

 <p>The College at Brockport State University of New York</p> <p>Category: Office of Human Resources</p> <p>Responsible Office: Human Resources</p>	<p>Policy Title: Oath of Office</p> <p>Effective Date: July 16, 1990</p>
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Policy:

It is the policy of the State University of New York to ensure that its officers and employees take and file an oath or affirmation in compliance with the Constitution of the United States and the Constitution and statutes of the State of New York.

Taking and Filing Oaths of Office:

Non-faculty

[NYS Civil Service Law §62](#) requires that “every person employed by the state or any of its civil divisions, with the requirements of [§62] by subscribing and filing the following statement:”

I do hereby pledge and declare that I will support the constitution of the United States and the constitution of the State of New York, and that I will faithfully discharge the duties of the position of _____, according to the best of my ability.

Faculty

Faculty of the University, including the community colleges are required by [NYS Education Law §3002](#) to take the oath. A faculty member may comply with the requirements of §3002 by subscribing and filing the following statement:

I do hereby pledge and declare that I will support the constitution of the United States and the constitution of the State of New York, and that I will faithfully discharge the duties of the position of _____, according to the best of my ability.

Native Americans

Under both [§62 of the NYS Civil Service Law](#) and [§3002 of the NYS Education Law](#), an alternative oath of office exists for an “enrolled member of an Indian nation or an Indian individual having an affiliation with an Indian nation recognized by the United States or the State of New York.” Native Americans meeting this description may elect to subscribe to and file the following statement:

I do solemnly affirm that I will faithfully discharge the duties of the position of _____, according to the best of my ability, and perform my duties in a manner consistent with the constitution of the United States and the constitution of the State of New York.

Procedure:

Employees are required to file an oath of office, via the State Employee Statement in Lieu of Oath Pursuant to Civil Service Law, at the time of initial appointment and at the time of recommendation of permanent and continuing appointment. The above mentioned statements are affirmed via this form. The State Employee Statement in Lieu of Oath Pursuant to Civil Service Law Form is mailed to employees with appointment letters and should be returned to the Office of Human Resources.

The oaths or statements of faculty members must be filed “with such officer or employee of any such college, university or other educational institution that shall be designated for such purpose.” These oaths or statements must be available for public inspection.

Forms:

State Employee Statement in Lieu of Oath Pursuant to Civil Service Law (DOS-1690) and alternative form for use by Native Americans (DOS-1689) may be downloaded at the following Web site:

<http://www.dos.state.ny.us/corp/oath.html>

References:

In support of this policy, the following links and/or references to additional resources for related information are included:

[NYS Public Officers Law §§73-78](#) (Business or professional activities by state officers and employees – Certification of members)

Authority:

Where applicable, this section contains links and/or references to the authority governing this policy:

[NYS Constitution, Article XIII §1](#) (Oath of affirmation for members of the legislature and all officers)

[§3002 of the NYS Education Law](#) (Oath to support state and federal constitutions)

[NYS Civil Service Law §62](#) (Constitutional oath upon appointment)