giving back for past kindnesses from their own mentors.

There's also a wealth of information on the quest for tenure at websites maintained by the *Chronicle of Higher Education* (www.chronicle.com) and the American Association of University Professors (www.aaup.org).

What do SUNY and UUP say about protection of intellectual property?

Intellectual works that involve inventions, patents and copyrights are subject to federal laws and SUNY Board of Trustees Policies. UUP is actively engaged in efforts to help members protect their intellectual property and to know their rights under SUNY Board of Trustees Policies. It's important to consult with UUP officers if you have questions and when issues emerge pertaining to intellectual property.



Generally, for full-time and part-time faculty, written work, course materials and other intellectual endeavors subject to copyright fall under the ownership of the individuals who create them. There may be some exceptions, such as when a faculty member is under a “work for hire” arrangement with the university. If your administration presents you with a “work for hire” arrangement, it is wise to consult with your UUP chapter for guidance to ensure your rights are protected. Such arrangements should be expressed in writing with a clear understanding of the agreed on terms.

Current laws allow one to hold ownership without actually registering a copyright with the Copyright Office. When a work is fixed in a tangible form—such as saving a document in a computer file, making a sound recording, etc.—copyright immediately accrues to the author. If that work is subsequently printed, it’s a good idea (but not absolutely necessary) to include the copyright symbol © (the “c” in a circle, or the word “Copyright” or “Copr”), the date and author’s name. Example: © 2019 John Doe. The failure to use the copyright symbol might have an evidentiary role in any subsequent copyright infringement action, with respect to whether the infringement was unintentional.

An author’s failure to register the copyright in a work will limit the type of damages the author might seek in any subsequent copyright infringement case. The Library of Congress website (www.loc.gov) has a wealth of information on all aspects of what is and is not available for copyright and how exactly to secure and register such protection.

Patents on inventions produced at SUNY, under most circumstances, are held by the University. There are some exceptions. Inventors are entitled to share in royalties from successfully marketed patents. Ownership rights, distribution of royalties, and procedures are defined in SUNY Board of Trustees Policies. See SUNY Board of Trustees Policies Article XI, Title J, “Patents, Inventions and Copyright Policy.” Also worth review is the U.S. Patent Office website at <http://www.uspto.gov/>

What can UUP do to help support my scholarly activity?

Through the collective bargaining agreement with New York state, UUP regularly negotiates joint labor/management funds that support a variety of faculty-related initiatives, such as grant programs.

Information about these grant programs is readily available from your UUP chapter office, by calling UUP headquarters at 1-800-342-4206, on the UUP website at <http://www.uupinfo.org> or at the Joint Labor-Management Committees website at <http://www.nysuup.lmc.ny.gov>

What are my options for taking family leave or leave from my position for other reasons?

Article 23 and Appendix A-42 of the UUP-NYS contract, and Article VIII of the SUNY Board of Trustees Policies explain options for paid, partially paid, and unpaid leave for professional development purposes, to address the employee’s own medical needs, and for family leave (birth, adoption, foster care, sick and disabled relative care, assisting family members deployed abroad for military service, and bereavement). Additional details regarding the various options available for family leave are outlined in UUP’s Family Leave Guide and through consultation with your UUP chapter office.

Finally, UUP understands that working for SUNY and the state of New York can be confusing at times. Many of your UUP leaders have already navigated through the system and can help you do the same. Your union is there to help you.

Please contact me at any time for guidance, help and support.

Alissa Karl
Vice President for Academics
United University Professions
1-800-342-4206
akarl@uupmail.org

10 Things New Faculty Should Think About

1. Start preparing for the tenure process early. If you are not on a tenure track, find out what your appointment renewal process is.
2. Work to put together a schedule that allows you to be productive.
3. Keep good records of your accomplishments.
4. Begin networking with colleagues who can help you develop professionally.
5. Look at a long-term horizon.
6. Take care of yourself and your family.
7. Be clear about all aspects of your professional obligation: Research, Teaching and Service.
8. Consider ways to appropriately deal with students and student demands.
9. Think about potential roadblocks, and ways to overcome them.
10. Seek help when needed from your UUP chapter, department colleagues, and others across campus.

Important Phone Numbers and Websites

UUP Benefit Trust Fund	www.uupinfo.org (click on Member Area).	(800) 887-3863
PO Box 15143, Albany, NY 12212-5143 . . .	Fax: (866) 559-0516	
UUP Member Services	www.uupinfo.org (click on Member Area).	(800) 342-4206
UUP Retiree Services	www.uupinfo.org (click on Retirement) . . .	(800) 342-4206 x638
Delta Dental (Group #165)	www.deltadentalins.com/uup	(800) 471-7093
PO Box 2105, Mechanicsburg, PA 17055-2105		
Davis Vision	www.davisvision.com	(800) 999-5431
PO Box 1525, Latham, NY 12210		
Davis Vision Laser Vision Correction (Client Code 7512)		(800) 584-2866
NYSUT Member Benefits Trust		(800) 626-8101
800 Troy-Schenectady Road, Latham, NY 12110		
AFT Plus Member Benefits	www.aft.org	(800) 238-1133
555 New Jersey Ave., NW, Washington, DC 20001		x8643
The Empire Plan (NYSHIP)	www.cs.ny.gov/ebd	(877) 769-7447
United HealthCare		Press 1
Empire Blue Cross Blue Shield		Press 2
Mental Health & Substance Abuse		Press 3
Prescription Plan		Press 4
NurseLine		Press 5
HMOs		Call your specific HMO
Retirement Systems (Pensions)		
• NYS Employees' Retirement System	www.osc.state.ny.us	(866) 805-0990
• NYS Teachers' Retirement System	www.nysstrs.org	(800) 348-7298
• Optional Retirement Programs		
Fidelity	www.netbenefits.com/SUNY	(800) 343-0860
TIAA	www.tiaa-cref.org	(800) 842-2776
VALIC	www.valic.com	(800) 448-2542
VOYA	www.voya.com	(800) 584-6001
NYS Deferred Comp. Plan 457(b)	www.nysdcp.com	(800) 422-8463
NYS Dept. of Civil Service/Benefits	www.cs.ny.gov	(800) 833-4344
Workers' Compensation (Legal Representation)		
Fine, Olin and Anderman	www.foalaw.com	(866) 362-4887
Flex Spending Accounts	www.flexspend.ny.gov	(800) 358-7202
Adoption Advantage Account		
Dependent Care Advantage Account (DCAA)		
Health Care Spending Account (HCSA)		
NYS/UUP Joint Labor/Management	www.nysuup.lmc.ny.gov	(518) 486-4666
NYS Tax Information (Pension/Annuities)	www.nystax.gov	(800) 255-5829

Discounts and Volunteer Programs for UUP Members

For more information on these discount programs and services, go to the UUP website at www.uupinfo.org and click on Member Area.



Notes



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