

## PART II: FACULTY SUPPORT

By unanimous vote, faculty at Hobart and William Smith Colleges voted to accept as guidelines for professional conduct AAUP statements regarding faculty rights and responsibilities as set forth below: [REVISED April 2010]

### **1940 AAUP Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments**

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

#### **Academic Freedom**

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

#### **AAUP Statement on Professional Ethics**

##### **Introduction**

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The *Statement on Professional Ethics* that follows sets forth

those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The AAUP supports such local action and stands ready, through the general secretary and the Committee on Professional Ethics, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 *Statement of Principles on Academic Freedom and Tenure* (see above) and Hobart and William Smith procedures for *Termination of the Faculty* as set forth in the Faculty Bylaws.

### **The Statement**

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence.

They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their

students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## A. The Faculty

### 1. POSITION CATEGORIES

"Tenure-track" lines are those within which faculty may acquire continuous (tenured) appointment. Such ongoing positions, whether or not faculty may be tenured within them, are those which by reason of history or stated college policy have firm expectations of continued existence and firm departmental or programmatic affiliations. The Colleges will reexamine their commitment to each with a frequency which is indicated in the following individual descriptions. Faculty may be appointed on a regular basis part-time. However, there are not part-time tenure-track lines.

#### a. Tenure-Track Positions

These are ongoing positions which present no known obstacle to the tenuring of the occupant; i.e., the performance of the faculty member would be the only consideration in his or her tenure review. Such a position is reviewed on the occasion of the resignation, retirement, or death of that faculty member, or when the trustees, in consultation with the appropriate faculty bodies, declare financial exigency, as described by the AAUP (1990, pp. 23-24). Such lines may be occupied only by members of the faculty teaching full-time on a regular basis.

#### b. Temporary Positions

In addition to faculty hired into the positions described above, the Colleges employ individuals who temporarily replace or supplement faculty in such formally recognized positions. These individuals may be employed full-time or less, on contracts from one semester to two years. Except where noted, the rights and benefits these individuals enjoy are as described for faculty generally.

### 2. WHEREABOUTS OF FACULTY

For the convenience both of the faculty member and the Colleges, it is expected that faculty members will inform the Provost and Dean of Faculty Office about extended absences and changes of address and telephone numbers.

### 3. COMMENCEMENT AND CONVOCATION

Attendance at Commencement, Convocation, and other academic processions is strongly encouraged. The Registrar marshals the faculty at Commencement and Convocation and any member who must be absent should inform the Dean of Faculty and Provost. Position in the procession is determined by rank and seniority.

#### 4. CLASSES AND ATTENDANCE

All classes and other Colleges' exercises must be held at the regularly scheduled time and place, and for the full period. The instructor is not authorized to permit students to alter their usual schedules.

The time or meeting place of a class may be changed only after consultation with the Registrar.

In the case of an instructor's extended absence from class (3 classes or more), he or she must advise the chair of the department and the Dean of Faculty and Provost, and if possible, notify his or her class in advance. It is expected that the instructor will meet all classes for the full number of hours scheduled to meet in the semester. When possible, rescheduled classes (and the time to which each is rescheduled) should be noted on the syllabus at the beginning of semester, and the instructor should call attention to such changes; when sudden and unavoidable need requires that a class be canceled without prior notice to the student, it is expected that the instructor make the time up at another time convenient to the students.

Faculty are expected to be available to their students, on campus, through the entire academic semester, including the reading and examination period, unless explicitly excused by the Dean of Faculty upon written request. Faculty are expected to proctor their own examinations, unless the Dean of Faculty approves an alternative arrangement.

Classes generally end ten minutes before the next class period. All classes should begin and end promptly.

#### 5. GENERAL ACADEMIC REGULATIONS

Faculty are directed to Part IV, Section A, "Academic Procedures and Regulations," for details of the Colleges' policies regarding incompletes, course withdrawals, leaves, grades and grading policies, and other general matters of academic policy governing students and faculty. Requirements for the degree are described in the Colleges' Catalogue.

#### 6. DEPARTING FACULTY

Faculty whose terms of appointment have come to an end are expected to vacate their offices and return all keys to Colleges property to the Office of Human Resources by the close of business hours on their last day of employment, unless alternative arrangements have been made with the departmental chair and provost. All Colleges-owned property, including computers, printers, and laboratory equipment and instrumentation, should be secured in the office or a departmental area. All library books must be returned by this date as well. Failure to meet any of these conditions may result in the Colleges postponing release of final paychecks until such conditions have been met.

##### B. Faculty Support

#### 1. THE STEP SYSTEM AND FACULTY SALARY SCALE

The Colleges' faculty salary scale defines all steps relative to the base salary of Assistant Professor, step 1. Progression through the ranks at one step per year is the norm and allows for timely promotion. All members of the faculty know exactly where they are on the scale and why they are in that particular step. In most cases this will be

the step corresponding to years in rank, but for some faculty step position will not equal years in rank because of previous experience, market conditions, or merit judgments. Thus the rationale for any faculty member's salary step should clearly assign any departure from the norm to one or several of these factors.

An added complication exists at the top and bottom of the scale. At the bottom of the scale, Instructors' salaries are set at 90% of Assistant Professor, step 1 (base). At the top of the scale, at one step per year, Full Professors' salaries could reach levels representing what the faculty feel is too high a multiple of the base. Thus, for Associate and Full Professors, the normal progress of one step per year in rank will be limited to a total of 26 step increases after tenure or 20 steps in the rank of Full Professor (or 21 steps in the case of early promotion to Full Professor in the fifth year or earlier in the rank of Associate). The details of normal progress and common deviations from the norm are set out below.

a. Normal Progress Within Rank  
Instructor

Steps in the rank of Instructor are defined as follows:

step 1 = 90% of Assistant Professor, step 1 (base)

step 2 = 91% of Assistant Professor, step 1 (base)

step 3 = 92% of Assistant Professor, step 1 (base)

Normal progress is defined as one step a year, to the limit of step 3.

Faculty who spend one or two years as Instructor ordinarily move to Assistant Professor 1 or 2 when promoted. This represents a lag of one step. Promotion to Associate then normally occurs after the seventh year at the Colleges, in the event of a successful Review II.

Faculty who spend three or four years as Instructor ordinarily move to Assistant Professor, step 2 or 3, when promoted. This represents a lag of two steps. Promotion to Associate then normally occurs after the eighth year at the Colleges, in the event of a successful Review II.

Assistant Professor

Assistant Professors move through rank at one step a year (Step 1-6 being 1.9% above the previous step; Step 7 and beyond being 3.7% above the previous step), normally reaching step 6 in the year of Review II. Promotion to Associate, step 1, then ordinarily accompanies a positive tenure decision. If years have been spent as Instructor, promotion is delayed according to the schedule above.

For Assistant Professors appointed half-time in ongoing lines, the step increments for each year of normal progress will be 3.7% for the first 12 years of service, and 2.1% for each step thereafter.

Associate Professor

Normal progress is one step per year through Associate Professor, step 6. The first six steps are 3.7% apart; steps 7 through 9 are each 2.1% above the previous step. Thus, Associate Professors not promoted in the sixth year suffer very little salary penalty in their seventh, eighth, or ninth years of continuing appointment at the rank of Associate. Thereafter, the gap between steps is reduced to 1.1%, so that the salary difference for Associates not promoted in the 10th and subsequent years slowly increases. However, normal progress remains one step per year through the rank of Associate Professor.

Full Professor

Normal progress is one step per year in the rank of Full Professor, with each step representing a 2.1% increase, to the following limit: For Associate and Full Professors, the normal progress of one step per year in rank will be limited to a total of 26 step increases after tenure or 20 steps (21 steps in the case of early promotion to Full Professor) in the rank of Full Professor, whichever comes first.

b. Special Situations: Prior Experience, Market, and Merit

Appointment with Prior Teaching Experience

When a faculty member with previous full-time teaching experience joins the faculty, the first-year salary step may not correspond exactly to either the actual number of previous full-time years teaching or the number of prior years in probationary status recognized upon appointment. Generally, however, the salary step will be within two of the years of full-time teaching or equivalent professional experience beyond receipt of the doctorate or other appropriate terminal degree.

Market Steps

Faculty hired at steps above Assistant Professor, step 1, because of market conditions in their area (as distinct from cases involving previous experience) may continue to advance one step per year until Review II. If more than two market steps are involved, the faculty member may request consideration for early promotion to Associate Professor when in Assistant, step 6, 7, or 8, moving to Associate, step 1, 2, or 3, if tenure and promotion are granted.

Merit Steps

A merit step is given as a permanent acceleration in step progress. The faculty member receiving a merit step will, under normal conditions, accrue the additional salary resulting from the step advancement on a permanent basis. Thus, Full Professors who have received merit steps, as well as those who were initially appointed at a step greater than Assistant Professor, step 1, because of market or prior experience, may be in steps higher than step 20 (or 21) when the 20 (or 21) year limit for step increases in the rank of Full Professor is reached.

c. Faculty on Temporary Appointment

Newly appointed faculty in temporary part-time appointment will be paid according to the scale in effect at the time, as determined by the Provost, with the actual salary offered reflecting degree status (whether or not the candidate holds the terminal degree in his or her field) and prior instructional experience.

Individuals teaching four or more courses will be compensated at a proration of the step appropriate to their degree status and experience, and will be considered benefits-eligible.

## 2. FACULTY LEAVE POLICIES

The granting of any leave, including sabbatical leaves, junior leaves, and leaves of absence without pay, is authorized by the Board of Trustees upon the recommendation of the President, and is granted to further the professional growth and effectiveness of a faculty member and thus to increase the value of his or her subsequent service to the Colleges. In general, faculty are expected to teach in the service of the Colleges at least five of every seven years of appointment. Time in service to the Colleges includes semesters teaching in the Colleges' off-campus programs.

a. Sabbatical Leaves

Full-time faculty in tenured or tenurable positions only at the rank of Assistant Professor and above who hold the Ph.D. or other appropriate terminal degree are eligible for sabbatical leaves as follows:

- (1) For every 7.5 course equivalents taught as part of a normal teaching load of 5 courses per year, a faculty member accrues one course equivalent of sabbatical leave at full pay. These may be “expended” as either mini-sabbaticals (15 courses taught earns 2 courses sabbatical release) or full sabbaticals (30 courses taught earns 4 courses of sabbatical release). While time on leave of absence is not normally counted in determining eligibility for sabbatical leave, exceptions can be authorized by the President.
- (2) Faculty who are eligible for a full sabbatical may choose to schedule the semesters in which they are on sabbatical in various ways. They may take a full academic year (5 courses) off at 80% pay. They may choose to teach one course in their sabbatical year and receive 100% pay. They may also choose to schedule their sabbatical as a combination of two-course semesters off at full pay. Or, they may choose to use chair’s leave, additional eligibility from additional semesters teaching, or support from research grants or fellowships to augment their sabbatical time. The following examples illustrate these several strategies:

**Example 1:** Professor H is eligible for a full sabbatical in Year B. He does not teach at all and receives 80% of his pay.

**Example 2:** Professor W is eligible for a full sabbatical in Year B. He teaches one course in the fall semester and no courses in the spring. He receives 100% pay for the academic year.

**Example 3:** Professor S is eligible for a full sabbatical in Year B. She chooses to take that sabbatical as a combination of 2 two-course semesters at full pay. She deliberates amongst the following choices: (a) teaching three courses in the Fall of Year B, taking the Spring of Year B and Fall of Year C off, and teaching 3 courses in the Spring of Year C; or (b) rearranging the semesters such that in Year B she takes off 2 two-course semesters and in Year C teaches the three course semester from Year B and the three-course semester from Year C; and (c) organizing her sabbatical as any combination of two mini-sabbaticals.

Each of these examples has implications for the institution and one’s departments and interdisciplinary programs. Thus, departments and individuals must plan sabbaticals well in advance. For this reason, all sabbatical requests must be accompanied by a two-year sabbatical plan for your department or program.

Half-time faculty in ongoing positions who have taught 7.5 courses in consecutive years are eligible for one course sabbatical leave.

Accumulating more than five courses of sabbatical leave is not normally permitted unless special circumstances approved by the Provost warrant such an accumulation. After accruing five courses of sabbatical leave time, only one additional year of full-time teaching can be counted toward sabbatical accrual. Any further courses taught beyond that point will not be counted toward sabbatical accrual without Provost approval until at least one course of sabbatical leave time has been used by the faculty member. Special circumstances might include deferral of leave for institutional or departmental reasons. [REVISED Oct 2009]

Faculty members are not eligible for full sabbatical or semi-sabbatical leave in their last year before retirement. However, individual exceptions may be made on the recommendation of the President.

A request for sabbatical leave must be submitted in writing to the Dean of Faculty and Provost, with prior approval of the department or program chair. This letter must be accompanied by a letter from the appropriate chair acknowledging the request and describing the department's replacement plans. The request should include a statement of the faculty member's plans, in conformity with the purpose of sabbatical leave as set forth above. The request should be made by mid-October in the academic year preceding the leave. If possible, the department concerned should rearrange course offerings to eliminate the need for a replacement. On return from sabbatical leave, a faculty member will submit to the President and Dean of Faculty and Provost, within 60 days, a short written report of his or her activities and accomplishments while on leave.

A faculty member on sabbatical leave may not accept a teaching appointment in the United States or Canada when on a one-semester leave, and may not accept a teaching appointment for more than a semester if on a full year's sabbatical leave.

b. Untenured Leaves

Untenured faculty in tenure-track positions are eligible for a research leave of two courses at full pay normally in their fourth year of appointment, contingent upon completion of the Ph.D. or other appropriate terminal degree and a successful Review I. Availability of untenured leaves for faculty hired with prior credit for teaching at another institution must be negotiated with the Dean of Faculty and Provost.

The intent of the untenured leave program is to provide untenured faculty the opportunity to pursue a scholarly research or writing project prior to review for tenure. Departments are expected to plan for them, and generally to operate without replacement for the one semester that the faculty member is absent.

A letter of intent from interested faculty must be sent to the Dean of Faculty and Provost in mid-October prior to the academic year during which the leave will occur. This letter must be accompanied by a letter from the appropriate department chair acknowledging the request and describing the department's plans for meeting its curricular obligations. A brief description of the faculty member's proposed project is due in the office of the Dean of Faculty and Provost no later than February 15th. Upon completion of the leave, a faculty member will submit to the President and Dean of Faculty and Provost, within 60 days, a short written report of his or her activities and accomplishments while on leave.

c. Chairs' Relief

Beginning in the 2005-2006 academic year, Hobart and William Smith Colleges will provide support for departmental and program chair duties through Chair's Relief during the period that a Chair is serving his or her department or program, according to the following:

1. Category A: For Chairs of departments with 5 allocated tenure-track/tenured faculty or greater, the Chair receives one (1) course reduction per academic year, concurrently taken in that year of service. It is expected that the individual serve a full three-year term. Ordinarily, the course subject to reduction is not replaced.
2. Category B: For programs and departments with 3 or 4 allocated tenure-track/tenured lines, the Chair receives, at the end of each academic year of service, a research stipend of \$2,000, to be liquidated by the end of the subsequent academic year or stipends may be banked to be used on sabbatical. It is expected that the individual will serve a full three-year term.
3. Category C: For programs and departments with 1 to 2 allocated tenure-track/tenured lines, the Chair receives, at the end of each academic year of service, a research stipend of \$1,500, to be

liquidated by the end of the subsequent academic year or stipends may be banked to be used on sabbatical. It is expected that the individual will serve a full three-year term.

4. The Committee on the Faculty will reevaluate the research stipend amount every three (3) years and adjust its value to prevent devaluation from inflation.
5. Should the Chair of a program or department with one (1) to four (4) tenure-track/tenured lines conclude that the subsequent year's workload should provide some exception to this policy, the Provost's office, in consultation with CoFac, is authorized to review the claim and may substitute a research stipend, course release, and/or an adjunct replacement as appropriate.
6. Chairs serving under the current Chair's leave system (in which the faculty member will have served three consecutive years) will be permitted to take a chair's leave at the end of the three years of service or be provided with alternative compensation in the form of a research stipend based on the categories above.
7. A change in the number of tenure-track/tenured faculty lines in a department or program will result in a change in the category of Chair's relief.
8. The Chair's relief policy will be formally reviewed after five (5) years. This will allow the liquidation of current obligations and will see the new policy through at least one cycle. At that point we may have a better sense of consistent variations in Chairs' workload. However, CoFac will monitor how workload issues develop as it studies faculty workload and department reporting and may make adjustments before the five-year review.

d. Leaves of Absence Without Pay

A leave of absence consists of a temporary suspension of teaching and other duties at the Colleges. During this period the faculty member receives no pay (except as noted below) but retains his or her faculty status and tenure. Years in which one or more semesters are spent in leave of absence without pay will ordinarily not be counted as part of the probationary period for tenure, nor toward promotion or the next sabbatical leave. Faculty members and departmental chairs are advised to consider carefully the implications of leaves of absence for the timing of reviews and future sabbatical eligibility.

A request for a leave of absence must be submitted in writing to the Dean of Faculty and Provost, with the prior approval of the department chair, and should include a statement of the faculty member's plans. A request for a leave made after the deadline will, if granted, be contingent on the availability of a suitable replacement. Faculty are expected to consult with the Dean of Faculty and Provost regarding plans which would result in a request for leave of absence in a timely way, as when making application for a grant or fellowship.

A leave of absence will not be granted for a period longer than one year, and will not be granted for the year that follows the year of a sabbatical leave if that leave of absence would result in an absence for more than two consecutive years. An exception to this may occur when a tenured member of the faculty holds a temporary administrative appointment at these Colleges, or in extraordinary circumstances with the approval of the President.

During a leave of absence, the Colleges will continue to contribute to the insurance programs of the faculty member provided that:

- (1) The faculty member is furthering the programmatic development of the Colleges.
- (2) The faculty member continues to contribute his or her portion of the premium.
- (3) The faculty member agrees in writing to repay the Colleges for all such contributions by the Colleges to his or her insurance if for any reason he or she does not return to the Colleges at the end of the leave of absence.

The Colleges seek to encourage and support faculty who are awarded grants and fellowships. In general,

when a grant, fellowship, or leave of absence without pay provides for the recovery of a faculty member's salary by the Colleges, a department may expect to replace his or her time, to the extent permitted by the recovery of such an individual's salary and exclusive of continued contributions to insurance and the retirement funds and any supplemental support provided by the Colleges (see Section f below). Such replacements will be authorized by the Dean of Faculty and Provost contingent upon the department's approval of the faculty member's absence and the Dean of Faculty and Provost's approval of the faculty member's plans.

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e. Family and Medical Leave Act, Faculty Classroom Leave Policy and Faculty Disability Policy

Faculty electing leave of one semester under any of these three policies do not lose step or sabbatical accrual and time spent in such leave will not count toward retention and promotion reviews. The faculty member may stay on the original tenure clock, if elected, by December 1 for Review I and April 15 for Review II. Disability leaves of greater than two consecutive semesters may or may not postpone step and/or the timing of tenure and promotion reviews, as agreed upon between the individual and Dean of Faculty and Provost in writing, no later than the end of the period of disability leave.

f. Supplemental Leave Compensation for Faculty Awarded Nationally Competitive Fellowships

In cases where members of the full-time faculty receive nationally competitive fellowships running for an entire year and such fellowships provide a stipend less than the faculty member's normal salary for that year, the following rules shall apply:

- (1) Faculty may be paid sabbatical pay in such fellowship years if they are entitled to sabbatical leave in the normal sequence of leaves. It is understood that sabbatical leaves and the leave of absence are incorporated one into another, and that the sabbatical time is thus used. The combined total of the sabbatical pay and the national fellowship may not exceed the normal compensation for the year.
- (2) Where there is no sabbatical leave eligibility, the Colleges will award compensation up to 10% of salary toward narrowing the gap between the amount of the fellowship stipend and the normal salary.
- (3) Where a full-time faculty member wins a nationally competitive fellowship to support him or her for the entire year, and where the amount of the fellowship stipend is less than the amount of the faculty member's salary, the Colleges will continue the normal package of benefits as though the faculty member were on full salary with the exception that the Colleges' contribution to the faculty member's TIAA/CREF account shall be based on the actual salary paid by the Colleges during the period of leave.

Supplemental compensation will be paid only in those cases in which the details of the fellowship and salary were reviewed with and approved by the Dean of Faculty and Provost before the grant application was submitted. In this manner it will be fully understood in advance by all parties what the financial situation for each individual will be. The faculty member will agree in writing to repay the Colleges for all supplemental compensation and contributions by the Colleges to his or her insurance and retirement, if for any reason, he or she does not return to the Colleges at the end of the leave of absence.

g. Individual and Institutional Obligations

Sabbatical leaves, junior leaves, and leaves of absence without pay are granted on the expectation that the professor will return to full-time teaching at the end of the leave. It is presumed, generally, that the professor will teach for at least one academic year following a leave. In the event that the faculty member does not return, then the faculty member shall be obligated to return to the Colleges the salary and contributions by the Colleges to his or her insurance and retirement received during the leave.

The following is quoted from "Statement of Principles on Leaves of Absence," AAUP Policy Documents and Reports, 1990 edition, p. 177:

"Faculty members have an obligation to return for further service following leave of absence when the circumstances of granting the leave indicate that this is the equitable action, as is often the case when leave with pay is granted. A faculty member should, of course, honor an agreement to return to his institution, unless other arrangements are mutually agreed upon. The precise semester of the leave of absence should be in writing and should be given to the faculty member prior to the commencement of the leave.

Even when there is no obligation to return, the faculty member who resigns while on leave should give notice according to accepted standards. Moreover, a college or university should not knowingly invite a person to join its staff at a time when the individual cannot properly accept the invitation. In most instances, an institution which invites a faculty member to accept a new appointment while on leave should feel obliged to pay at least a portion of the cost of the leave."

h. Scheduling of Sabbatical and Untenured Leaves and Leaves of Absence

Departments are expected to schedule leaves to disrupt as little as possible department and program curricula. When, with the written permission of the Dean of Faculty and Provost, a sabbatical leave is taken a year early or a year late, the timing of the next sabbatical leave will be calculated from the year in which the leave normally would have occurred.

i. Faculty Mentoring and Advising System

"Each new faculty member will be given a copy of the Faculty Handbook which contains the bylaws describing the standards and procedures for contract renewal and all reviews and promotions and a copy of his/her departmental/program review Standards and Criteria (SAC). Before the eighth week of the faculty member's first semester, the Dean of Faculty and Provost will arrange a meeting with the faculty member and his/her department or program chair to discuss the appointment letter and the departmental/program SAC. Within one month after the end of classes in the faculty member's first year on campus, the department/program chair will meet with the faculty member to discuss teaching during the first year, examine all course evaluations and identify areas of strength and weakness." (Faculty Bylaws, I. A. 1. b)

It is the responsibility of department and program chairs to generate and sustain an environment where mentoring and support for all faculty can take place. The Colleges Faculty Enrichment Program, led by the Associate Dean of Faculty, Director of the Center for Teaching and Learning (CTL), Chair of CoFac, and the Chair of the sub-committee on Faculty Research and Honors, was begun in Fall 2007. It is located physically in the Learning Commons where the Presentation Room hosts gatherings around topics of faculty interest, including pedagogical research, publishing across disciplines, and student assessment of learning. In addition, faculty are invited to take advantage of individual consultations with Dr. Susan Pliner and the opportunity to conduct a mid-semester course evaluation (Small Group Instructional Diagnosis).

Within the Faculty Enrichment Program, faculty development and advisement are meant to transcend traditional notions of the junior-senior faculty relationship. The idea of mutual mentoring is encouraged, wherein tenured and non-tenured professors, new faculty and senior colleagues, generate opportunities to learn from one

another to grow as scholars and teachers. The program aims to increase the frequency of both scholarly and pedagogical exchanges.

### 3. COLLEGES GRANTS IN SUPPORT OF FACULTY SCHOLARSHIP AND TEACHING

#### a. Grants in Support of Scholarship

Limited funds are available for grants to encourage and aid faculty members in their scholarly and creative work. These funds are administered by the Faculty Committee on Research and Honors, a subcommittee of the Committee on the Faculty.

Faculty Research Grants for expenses may be made to help defray such costs as copying, supplies, travel expenses, and rental of equipment. Requests should be directed to the Faculty Committee on Research and Honors and must include the title and description of the project and a short budget showing the amount requested and the items of expenditure. These grants are to cover budgeted expenses, up to an amount set annually by the committee. No faculty member without a terminal degree is eligible. A faculty member may reapply for an additional grant after he or she has submitted a statement certifying the appropriate expenditure of a previous grant, but funds for this purpose are limited and the committee will endeavor to meet the *bona fide* needs of as many applicants as possible. A due date for applications (normally in early spring) is established and announced each year.

#### b. Curriculum Support Funds

In addition to funds for scholarly research, the Colleges may offer grants in support of curriculum development. Support under these grants is not for normal scholarly research and publication within a faculty member's discipline. They are designed to assist a faculty member in his or her development in one or more of the following areas: study in areas new to him or her and designed to enhance that person's knowledge and skills; planning of specific course or program which differs from that in which a person is now engaged and which will make a positive contribution to the Colleges' curriculum; and development of new teaching and/or classroom techniques which will enhance the effectiveness of the instructional program. These funds are administered by the Dean of Faculty and Provost.

The Center for Teaching and Learning (CTL) offers faculty grants for projects that enhance teaching and learning at the Colleges, specifically those designed to creatively transform classroom or laboratory practice and to expand opportunities for rigorous engagement with course content. Projects may include experiential learning, oral communications, collaborative learning, technology, cross-cultural or multicultural methodology, community-based learning, curriculum development, critical thinking skills, disciplinary writing, or, more generally, any imaginative projects aimed towards improving teaching and learning at HWS.

#### c. Application for External Support

Faculty who seek external support are encouraged to plan well in advance of leaves or anticipated projects.

The Colleges' Director of Grants is charged with the development of potential resources for our budgets and for new programs and initiatives. Since careful coordination of funding efforts is important, all faculty grant submissions to external funding agencies must be reviewed well before submission by the Dean of Faculty and Provost and the Director of Grants. All applications for external support require the approval of the Department Chair and Dean of Faculty and Provost in advance of submission. Proposals and applications requiring the use of

institutional funds may require the further approval of the Vice President for Finance and Administration, the Director of Human Resources, and Information and Technology Services. Any request for course release as part of a proposal for external support must have the explicit approval of the department/program chair and the Provost. Normally, faculty members may not seek more than three course releases in any three-year period so as to ensure the equitable distribution of teaching responsibilities within departments and programs. In addition, it is expected that externally-funded course releases will be charged to the grant as a proportionate share of the faculty member's compensation.

#### 4. TRAVEL

##### a. Support for Professional Travel

Subject to the availability of funds, the Colleges reimburse each tenured or tenure-track faculty member appointed at least half-time for a portion of the cost of attending professional meetings each academic year. The amount of reimbursement depends upon a faculty member's level of participation in that meeting. The maximum annual grant for an individual faculty member is \$1,200. Faculty appointed on a full-time, temporary basis are eligible for a maximum grant of \$700 each year. If a full time, temporary faculty member teaches six courses in one academic year, they are eligible for an additional \$500 to attend a professional conference. All receipts must be submitted for reimbursement.

##### Levels of participation and reimbursement:

Level 1. Presentation of a paper before a state, regional, national, or international meeting of a widely recognized national or international professional organization.

The Colleges will pay 100% of the above costs, up to a total of \$1,200.

Level 2. Discussant, respondent, commentator, panel chairperson, etc., in a professional society meeting, or service in a significant office of a widely recognized state, regional, or divisional professional organization.

The Colleges will reimburse 80% of above costs up to a total of \$400.

Level 3. Attendance.

The Colleges will reimburse 80% of above costs up to a total of \$300.

The Colleges will reimburse the following as described below:

- Least expensive practical fare.
- Room for up to four nights (\$180/night maximum).\*
- Meals and miscellaneous expenses for up to four days (\$60/day maximum).\*
- Registration fees.

\* Expenditures are not to be transferred from one day to another. (i.e., if you don't spend \$60 for food one day and spend \$80 for food another day, you cannot move the \$20 to offset the \$80.)

Note: These policies are subject to the availability of funds and may be changed accordingly. The Dean of

Faculty and Provost will notify faculty of such changes in a timely fashion. A Faculty Travel Report and all receipts should be submitted to the Provost's Office after each trip. These forms are available in the Provost's Office, from faculty secretaries, or on-line on the Provost's Office web page.

We recognize that these funds may not be adequate for international travel. Faculty presenting a paper or undertaking a significant leadership role in a professional society meeting may apply to the Provost and Dean of Faculty for supplemental funding.

b. Support for Other Travel

The Colleges typically pay transportation and reasonable living costs for faculty members who are asked to travel as official representatives of the Colleges, or in connection with recruitment. Faculty traveling to professional meetings to screen and interview candidates are expected to meet the general guidelines for faculty travel to professional meetings, unless an exception is approved by the Dean of Faculty and Provost. Arrangements must be made in advance with the Dean of Faculty and Provost. Use of a personal car for Colleges' business, when authorized, is reimbursed at a standard mileage rate set annually by the Vice President for Finance.

## 5. RELOCATION POLICY

Effective January 1, 2008, this Relocation Policy applies to all eligible employees as determined by the Provost or the Director of Human Resources. This policy authorizes the reimbursement and/or direct payment of personal moving expenses.

### ELIGIBILITY

1. All requests for moving expenses must be approved in advance by the Provost for academic appointments or by the Director of Human Resources for non-academic appointments.
2. Relocation expenses will be on a reimbursement basis except in the instance that the faculty member/administrative staff member uses the Colleges' preferred moving company vendor.
3. Limits:
  - a. Tenure-Track Faculty and Full-Time Administrative Staff:
    - Commercial Movers: Relocation expenses will be reimbursed 50% of total costs but limited to a maximum of \$3,500.
    - Self Moves: Relocation expenses will be reimbursed 100% up to a maximum of \$1,750. **Please note: original receipts for all related expenses will be required in order to be considered for reimbursement.**
  - b. Nontenure-Track or Temporary Faculty: Reimbursement of relocation expenses will be limited to a maximum of \$500.

### EXPENSES

#### Direct Payment Method:

The Colleges have entered into an agreement with United Van Lines/Corrigan Moving Systems. If employee uses United Van Lines the Colleges has agreed to make direct payment of the 50% of the final invoice subject to the relocation limit to this vendor only. The remaining balance will be the responsibility of the eligible faculty member or administrative staff member.

Contact Information: John Silvernail  
East End/Corrigan Moving Systems  
1133 Emerson Street  
Rochester, NY 14606  
585-295-2232  
800-333-0763, ext. 232  
Fax 585-647-3004  
email: [jsilvernail@corriganmoving.com](mailto:jsilvernail@corriganmoving.com)

Reimbursement Method:

Moving expenses that do not qualify for deduction under Internal Revenue Service (IRS) Code Section 217 and IRS *Publication 521, Moving Expense*, are eligible for reimbursement but will be **taxable** to the employee.

The Colleges will reimburse the following items as relocation expenses subject to the above limits.

1. Actual charges by moving firms for transporting normal household goods, including packing, crating, in-transit storage and delivery. "In-transit storage" is defined as storing and insuring household goods up to 30 consecutive days after the day household goods are moved from the previous residence and before they are delivered to the new residence.
2. Actual rental and fuel cost for trucks or trailers used for self-moving.
3. Lodging and transportation for only one trip for the employee and members of his or her household.
4. Meals if reimbursed will be **taxable** to the employee
5. Travel-by-car expenses such as gas and oil for car or the standard IRS mileage rate for moving (for example, 19 cents per mile in 2008)

*Additional information:*

1. No advancement of relocation monies will be allowed.
2. In order for the reimbursement not to be taxable to the employee the move must meet the below mentioned allowable requirements for deducting moving expenses by the IRS. For further information on the requirements please refer to IRS Publication 521 Moving Expenses:
  - The move is closely related to the start of work.
  - The distance test is met.
  - The time test is met.
3. All expenses must be substantiated with original receipts.
4. All expenses must be submitted for reimbursement within 60 days after they were paid or incurred.

PAYMENT PROCEDURES

For reimbursement all receipts and mileage documentation must be submitted to the Provost for faculty members and to the Office of Human Resources for administrative staff members. Payment will be processed through the employee's payroll check and/or direct deposit.

## C. Services for Faculty

### 1. OFFICE OF THE REGISTRAR

The Office of the Registrar maintains student academic records; is responsible for course registration, enrollment verifications, and monitors degree requirements; produces identification cards for all students and employees and international student identification cards; produces the final examination schedule; processes grades and mails grade reports; reserves classrooms; and produces academic transcripts, counseling reports, degree audits, and registration confirmations. The Office of the Registrar is responsible for the Schedule of Courses offered each semester, and receives proposals for new courses for Committee on Academic Affairs action. Prior to each semester, the Registrar's Office sends out an updated listing of courses. Federal regulations pertaining to the release of information for a student are detailed in Section III, Institutional Policies and Procedures. The Office of the Registrar is located on the first floor of Gulick Hall.

### 2. LIBRARY

The combined Warren Hunting Smith Library and Melly Academic Center (dedicated March 1998) total approximately 108,000 square feet; the facility was renovated in the summer of 2008 to include a Learning Commons, with services from the Library, Information Technology Services, and the Center for Teaching and Learning coming together to provide a facility for students and faculty to focus their research needs.

The Warren Hunting Smith Library houses a comprehensive collection, containing monographs, journals, newspapers, microforms and the Hobart and William Smith Colleges Archives. The Library also has stewardship of the Colleges' Art Collection. Through membership in the Rochester Regional Research Library Council and participation in OCLC, the Library provides faculty and students with access, via inter-library loan, to holdings in many other library collections.

#### a. Faculty Loans

The Library has developed circulation policies that reflect the Colleges' fundamental commitments to respect for intellectual freedom and open and unfettered inquiry. These policies are designed to grant equitable access to the Library's resources for all members of the HWS community. To that end, borrowers accept responsibility for the care of library resources and for the prompt return of borrowed materials.

The Library categorizes items in the collections into different item types to indicate borrowing privileges and loan periods. Faculty have enhanced privileges and the ability to circulate some normally restricted items for limited periods. Books are normally loaned to faculty for the academic year, with the understanding that books will be returned or renewed at the end of each academic year and are subject to recall if needed for course use or if requested by another user. Loan periods for other materials will vary. A complete list of borrowing guidelines, and associated fines and fees are available on the Library's web site.

#### b. Purchasing Books/Materials

Recommendations for the purchase of books and materials should be submitted via the online form. If items are being requested in support of a particular course please be sure to indicate that on the form – materials specific to a given curricular need are given priority over recommendations for items to be added to the general collection. Recommendations are not purchase orders, and the librarians, based upon budgetary constraints and any established collection development policies, review recommendations.

c. Reserves

The Library's Reserve Program allows faculty to identify materials for which the Library should provide controlled access during the semester. Reserves are limited to *curriculum required* print and non-print materials that are in the collection or eligible for addition to the collection. Please note: The Library does not normally purchase textbooks for the collection; faculty seeking to have textbooks on reserve are asked to provide personal copies.

Materials can only be placed on reserve for the semester in which a course is taught via the online form. Reserves are limited to no more than 75 items per course; faculty wishing to place more than 75 items on reserve must make prior arrangements with the Director of the Library. Reserves requests are processed in the order received. Additions and removals can be made to course reserve lists throughout the term. For books already in the library collection, a week's advance notice is requested; personal copies or photocopied articles may take several days to process when material arrives at the beginning of the term. The Library makes every effort to work with faculty to provide materials, but we also must work within the constraints of copyright.

d. Film Booking

The Library can arrange for the rental of films and videos for classroom instruction. Rental request forms are available online. Requests should be placed with as much lead time as possible; six to eight weeks advance notice is recommended.

e. Inter-Library Loan

Books and photocopies of articles from journals not owned by the Warren Hunting Smith Library are available via interlibrary loan to students and faculty engaged in research. In general, there is no charge for book requests, but there may be a fee for obtaining photocopies. Failure to return books by the due date will result in loss of all Library privileges until the item is returned or replacement payment is made according to fees assessed by the owning library.

f. Online Searching

Via the Library's webpage, access to the catalog of library materials is available online. Additionally the Library also provides access to a multitude of online databases. The catalog and many of the databases are also available from off campus via proxy.

g. Faculty Study Carrels

POLICY:

1. Carrels are ordinarily assigned on the basis of need, with the following priority:

- (a) Faculty who are on leave and in residence for the period of the leave, for the period of his or her leave, upon assurance that the carrel will be used on a regular basis.
- (b) Tenured faculty engaged in scholarly projects requiring continual or substantial access to the library's collections, upon application describing the project and resources required.
- (c) Untenured tenure-track faculty and others in ongoing appointment engaged in scholarly work utilizing the library's resources, upon application describing the work undertaken and resources required.
- (d) Emeriti faculty engaged in active research, upon application describing that research.

(e) Temporarily-appointed faculty in greater than half-time appointment engaged in scholarly work utilizing the library's resources, upon application describing the work undertaken and resources required, on a space available basis. It is understood, however, that it is the Dean of Faculty's responsibility to provide office accommodation for all faculty and that temporarily appointed faculty will not use carrels to meet students or otherwise as a substitute for a regular office.

Faculty making joint application to share a carrel may receive special consideration, assuming that both are otherwise eligible for assignment.

2. Carrels will ordinarily be assigned on an annual basis for a year's tenancy. Assignments may be renewed to a maximum of three continuous years. Assignments beyond three continuous years may be made (see Procedures) but will be considered exceptional.

3. It is to be expected that all faculty who are assigned carrels will use them on a regular basis. Use of a carrel may not be sublet by one faculty to another or to a student. A faculty member who knows that he or she will not be actively using a carrel for a semester or more, but who wishes to maintain the assignment, may ask that the carrel be temporarily reassigned for the period.

4. Carrels are not offices and it is understood that occupants should not use carrels to substitute for a regular office. Access to carrels is only during regular library hours; hours are posted on the library's webpage and at the main entrance. As a matter of building security and maintenance, it is occasionally necessary for library staff to access carrels.

#### PROCEDURE:

1. Applications for new assignments and renewal of existing assignments will be made to the Faculty Library Committee by April 15 for each subsequent year or portion thereof. Applicants will be advised of assignments by the end of Spring semester, as well as of the date upon which the carrel may be occupied. Carrels not claimed within the first month of the semester for which they were requested, will be considered forfeit and may be reassigned.

2. Applications must clearly indicate the grounds upon which application is made, including a description of any scholarly work in progress or to be undertaken and the use of the library resources to be made.

3. Assignment of a carrel to an individual for longer than three continuous years requires the recommendation of the Committee and the approval of the Dean of Faculty.

4. Management of carrel assignments (i.e., who gets what) is the responsibility of the Library Director.

5. The Library Director may temporarily assign vacant carrels for the duration of the current academic year. Temporary assignments that exceed a semester will be counted as year for the purposes of reapplication.

#### h. Hours of Operation

Hours of operation are found on the Library webpage (<http://library.hws.edu/>).

#### i. Faculty Use of Other Libraries

Cornell University Library permits: Faculty members may request Cornell University borrowing privileges through the Library. When authorized by the Provost's Office, the Library provides a letter of introduction which faculty present to the staff at Cornell's Olin Library.

Rochester Area Libraries: Faculty borrowing privileges in Rochester area academic libraries are readily available with a Rochester Regional Library Council (RRLC) ACCESS card. ACCESS cards are available to any faculty member upon request at the reference desk.

j. Archives

The Colleges' archives and print special collections are located on the Library's lower level. Materials associated with the Colleges' history or local area history are collected for preservation. Archives material is non-circulating, but is available for student or faculty research on site.

### 3. THE COLLEGE STORE

The College Store is an academic support facility owned and operated by Hobart and William Smith Colleges and is located in the east end of Sherrill Hall on St. Clair Street. The College Store carries both new and used textbooks and conducts a used buyback at the opening and closing of each semester. In addition to textbooks, the College Store carries a wide selection of general books (including books on tape), as well as a variety of other items, such as school, office, and architecture supplies, computer software, gifts, and convenience items. The store is open Monday through Thursday, 9:00 a.m. to 5:00 p.m.; Friday and Saturday, 9:00 a.m. to 4:30 p.m. Changes are listed in the DAILY UPDATE, THE COLLEGE STORE UPDATE, The College Store website (<http://collegestore.hws.edu>) and are posted in the store.

a. Textbook and Supply Orders

Requisition forms for course textbooks are mailed to each instructor in advance of the deadline for ordering each semester. Enclosed with the packet are desk copy forms, a computer history of textbook titles that have been used in the previous course for the same semester, and a course supply requisition. Textbook Adoptions may also be submitted via The College Store website, <http://collegestore.hws.edu>; click on Faculty Adoptions. If you do not receive a textbook requisition form and packet of course-related information, please contact the Textbook Manager at ext 3162.

Faculty are requested to file accurate, timely, and complete information on all textbook adoptions and supply requisitions. Textbook Adoptions/Requisitions are due each November 15th and April 15th for the Spring and Fall semesters, respectively. Late textbook adoptions are due December 15th and May 15th for the Spring and Fall semesters, respectively. Resource materials for faculty members are available on the Adoption Forms tab of The College Store's website at [collegestore.hws.edu](http://collegestore.hws.edu). Faculty members are encouraged to submit textbook adoptions online via the Faculty Adoptions tab on The College Store's website at [collegestore.hws.edu](http://collegestore.hws.edu). Online Textbook Adoptions offer (1) a quick, easy, and paperless process, (2) access to textbook information for prior terms, (3) immediate indication of New or Old Edition, (4) last known price for book, (5) ability to search database for textbook titles, as well as (6) auto-generated emails as adoption is processed by Textbook Department. The Textbook Department will be glad to provide hard copies of any of the above, including prior term adoption information, to any faculty member who requires hard copies. For assistance please contact the Textbook Manager. Textbook requisitions should be submitted promptly. This allows the Textbook Manager to generate buy-back lists that in turn benefit the students with better sell-back dollars during buy backs which are conducted at the end of each semester by used textbook wholesalers. Timely submissions of textbook adoptions also provides the Textbook Manager adequate time for problem solving: i.e., out-of-print, out-of-stock, damaged books, title changes, add-on-titles, etc. (Title changes or add-ons must be submitted in writing.) The same timing applies to supply orders. The Textbook Manager and Supply Coordinator are available to discuss any special attention matters at 315-781-3449 (X3449)

b. Desk and Examination Copies

A desk copy is a textbook sent to a faculty member after it has been adopted for classroom use. Desk copies may be obtained by completing a desk copy request (available from the departmental secretary or the textbook office at the College Store) and mailing it to the publisher's representative. Mailing this desk copy request directly to the publisher may delay the process considerably; if you do not have the name and address of the publisher's representative, ask at the textbook office. Examination copies should be ordered directly by the faculty member by contacting the publisher. Publishers vary in their practices, but will usually bill for examination copies of texts not subsequently adopted for class use.

c. Reprint Material

The first step in the preparation of reprints for course use is obtaining permission for the use of copyrighted material. The College Store in conjunction with University Custom Publishing will create the requested Coursepack upon securing copyright permission.

Applications for copyright permission may be obtained upon request from the College Store via the textbook department. Completed applications, along with photocopy-ready material, should be returned to the store for submission to University Custom Publishing. Coursepacks typically require 6-8 weeks from the time material is submitted until the Coursepack is available for sale to students.

All reprints remain the property of the academic department. At the end of the semester, departments are debited for the number of copies not sold and all the remainders are destroyed at the end of the period of permission extended to the Colleges by the copyright holder.

These procedures are for the purpose of protecting college employees and/or the institution from any liability in possible copyright infringement action or abuse. College employees have the right to refuse to print or sell any reprint which does not meet the above requirements.

The manager of the store is available to discuss any matters concerning copyrights and Coursepacks at ext 3449.

d. Special Orders

Faculty are invited to order books for their personal use. You can see the General Book Manager on the main floor of The College Store to discuss books you are interested in purchasing. Faculty members are encouraged to provide The College Store with lists of authors and titles whose works would be a worthwhile addition to the academic categories of the general book department.

The general book department features a Colleges' People section. Faculty members are encouraged to notify the General Book Manager regarding any material they have published. This information should be submitted in writing.

e. Discounts

Persons employed by the Colleges receive a 10 percent discount on purchases, excluding sale items and textbooks. Employees are allowed to charge personal purchases. Accounts may be set up through the Account Coordinator's office located on the main floor of The College Store.

4. CLASSROOM AND EVENT SUPPORT

a. Services Provided

Classroom and Event Support, a team within the Department of IT Services, provides a variety of support for members of the Colleges community and aids for teaching, professional research, publications, public lectures, symposia, and other official college events. Support services generally fall into two categories: equipment setups and media production. Traditional AV setups include: film showings (with technical support available, if needed); support of the campus Smart Classrooms which include a variety of technology such as computer, projector, VCR, DVD as well as other technology such as slide projectors; overhead projectors; public address systems and general audio support.

b. Guidelines for the Use of Audio-Visual Services

Requests should be made at least two weeks prior to the due date to ensure the teams' ability to support requests. Faculty who anticipate ongoing regular needs should contact IT Services, via the Help Desk, before the beginning of the semester. Student use of equipment and services should also be arranged with IT Services in advance.

All services may be requested by contacting the IT Services Help Desk. The Help Desk may be reached a variety of ways.

In person: The Help Desk is located in the Learning Commons of the Library. The Help Desk is staffed during normal library operational hours.

By phone: The Help Desk can be reached by calling 315-781-4357 (HELP) Monday through Friday between 8:30 a.m. and 7 p.m. Afterhours support is available for emergency situations. The Help Desk voice mail recording will provide the number to dial for this type of support.

By email: Requests can be sent to [helpdesk@hws.edu](mailto:helpdesk@hws.edu) for support. This method should not be used for emergency support requests.

By the Web: Requests can be submitted via an online form at [www.hws.edu/itservices](http://www.hws.edu/itservices). This method should not be used for emergency support requests.

## 5. TELECOMMUNICATIONS

### Telephone System

To make a call on campus, dial the four-digit number listed in the campus telephone directory. For outside calls, dial 9 and then proceed with the desired number.

Faculty should be aware that the Colleges pay for all long-distance service on a time and volume basis, even though these charges may not be "billed back" to their department. Personal long distance telephone calls should not be made except in urgent circumstances.

## 6. COMPUTING FACILITIES

### a. Academic Computing

The Instructional and Research Technology team provides resources and services to promote the use of technology in the teaching and learning environment. In service to the Colleges' mission, the staff supports

technology integration in the curriculum by partnering with faculty to develop and enhance the use of instructional technologies and to support exploration of emerging learning technologies.

The staff places a high value on delivering personalized service and maintains the Technology Resource Center as a drop-in location for individual training sessions on commonly used software and technology-related course assignments as needed for faculty, students and staff. The Resource Center also has available technology equipment, such as scanners, video editing stations, CD/DVD burning and duplicating, for individuals to use on their own or with assistance. Stop by the Resource Center in Learning Commons in the Library for individual support tailored to your needs.

#### b. Electronic Mail

All faculty are provided a 500 MB email quota.

### 7. DESKTOP COMPUTERS

Computers and other equipment purchased by the Colleges for faculty remain the Colleges' property and may be moved from the faculty person's campus office only with the knowledge and permission of the Provost. If moved to off-campus locations, personal computers, like any office equipment, are not covered under the Colleges' insurance nor can they be serviced at an off-campus location. A computer lost or stolen while off-campus is the responsibility of the faculty person to replace, at its full replacement value. Servicing of a malfunctioning computer can be initiated only at the IT Services Help Desk, and cannot be provided for personally-owned machines.

Laptops and other portable computers are intended to accompany faculty from place-to-place; however, the policy outlined above applies in those situations as well. It is strongly encouraged that a department purchase Accidental Damage Insurance on all laptops.

### 8. FACILITIES RESERVATIONS

The Facilities Coordinator (ext. 3652) in the Registrar's Office will reserve space available on campus for class, meetings, and special events such as symposia, seminars, and visiting speakers. You can also use the R25 on-line classroom reservation system to book a room or to see availability: <http://www.hws.edu/offices/registrar/> and click on Classroom Reservation System. A Faculty Calendar listing pertinent dates and deadlines is also available. Arrangements for accommodations in Colleges' Guest House for official campus visitors is available through the office of Conferences and Events: <http://www.hws.edu/offices/conferences/delancey.aspx>

### 9. CENTER FOR TEACHING AND LEARNING

The Center for Teaching and Learning (CTL) draws people together to collaborate and to learn from each other. We cultivate intellectual engagement, critical thinking, intellectual inquiry and academic achievement. As part of the Learning Commons, we reach out across campus to support both faculty and students at Hobart and William Smith Colleges.

The CTL professional staff is available for consultation during business hours; other services are available during many hours that the library is open. See our website or the CTL Blackboard for in-depth information, or call x3351 (351-781-3351).

#### a. Resources for Faculty

**Individual Consultation:** The route to excellent teaching is highly individualized. For this reason the Center for

Teaching and Learning offers a customized, confidential process to enable faculty to study their own teaching as a means to improve student learning. Together, the consultant and instructor will determine goals, identify what is going well and what might merit attention, and develop strategies for making needed changes. Confidentiality is assured.

Why might I want to consult with the CTL?

- To obtain information on new teaching methods or evaluation techniques.
- To work on any component of your teaching process (planning, teaching methods, evaluation, etc.).
- To discuss difficulties encountered while teaching (e.g. difficulty motivating students' participation, giving or receiving feedback) and to provide the means to solve them.
- To discuss the results of your student course evaluations and to develop instructional strategies.
- To discuss any other subject related to teaching and student learning.

**Mid-Term Evaluations:** We can assist faculty in preparing a helpful mid-term course evaluation for their students. Tailoring this for your specific class provides you an opportunity to solicit and evaluate feedback that can be incorporated immediately.

**In-Class Workshops:** We coordinate with faculty to tailor specific workshops to the needs of individual classes. Topics might include various writing techniques, effective reading skills, time management for heavy class loads, or source use in library research papers.

**Passion into Practice--Talking about Teaching:** This forum for faculty (facilitated by colleagues over wine and cheese) offers an opportunity to engage in informal conversations about specific topics.

**Faculty Reading Groups:** These groups offer an opportunity to read texts focused on teaching and learning, and then engage in conversation and exploration with colleagues.

**Teaching and Learning Grants:** Each semester CTL invites proposals from the faculty for projects that enhance teaching and learning at HWS, and that support teaching initiatives.

**Faculty Institutes:** Twice yearly the Provost's Office and the Center for Teaching and Learning offer institutes to faculty on specific topics.

**Teaching Fellow Program:** Newly created, the Teaching Fellow Program places trained Teaching Fellows in departments. Supported by the faculty of that department, the Teaching Fellow program provides a place and space for students to study, to engage their peers, and to enrich their learning in specific disciplines. The interaction among the Teaching Fellows, faculty, and students helps create an inclusive educational environment.

**Resource Library:** The CTL provides a continually growing library of resources on teaching, assessment, oral communications, writing, and scholarship for faculty use.

**First-Year Seminars:** The Center offers several programs in support of faculty who teach First-Year Seminars, including one-on-one consultation, FSEM faculty discussion groups, workshops, and other services coordinated by the Provost's Office. We also offer support services in tandem with the Warren Hunting Smith Library and with Instruction and Research Technology.

b. Resources for Students

The CTL provides a variety of programs and resources that help students succeed in college and beyond, including

Peer Writing Colleagues, department Teaching Fellows, Study Mentors, tutoring, and college “survival skills” assistance. All our services are available at no charge to students.

Students who seek to define their academic goals more clearly may meet with our staff to analyze their needs and to devise strategies for success. Our disabilities specialist provides advising and consulting, as well as deployment of accommodations to students with disabilities. Our staff also specializes in reading, writing, time management, and study skills.

**Study Tables:** These afternoon and evening groups provide ongoing, drop-in tutoring for students in specific subjects or classes. New groups can be organized for particular classes at faculty or student request.

**Study Mentors:** These specially selected and highly trained student mentors offer workshops and one-on-one consultations that help students manage their academics.

**One-On-One Writing Consultation and Tutoring:** Our excellent professional staff, Writing Colleagues, and tutors help students trust what they already know and augment their abilities.

**Disability Outreach, Education, and Services:** We work with HWS students, faculty, and staff to ensure appropriate and graceful accommodation for all learners.

**“Project Eye To Eye”:** This mentoring program matches college and Geneva school district students who have learning disabilities. Based on a national arts model, this program allows college students to pass on their experiences and solutions to younger students.

**Oral Communication Skills:** We offer both individual consultation and workshops in the oral communication skills that students need to successfully present in-class projects, arguments, and reports; deliver campus and conference presentations; complete oral exams; and successfully present their work in many venues and through various methods.

**Scholarship, Graduate School, and Other Applications:** The CTL coordinates with several campus offices to support students seeking Fulbright or other grants and scholarships, and supports students perfecting their written material for graduate school or other applications.

**Masters of Arts in Teaching:** For our Education students who are making the transition from undergraduate to graduate work, the CTL works closely with the Education Department to help students develop their thesis-writing skills.

**Honors Candidates:** For students pursuing Honors projects, we provide oral communication services and thesis-writing support, offer a Reader’s College that explores the Honors process, and arrange cohort groups through which Honors students from different departments can meet to interact and collaborate during the Honors process.

**TutorTrac:** The TutorTrac program allows students to make CTL appointments from any HWS-linked computer at any time through the CTL Blackboard site.

## 10. GLOBAL EDUCATION

The Colleges offer a variety of off-campus programs in diverse geographical regions and academic areas of interest. The Colleges' catalogue explains each off-campus program scheduled for the coming academic year and outlines those programs scheduled for the following academic year. Faculty interested in directing an off-campus program are encouraged to discuss their interest with the Director of Global Education as early as possible, and must submit a proposal to the Global Education Committee, usually at least two full academic years in advance. A variety of policies regarding travel allowances, cost-of-living adjustments to compensation, family support, and the director’s responsibilities apply specifically to faculty directing off-campus programs. Questions regarding off-

campus programs can be directed to the Director. The Center for Global Education is located in Trinity Hall.

## 11. ADMINISTRATIVE SERVICES DIVISION

### a. Department of Security and Safety

The Department of Security and Safety is located off Pulteney Street in the service building north of the Medbery parking lot. It is open 24 hours per day and provides continuous campus patrols by uniformed officers on three shifts, seven days a week, 365 days a year. All officers are trained in first-aid procedures and CPR and receive eight weeks of on-the-job training when first hired. In addition, professional-development workshops are held throughout each academic year. Hobart and William Smith security personnel do not have arrest authority, but the department and its director have a continuing, cooperative relationship with the Geneva Police Department and other area law-enforcement agencies. Goals of the security and safety staff are to provide protection for all students and employees of the Colleges and their invited guests, to safeguard real and personal property, and to enforce safety and motor vehicle regulations. The on-campus emergency telephone number is 3333. For routine matters and other security business, call ext. 3656 or 3657. Stickers bearing the emergency number are attached to most campus telephones, and the number is posted at many campus locations.

### b. Department of Buildings and Grounds

Faculty requests regarding basic service maintenance and housekeeping work orders are made by phone (ext 3660) or in writing to the Department of Buildings and Grounds. Departmental secretaries have the work request forms. Once the work order for your request is processed, routine maintenance and requests for repair are prioritized in the order of receipt. Emergency work (e.g., power failure, health or safety hazard, potential damage to facility or equipment) are scheduled for the same day. Non-routine projects and those requiring major repairs and significant capital investment will be assessed and authorized only by appropriate staff members.

Building Maintenance -- General maintenance, carpentry, furniture repair, locks and keys, painting, roofing, heating, ventilation, air-conditioning, electrical, support for campus events. Ext. 3660.

Custodial -- Routine, emergency, and special cleaning, carpet cleaning, classroom supplies, floor cleaning, stripping, waxing, support for campus events, trash removal and window cleaning. Ext. 3660.

Recycling -- Routine and special-event pick-ups, containers, information and education. Ext. 3660.

Grounds -- Landscaping, street, sidewalk, parking lot maintenance, equipment moving, snow removal, road and sidewalk sanding, support for campus events, tree maintenance, material handling and moving. Ext. 3660.

Projects -- New construction, renovation, energy management, engineering services, space planning, building code inspections. Ext. 3801.

### c. Office Furniture Requests

The Office of Administrative Services handles requests for office furniture, and will assist with purchasing if stored furniture is not available or does not meet needs. A request must be submitted to Administrative Services. A current listing of stored equipment will be reviewed for potential use. If no available equipment is found and current budget allows for purchase, a purchase will be approved through a standard supply catalog. If this process is not followed and an invoice is received by the Office of Administrative Services, the invoice will be returned to the

department originating the order and payment will be made through the department.

d. Colleges Print Center

The Print Center is located in the basement of the Scandling Center. The office consists of the following services: (1) Photocopying, (2) Xerox color copier, (3) United Parcel Service, (4) all first class and third class mailings, folding machine, collating machine, (5) offset press, and (6) thermal binding. In addition, Central Services handles all supplies for the Xerox photocopiers on campus, and stocks a variety of paper supplies. For specific services and requests, call ext. 3520.

e. Post Office

The Colleges' Post Office is a contract station of the Geneva Post Office and is located on the first floor of the Scandling Center. It provides postal window services for all classes of mail. All administrative, faculty, and student mail is received and distributed from the Colleges' Post Office. The hours of operation are 8:30 a.m. - 5:00 p.m. daily, and 8:30 a.m. - 11:30 a.m. on Saturday during the academic year. Summer hours are 9:00 a.m. - 12:00, and 1:00 - 4:00 p.m. Ext. 3504.

f. Campus Vehicle Pool

The Colleges' vehicle pool consists of several vans and cars, and can be rented for educational and departmental trips as well as athletic trips. A reservation must be in writing and received as least 48 hours prior to the scheduled trip. All drivers of College owned vehicles must furnish evidence of a current, valid driver's license and pass a general Colleges' driving test. Reservations are accepted on a first-come, first-served basis through the Office of Conferences and Events: [http://www.hws.edu/offices/conferences/van\\_form.aspx](http://www.hws.edu/offices/conferences/van_form.aspx)

g. Additional Services

For information concerning copying machines, typewriter service or repair, vending machines, summer programs, or risk management issues, contact the Office of Administrative Services, Coxe Hall, ext. 3668.

## 12. OTHER FACILITIES

a. Houghton House

This house is an instructional facility and office area for the Art Department, and an official College entertainment center. The first floor dining room and kitchen, northeast porch, and large drawing room may be reserved for official College purposes, as arranged by the Facilities Coordinator, ext 3652.

b. The Henry W. Hanley Biological Field Station and Preserve

The Hanley Biological Field Station and Preserve of Hobart and William Smith Colleges is a private area available for instruction, research, and nature study. Members of the college community are welcome to use it for activities including hiking, nature study, ski touring and similar recreation. No rocks, plants, or animal specimens may be collected for any reason without special permission. If you are interested in visiting the Hanley Preserve, please contact the Department of Biology for information on its location, use, and restrictions.

c. The William Scandling

Hobart and William Smith Colleges' Research Vessel, *The William Scandling*, is available for use by qualified Colleges staff, and to outside institutions, organizations, and investigators via application. Use of the

vessel may range from participation in our pre-planned cruise program, involving students in the basics of oceanographic technique, to extended research voyages designed to meet the needs of the most sophisticated specialist. For additional information, availability, and cost, contact the vessel captain at 781-3758.

### 13. COMMUNICATIONS

The Office of Communications (ext. 3540) is responsible for local, regional and national media relations, sports information, photography, institutional publications and the Colleges' homepage on the World Wide Web. Major publications include *The Pulteney St. Survey*, the Catalogue, student handbooks and the campus directory.

Of particular interest to members of the faculty is the DAILY UPDATE, a faculty-staff newsletter updated daily on the Colleges' news and events Web page. In addition to notices of events and publication of schedules, policies and procedures announced by various offices and departments, the Daily Update offers notices of recent faculty publications, conference presentations, grants and awards. Items for publication in the DAILY UPDATE are submitted via the publicity page located on the Web site.

The Catalogue is published bi-annually. The Communications Office solicits additions and revisions to previous Catalogue copy. New course descriptions must be submitted through the Registrar's Office and approved by the Committee on Academic Affairs. Publication of the Catalogue requires close coordination and cooperation among academic departments, the Provost's Office, the Registrar, the Committee on Academic Affairs and Communications.

The Communications Office publicizes major campus lectures, speakers and events. Following are the minimum time requirements:

- Posters: 2-3 weeks advance notice
- Brochures: 4-5 weeks advance notice
- Media relations: 1-2 weeks advance notice

### 14. RECREATIONAL FACILITIES

#### a. The Sports and Recreation Center

Family members under the age of 16, when accompanied by an employee of the Colleges, are eligible to use the Sport and Recreation Center during posted hours. Note: Family hours are subject to change due to athletic events, intramural activities, or other special events. Information on usage, availability and memberships for immediate family members (over the age of 16) can be obtained from the front desk (781-3528).

- Family hours are:
- Friday 5:00 p.m. - 9:00 p.m.
  - Saturday 11:00 a.m. - 4:00 p.m.
  - Sunday 2:00 p.m. - 4:00 p.m.

Areas of the Center open to family members (based on availability) are: perimeter track, racquetball courts, tennis and basketball courts. The minimum age for use of the weight room is 16.

#### b. Bristol Gymnasium

Fitness facilities are available from 12 noon to 1:30 p.m. for faculty and staff Monday through Friday during the academic year. Facilities are available for basketball, swimming, weight training, and squash. The facilities are also available every Monday night from 7:00 - 9:00 p.m. during the academic year (home intercollegiate events may preempt these activities).

It is the intent of the Department of Athletics to make available all the facilities to our faculty and staff. Valid Hobart and William Smith identification cards are required for admission to home athletic contest for which there is a charge (football, ice hockey, and lacrosse). Information regarding facility usage, event tickets, and athletic schedules are sent to all faculty prior to each sport season.

#### 15. CAMPUS DINING SERVICES

Faculty who wish to engage the services of Sodexo, Inc. & Affiliates for departmental or college events funded through their budgets should call ext. 3509 for advice on details of planning and costs.

a. Commons Room The Commons Room is a place for the faculty, staff, and administration of the Colleges to gather and share ideas with their colleagues over an informal lunch. Located in the Scandling Center, this room is also available for catered banquets, receptions, dinners, and brunches. Reservations can be made for evening and weekend events. Details are available from the Catering Coordinator, ext. 3509.

b. Cafe The Cafe is located in the Scandling Center and serves daily luncheon specials. The Cafe is a meeting place for faculty and students for casual lunch and conversation. Lunch can be ordered by telephone for take out, ext. 3506.

c. The Cellar Pub The Cellar Pub is located in the basement of Coxe Hall and is a relaxed place for a light breakfast, lunch or dinner. Specialty beer and local wines are served, and there is often entertainment on weekends and selected evenings.

#### 16. SALISBURY CENTER FOR CAREER SERVICES

##### a. Services Provided

Located on the first floor of Trinity Hall, the Salisbury Center for Career Services assists students as they conduct a self-assessment, explore career options, consider professional or graduate schools, and search for employment. The staff at the Salisbury Center for Career Services administers interest inventories, meets individually with students and facilitates workshops on topics that include career decision-making, resume/cover letter writing, interviewing skills, job search strategies, professional/graduate school, internships and externships and summer jobs. In addition the office organizes career panels and fairs, provides internship and externship opportunities, coordinates professional/graduate school and recruitment programs, houses a comprehensive career resource library, maintains alumni, alumnae and parent career contacts and publishes The Pathfinder career newsletter.

##### b. Guidelines for Recommenders

The Family Educational Rights and Privacy Act of 1974 (revised 1988), commonly referred to as the Buckley Amendment, is designed to protect the privacy of students and to provide for their right to inspect and review educational records. A letter of recommendation written on behalf of a student represents one such educational record, and is therefore subject to the provisions of the Buckley Amendment. Although the Buckley Amendment does not address the role, rights, or responsibilities of the recommender, the policies and suggestions outlined below are provided to assist you in writing letters of recommendation.

The Salisbury Center for Career Services offers a recommendations file service to assist students in their search for employment and/or admission to graduate or professional school. A file may be started at any point during a student's academic career or after graduation; files are maintained for a minimum of 10 years. The best time is whenever the student feels the need to retain a recommendation in a centralized place for future use. Many

students choose to establish a file prior to graduation, thus eliminating the necessity in future years of locating potential recommenders.

**Policies and Suggestions:** Students are advised that it is their responsibility to discuss with potential letter writers the purpose and content of the recommendation. If you do not feel comfortable writing a letter of recommendation on behalf of a student, it is your prerogative to refuse to do so.

Students are encouraged to ask for a letter of recommendation well in advance of when it is needed for graduate or professional school applications or employment. It is helpful to students if you indicate the approximate length of time it will take to complete the recommendation.

You may prefer to write one general letter of recommendation for a student or individual letters targeted to specific graduate or professional schools or employers. A student may request that, in addition to individual letters, you place a general letter of recommendation in his or her file in case he or she needs to use it at a later date.

A student has the option to sign the waiver of his or her right of access to each recommendation before the letter is written. A letter without a signed waiver is considered non-confidential; the student will be able to review and/or receive a copy of the letter. A signed waiver indicates to the letter writer and the recipient of the recommendation that the student has not seen it and will not see it. Many professional and graduate school officials and some employers believe that letter writers will provide a more honest appraisal if they know their statements will be kept confidential.

**Note:** The Career Services' staff will not reveal to the student the content or tone of a confidential letter.

It is the recommender's responsibility to type the letter of recommendation. Completed recommendation forms should be returned directly to Career Services.

All letters submitted to a student's recommendation file become the property of Hobart and William Smith Colleges and are stored in Career Services. Copies of the letter are released only upon the student's written request. Under no circumstances will a letter of recommendation be destroyed until the entire student file is destroyed.

Upon receipt of a letter of recommendation, Career Services will notify the recommender and the student that the letter has been received and included in the student's recommendations file.

If you wish to make changes in or update a letter of recommendation previously placed in a student's file, you are required to submit an entirely new letter. If you wish to substitute a new letter for one previously written, you may do so. The student is notified that a new letter has been added to his or her file, and the original letter is maintained as an inactive part of the file. It is not destroyed until the entire contents of the file are destroyed, and it is not available for disclosure. Since the student has the option of waiving his or her right of access to each letter of recommendation, she or he must sign the waiver for the new letter prior to its being written, if the letter is to be confidential.

If you have any questions regarding recommendations, feel free to contact Career Services.

## 17. HUBBS HEALTH CENTER

The Colleges Health Center is located on St. Clair Street for limited medical and counseling services exclusively for students.

## 18. ST. JOHN'S CHAPEL

St. John's Chapel welcomes people of all faiths and religious backgrounds. The Chapel has a long history in the Episcopal Church. It has the status of a mission in the Episcopal Diocese of Rochester and is under the spiritual jurisdiction of the Bishop of that Diocese. Although its ministry and traditions are rooted there, St. John's serves the pluralistic community of the Colleges. Religious services are held during the academic year in the Episcopal, Roman Catholic, ecumenical, and Jewish traditions. Four student fellowship groups - Canterbury, Hillel, InterVarsity, and Newman - are involved with the Chaplain's Office. The Chaplain, an Episcopal priest, is available to all members of the community throughout the year (ext. 3671).