

 <p>Category: HR / Labor Relations</p> <p>Responsible Office: University Counsel</p>	<p>Policy Title: SUNY Associate, Designation of</p> <p>Document Number: 8000</p> <p>Effective Date: October 16, 1991</p> <p>This policy item applies to: State-Operated Campuses</p>
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Table of Contents

- [Summary](#)
- [Policy](#)
- [Definitions](#)
- [Other Related Information](#)
- [Procedures](#)
- [Forms](#)
- [Authority](#)
- [History](#)
- [Appendices](#)

Summary

The State University of New York (University) Board of Trustees approved the creation of the title of SUNY Associate to recognize the indispensable, voluntary (and uncompensated) labor on behalf of the University by persons who provide extensive services that support the official duties of the campus presidents and the chancellor.

The SUNY Associate program is governed by the same statutory and regulatory provisions that apply to all University and state agency volunteer programs; for example, coverage under the New York State Worker's Compensation Law; protections available under the defense and indemnification provisions of the New York State Public Officers Law when the Associates are performing their duties and responsibilities as assigned by the campus president or the chancellor; and the reporting by the campus of information about the Associates for inclusion in the roster of volunteers maintained by the University's system administration.

Policy

Upon recommendation of a campus president, the chancellor may approve the designation of an individual, usually the president's spouse, as a SUNY Associate of the president; and upon consultation with the chair of the Board of Trustees, the chancellor may designate an individual, usually the chancellor's spouse, as a SUNY Associate of the chancellor. As a SUNY Associate, the individual would participate in an official volunteer program of the University. Designation as a SUNY Associate carries no expectation of salary.

The designation of SUNY Associate recognizes the voluntary contributions of individuals who provide the University with substantial and valuable services, which support the official duties of the campus president or chancellor. Such services include planning of and participating in meetings, workshops, conferences, University activities, alumni and fund raising events, faculty/student/staff activities; hosting of University events in an official capacity; and, where appropriate, management of an official University residence, including supervision of employees assigned to the residence, and escorting and transporting of official University guests. Services and responsibilities of SUNY Associates may include other activities, which are clearly in support of the official duties of, and are assigned by, the campus president or chancellor. The University, to the extent feasible, will provide recognition and support services to assist those so named in the execution of their duties. The designation of SUNY Associate is not automatic, but is

conditional on the nominee's significant involvement in and responsibility for the conduct of the activities noted above.

An individual named as a SUNY Associate becomes a member of the campus's volunteer program and shall receive:

1. a University identification card, which will provide access to University libraries and other facilities, in accordance with campus procedures;
2. coverage for an injury arising out of the course and scope of SUNY Associate service, to the extent available to volunteers in accordance with the New York State Workers' Compensation Law; (See Related Information);
3. to the extent available to volunteers, defense and indemnification under New York State Public Officers Law §17 (Section 17) (See Related Information) with respect to claims resulting from acts or omissions in the services specifically performed as a SUNY Associate, except where the injury or damage resulted from intentional wrongdoing (Section 17 coverage is not available for incidents arising while volunteers are engaged in activities which are not part of their services as SUNY Associates. Decisions on defense coverage under section 17 are made on a case-by-case basis as incidents arise by the office of the NYS attorney general. Decisions on indemnification are similarly handled but also include review by the chancellor and the office of the NYS comptroller);
4. an official business card bearing the seal or logo of the campus, the name of the SUNY Associate and the SUNY Associate title; and
5. access to parking permits, where applicable, for use at University-owned facilities in accordance with campus parking regulations.

Definitions

There are no definitions relevant to this policy.

Other Related Information

[NYS Public Officers Law § 17](#)

[NYS Workers' Compensation Law](#)

Procedures

[SUNY Associate Nomination Process](#)

Forms

[Form A](#) - SUNY Associate Nomination Form

Authority

State University of New York Board of Trustees Resolution, 91-195, adopted on October 16, 1991.

History

Memorandum to presidents from the office of the chancellor dated January 27, 2004 regarding SUNY Associates.

Memorandum to presidents from the office of the senior vice chancellor for administrative affairs, 91-6, dated December 31, 1991 regarding the policy and guidelines for the designation of SUNY Associates.

The State University of New York Board of Trustees Resolution, 91-195, adopted on October 16, 1991.

Appendices

There are no appendices relevant to this policy.