

PART-TIME FACULTY POLICY AND PROCEDURE MANUAL
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PART-TIME FACULTY POLICY AND PROCEDURE MANUAL

I. ACADEMIC POLICIES AND INFORMATION

COURSE OUTLINES/SYLLABI AND OUTCOMES ASSESSMENT POLICY

Course outlines are to be submitted to the School Dean before classes commence each semester, if possible, but **no later than one week** after the start date of the session/semester. The content should include: course description, course objectives, classroom format (lecture, lab, discussion), audio-visual aides, term papers, semester schedules and assignment synopses, readings, examinations and grading, your attendance policy, and a statement on Academic Honesty.

In keeping with the standards of the College's accrediting agency, the Middle States Commission on Higher Education, all faculty at the College are required to indicate a measured way to determine student success and learning outcomes in their courses. All faculty are expected to identify a set of student learning outcomes in each of their courses and to design a way to assess student performance relative to those outcomes. Outcomes assessment measures must be listed on the course syllabus and discussed with students. For example, pre- and post-course tests may be conducted, or an additional question may be added to the final examination, to assess outcomes. Results may confirm that goals are being achieved and/or being used to improve the course when necessary.

STUDENT ATTENDANCE

Attendance policies for each course are determined by the instructor and must be stated in writing in the course syllabus. Instructors are also obliged to announce and interpret their attendance policies to their classes at the beginning of the semester. Regular class attendance is the primary responsibility of all students. Please keep attendance records. Students are expected to notify the instructor when they are unable to make a class meeting. Instructors should note that the Office of Health Services does not provide students with official medical excuses. Policies pertaining to student-athletes and athletic events are posted on the faculty page of the Marist website. In the event of chronic student absence, the instructor should notify the Center for Advising and Academic Services, ext. 3500, as soon as possible.

GRADING AND EXAMINATIONS

Mid-term grades: All undergraduate students receive mid-term grades. Grading is performed on-line by faculty. (See below for instructions.)

Final grades: Students receive final grades for all courses. Grades are generally due one week after the end of classes. Grades for all classes are inputted by the professor on the Marist On-Line System. Due dates for grading and information on how to utilize the Web Grading System can be found by accessing the Marist home page, <http://www.marist.edu>. Click on Faculty and Staff, click on On-Line Grading/ Faculty and Advisor Services, and click on grading instructions. Call the Registrar's Office at ext. 3250 for any assistance needed.

Final examinations are held according to a schedule issued by the Registrar's Office, which can be found at the Registrar's Web page (<http://www.marist.edu/registrar>). Exams should be given only at the scheduled time during final examination week and not before. The final examination class period is counted in the instruction time required by New York State. Classes must meet during the scheduled exam time whether or

not a final examination is given. Any schedule changes must be discussed with the School Dean. A copy of the final examination must also be submitted to the Dean.

COURSE EVALUATION

All courses taught by part-time faculty members are evaluated each semester. One component of evaluation is the use of the standard student evaluation form administered by the Office of Institutional Research and Planning. Occasionally the School Dean will make arrangements with you for classroom visitations.

Student evaluation forms should be given out by faculty to students in class near or at the end of each semester but not on the day of the final. Packets of forms for each class will be distributed by the Office of the Vice President for Academic Affairs/Dean of Faculty and will be available at your School Office. Please note that, once completed, a faculty member should not personally handle or return evaluation packets to the designated locations. Copies of the computer summaries of student responses, together with the original forms, will be provided to the Deans for review after the grade change period has expired. A copy of the computer summary for the courses taught is also mailed to each faculty member at that time.

AUDIT POLICY

The fee for auditing courses offered at Marist is \$250 per course. Students are expected to have met all course prerequisites and must obtain permission from the course instructor to audit the course. Students do not receive academic credit for courses they audit. Any request to change from audit status or from credit to audit status must be submitted to the Office of the Registrar before the end of the third week of classes. This date is for a traditional, 15-week semester only. Contact the Office of the Registrar for deadlines of all other programs.

CLASS CANCELLATIONS, DELAYS, ABSENCE, INCLEMENT WEATHER

Regular procedures exist for deciding and communicating college-wide cancellation or delay of classes. The decision to cancel or delay daytime classes will be made by 6:00 a.m. Cancellation of evening classes will be announced on the radio after 3:00 p.m. You may also call 575-5500 for cancellation or delay information. Official school closing or delays due to inclement weather conditions are announced on local radio stations at 7:00 a.m. or earlier when possible. Please refrain from calling the College or calling any administrator at home. Please see the section "Inclement Weather Policy" in this section for further details.

Please do not deviate from the regularly scheduled class days or hours (this applies in particular to early dismissal or classes scheduled near a holiday). If you must cancel a class, please attempt to make arrangements with colleagues to substitute, or schedule make-up classes and/or make-up assignments for your students. Consult with your School Dean regarding any special needs. Faculty who cannot meet a class, or must delay their class because of an emergency, must use the following procedure:

1. If notification occurs between 8:30 a.m. and 5:00 p.m., the secretary of the School or the Dean must be notified of your cancellation or delay. The Dean or secretary will then notify the Office of Security.
2. If you need to notify the College of a class cancellation or delay prior to 8:30 a.m. or after 5:00 p.m., you must call the Switchboard (845-575-3000). They will connect you with the Office of Security, which will take the information.

In either case, in order to report a class cancellation or delay you must identify yourself, your class location, your course, and the time at which your class is scheduled to meet. Other identifying information may be requested.

When the Office of Security has been apprised of a class cancellation prior to 8:30 a.m. or after 5:00 p.m., they will notify the School Dean of the absence of the faculty member involved as soon as possible.

Inclement Weather Policy - Fall/Spring Semester

The decision to cancel classes because of snow or other inclement weather will be made for day classes by 6:00 a.m. and for evening classes by 3:00 p.m. Listen to your local radio station or call 575-5500 for College cancellation/delays.

The following radio and TV stations carry Marist College cancellations:

<u>AM</u>		<u>FM</u>		<u>TV</u>
WCBS	880	WRNQ	92.1	WNBC\Channel 4
WGHQ	920	WRRV	92.7 96.9	WRNN
WHVW	950	WBWZ	93.3	WNYW/FOX5
WKZE	1020	COOL 92.9 - WBPM	92.9	
WGNY	1220	WKXP The Wolf	94.3	<u>ONLINE</u>
WFAS	1230	WSUL	95.7 98.3	www.CTweather.com
WBNR	1260	KISS-FM LITE/WFKP	96.1 99.3	www.Marist.edu or call (845) 575-5500
El Ritmo WALL/WEOK	1340 1390	Mix 97 WCZX/WZAD	97.3 97.7	
WLNA	1420	WKZE	98.1	
WKIP	1450	WDST	100.1	
WKNY	1490	WHUD	100.7	
WRWD	1350 1370	WPDH	101.5 106.3	
		WGNY	103.1	
		WQQQ	103.3	
		WFAS	103.9	
		WSPK	104.7	
		WRWD	107.3	

If you cancel any classes, it is expected that this class time will be made up during the course of the semester. Documentation of this make-up time must be made to your Dean. In the event the College cancels classes, you will be notified whether that day will have to be made up during the reading day or at some other time.

There has been a problem in the past with students, especially in the evening courses, traveling long distances to campus in bad weather when the College does not close, and being frustrated to find their classes canceled by the faculty member. It is imperative that if you are planning to cancel a class you seriously attempt to notify all your students, but especially these commuter students, by putting a message on your campus phone mail. Instructions for recording your message are explained under “Using Phonemail to Communicate Cancellations during Inclement Weather When the College Does Not Close.” **Please note that you must continue to notify your School office when you cancel class.**

Thank you for your cooperation in handling this situation in a responsible and professional manner.

BASIC FACULTY PHONEMAIL INFORMATION

1. Phonemail for Marist faculty is linked to the office extension for full-time faculty, or a 7xxx extension for part-time faculty. If you do not know your extension, please contact the secretary in your School office.

Phonemail is separated into two distinct systems:

South Campus

Offices in Donnelly Hall, Student Center, Champagnat Hall, the Library, the Midrise, McCann Center, Steel Plant Studios and Greystone.

North Campus

Offices in Lowell Thomas, Dyson Center, Fontaine Hall, Fontaine Annex and St. Ann’s Hermitage. Part-time faculty phonemail boxes are assigned based upon the location of the Department office and location of faculty mailboxes for campus mail.

2. Every faculty phonemail box has the capacity for three different greetings and ten messages from callers. The greetings are separated into an Internal/External pair and an Alternate greeting. The phonemail box capacity of ten messages includes saved ones, and will no longer record incoming messages until some are deleted. Please access phonemail frequently to retrieve messages.

To Leave a Message for Your On and Off-Campus Students Regarding the Status of a Class Meeting During Inclement Weather When the College Does Not Close:

1. Access your phonemail:

- Dial the “direct access” number for your phonemail system:
 - ⇒ South Campus – ext. 3001 (from off campus: 575-3001)
 - ⇒ North Campus – ext. 3003 (from off campus: 575-3003)

2. When phonemail answers, follow the instructions.

- Choose “Change your answering options” (touch 8).
- You might want to keep a regular greeting intact and have your alternate be a “weather hotline” that you may update as needed. To do this:

Choose “Change your greetings” (touch 1).

- ⇒ Choose “Change your alternate greeting” (touch 2). Follow instructions to record (you have up to 60 seconds). When making a message announcing class status because of weather, please be sure to include date, time, and classes affected by the cancellation.
- ⇒ Choose “Select which greetings answer your calls” (touch 3) and have your alternate greeting answer.

When the cancellation notice no longer applies, follow the “Change greeting” procedure to select your regular greetings to answer your calls.

HOW CALLERS CAN LISTEN TO YOUR MESSAGE OR LEAVE A MESSAGE:

All faculty extensions are dialable on campus from any campus telephone. The 7xxx extensions, known as Guest Mailboxes, are direct to Phonemail. When dialed, the 7xxx extension will connect the caller directly to your personal mailbox and record a message.

To call a faculty office or a 7xxx extension from off campus, dial 575-3000 and ask the operator to connect you to the extension or dial into the phonemail access number (575-3331 for South Campus; 575-3333 for North Campus) and follow instructions for leaving a message.

PHONEMAIL BOX DEFAULT SETTINGS:

Every faculty phonemail box has the capacity for ten messages from callers. Once the phonemail box has 10 messages, it will no longer accept new messages until some or all of the messages have been deleted. Saved messages use up one message slot for incoming messages. The messages may be up to 60 seconds long and the caller is warned when they have 15 seconds left to record.

Please see Appendices A and B for additional helpful phonemail information.

CLASS LISTS

The first class enrollment list for traditional 15-week courses will be distributed to your School mailbox before the first day of class. If you have students in attendance who are not on your list, refer them to the Registrar’s Office. They may attend your class if they have added your class during the Add/Drop period during the first week of school.

Updated class lists for 15-week session courses, and for courses offered in calendars other than the 15-week format, can be obtained via the Web at the Online Faculty Self Service page. <http://www.marist.edu>. Click on Faculty and Staff, click on On-Line Grading/Faculty and Advisor Services (in the right hand column), Click on “Click HERE to Enter Faculty and Advisor Services. Enter your Marist account and password. Click on “Select Term” and choose the current semester. Select the course from the drop down box. Your class list will appear with all students registered at that moment.

The Registrar’s Office will email the faculty, after Add/Drop is complete, a reminder to access updated class lists via the Web. Only students appearing on the list at that time should be allowed to remain in class. Be sure to direct any student who is attending but is **not** on the class list to the Registrar’s Office immediately. The Registrar’s Office will also remind you to verify your class list during the fourth week of the semester so that any discrepancies can be reported to our office. The Registrar’s Office will then follow up with any problems.

CLASSROOM ASSIGNMENTS/CHANGES

The Registrar's Office, located in Donnelly Hall 203, is responsible for the assignment of classrooms. Room assignments are indicated on the first class list which will be in your mailbox, or can be found under "Faculty Schedule" at the Online Faculty Self Service page. All room request changes should be directed to your School Dean.

ACADEMIC HONESTY POLICY

Cheating includes, but is not limited to, the following actions:

- a. Copying from someone else's test or examination paper.
- b. Possessing, buying, selling, removing, receiving, or using, at any time or in any manner not prescribed by the instructor, a copy or copies of any materials (in whole or part) intended to be used as an instrument or academic evaluation in advance of its administration.
- c. Using material or equipment during a test or other academic evaluation which has not been authorized by the instructor, such as crib notes, calculator, tape recorder, or slide rule.
- d. Obtaining or attempting to obtain in a fraudulent manner any material relating to a student's academic work. Such actions would include theft of examinations or library materials, or obtaining advance access to an examination through collusion with a College employee.
- e. Working with another or others in completing a take home examination or assignment when the instructor has required independent and unaided action.
- f. Attempting to influence or change an academic evaluation, grade or record by unfair means. This would include altering academic work which has been resubmitted without indicating that the work has been altered.
- g. Permitting another student to substitute for oneself in an academic evaluation.
- h. Marking or submitting an examination or evaluative material in a manner designed to deceive the grading system.
- i. Willfully damaging the academic work or efforts of another student to gain an unfair advantage in an academic evaluation.
- j. Failing to comply with a specific condition of academic integrity which has clearly been announced in a particular course.
- k. Submitting, without prior permission, any work by a student which has at anytime been submitted in identical or similar form by that student in fulfillment of any other academic requirement at any institution.
- l. The submission of material in whole or part for academic evaluation that has been prepared by another individual(s) or commercial agency.
- m. Plagiarism
 1. Submitting written materials without proper acknowledgement of the source.
 2. Deliberate attribution to, or citation of, a source from which the referenced material was not in fact obtained.
 3. Submitting data which have been altered or contrived in such a way as to be deliberately misleading.

POLICY STATEMENT

Adherence to ordinary principles of academic honesty is expected of every Marist student. Work presented to instructors in the fulfillment of course requirements, papers, assignments, examination answers etc. is to be the student's own work. Student work must be free of plagiarism. Accessing another student's computer file, with or without consent also constitutes plagiarism.

The following statements also apply:

1. An arrangement by which work is to be submitted for credit in two or more courses must have the prior approval of the instructors involved.
2. Each student is to use the library, computer facilities and other college facilities in such a way that equal access of others to the resources for study and research is ensured.
3. Violations could result in a penalty up to and including the grade of "F" and/or suspension or expulsion from the College.
4. A student who cooperates with one or more other students in a dishonest act is subject to the same penalties.
5. Those who witness an act of dishonesty are expected to report it to the proper authority with the full assurance that confidentiality will be maintained.

Procedures and Appeals for Allegations of Academic Dishonesty

1. Alleged dishonest act is identified and the student(s) notified.

Option A

Faculty member imposes a penalty up to a grade of "F", and notifies the Dean of his/her action. If the student wishes to appeal the sanction, the Dean of the School handles the appeal. The Dean may recommend additional penalty up to suspension or expulsion from the College. The Committee on Academic Honesty will hear a final appeal.

Option B

Faculty member may impose a course penalty and recommend to the School Dean suspension or expulsion from the College. The Dean will take a position on the faculty member's recommendation. The Vice President for Academic Affairs/Dean of Faculty will hear the final appeal of this decision.

GRADE APPEALS POLICY

The individual instructor is responsible for establishing standards, consistent with the guidelines established in the college catalogue, and for assigning grades to student work. Furthermore, faculty are required to set forth, clearly and in writing, at the beginning of a course, a description of the course requirements and the basis upon which the student's grade will be determined. If a student feels that appropriate procedures have not been followed, or he/she has been graded unfairly, he/she should observe the following appeal procedure:

1. The student should first meet with the faculty member who assigned the disputed grade to discuss the complaint and ask for an explanation. If the student is unable to contact the faculty member in a timely manner, the student should contact the appropriate Dean.
2. If after discussion with the faculty member the student is still not satisfied, he/she should make an appointment to speak to the appropriate Dean.
3. If the student wishes the Dean to make a formal inquiry, the student must request this in writing and explain the basis of the complaint. The Dean will forward the complaint to the faculty member and request a written reply. (This initial written appeal must be made no later than 3 weeks into the semester following the disputed grade.)

4. Upon receipt of the faculty member's written reply the Dean may choose to conduct a hearing with the faculty member and the student to clarify the facts of the case.
5. The Dean will then recommend a course of action, in writing, to the faculty member and send a copy to the student. The faculty member will then inform the student in writing of his/her decision.
6. If the student is not satisfied with the course of action recommended by the Dean or the faculty member, he/she may appeal in writing to the Vice President for Academic Affairs/Dean of Faculty will review the facts of the case and send his/her conclusions in writing to the Dean, faculty member and student. If the Vice President for Academic Affairs/Dean of Faculty feels that proper procedures have not been followed, he/she may appoint an ad hoc faculty panel to examine the case and render a final decision.
7. All appeal decisions must be rendered within two weeks of the written appeal at each level.

INSTITUTIONAL REVIEW BOARD

The Marist College Institutional Review Board is established by law to protect human subjects of research from all types of risks, whether physical or psychological, and alert researchers of possible risks to their subjects.

THE INSTITUTIONAL REVIEW BOARD FUNCTIONS TO ASSURE THAT:

1. Risks to human subjects of research are minimized, and any risks are reasonable in relation to anticipated benefits.
2. There is informed consent as defined by law and documented in the Marist IRB Policy Statement.
3. The rights and welfare of the subjects are maintained.
4. The privacy and confidentiality of the subjects are protected.
 - A. **What is a human subject?** A human subject is a person from whom or about whom information is collected.
 - B. **What is research?** Research is systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.
 - C. **What is informed consent?** The subject must be informed and understand the nature of the proposed research, who is conducting the research, the agency that is sponsoring the research, the risks and benefits of participation, and who will have access to the data and results. The subject has an absolute right to refuse to participate in the research and the subject may refuse to answer any questions, undergo any procedure, or stop at any time.
 - D. **Whose research is reviewed?** Any research proposed by any member of the Marist community under the auspices of Marist College is subject to review by the IRB. Specifically, staff, faculty, and student research is reviewed.
 - E. **Is the review process lengthy or difficult?** The IRB meets every other week throughout the year allowing the Board to review proposals efficiently. The process is not difficult, and IRB members will be available to assist the reviewer.
 - F. **Where does one obtain the IRB forms?** One can obtain forms for IRB review on-line at www.marist.edu/academics/irb/

DEVELOPMENT AND RESEARCH GRANT POLICY AND APPLICATION PROCEDURE

DESCRIPTION:

Part-time Faculty Development Funds are a contribution by the College community to an individual faculty member's professional development. The College anticipates that funds will be available for 4-6 grants in each term (fall/spring). Usually grants will range in amounts from \$300-\$500.

ELIGIBILITY:

Eligible part-time faculty members must have taught 12 or more credit hours at Marist College and been employed with the College for at least four semesters. Both graduate and undergraduate professors are eligible. Full-time administrative employees who teach are eligible for these grants with the permission of their supervisor.

CRITERIA:

1. A grant request must demonstrate defined, specific activities which show promise of:
 - enhancing one's teaching
 - enhancing one's scholarshipExamples would include: integrating a technology tool into one's course; presenting a paper at a scholarly conference; traveling to a resource center to do research on a defined scholarly project; attending a conference or workshop aimed at enhancing one's teaching skills.
2. The requestor must specify the exact amount of their request.
3. The requestor must specify the time period in which the anticipated outcome will be achieved and the specific purpose for which the funds will be used.
4. The proposal must be accompanied by a letter of support from the department chair *and* have the approval of the School Dean.

PROCEDURE:

1. Complete a letter of request to the Vice President for Academic Affairs, describing the nature of the activity, the expenditure, and the time required for its completion. Attach the letter of support from the Department Chair (approved by the Dean) and deliver to Lowell Thomas 128. Please note that all awards must be expended in the fiscal year indicated and must be reimbursed according to the Business Office guidelines. **Applications will be accepted at any time during the fall and spring semesters and must be submitted for consideration before travel takes places. Funded projects and travel must be completed before June 30th.**
2. Proposals will be reviewed by a Committee composed of:
 - a. A part-time faculty member with a long history of service to Marist, appointed by the Vice President for Academic Affairs.
 - b. The Coordinator of the Center for Teaching Excellence.
 - c. A full-time faculty member appointed by the Faculty Affairs Committee.

Final determinations will be made by the Vice President for Academic Affairs.

II. HUMAN RESOURCES, PAYROLL AND CONTRACT PROCEDURES

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

Marist College is committed to creating a diverse workforce on our campus by ensuring that discriminating barriers to equal employment opportunity and upward mobility do not exist here. To this end, the College will strive to achieve the full and fair participation of minorities, women, people with disabilities, and any other protected groups found to be under represented.

Equal opportunity means employment, development, and promotion of individuals without consideration of race, color, disability, religion, age, sex, marital status, national origin, or veteran status unless there is a bona fide occupational requirement which excludes persons in one of these protected groups. The College will review its employment policies and procedures to ensure that barriers which may unnecessarily exclude protected groups

are identified and eliminated. The College will also explore alternative approaches to any policy or practice that is found to have a negative impact on protected groups.

Marist's policy of non-discrimination includes not only employment practices but also extends to all services and programs provided by the College. It shall be considered a violation of College policy for any member of the community to discriminate against any individual or group with respect to employment or attendance at Marist College on the basis of race, color, disability, religion, age, sex, marital status, national origin, veteran status, or any other condition established by law.

Michael Silvestro, as the College's Affirmative Action Officer, is responsible for overseeing affirmative action and equal employment opportunity. All questions, concerns, and complaints regarding the College's Affirmative Action Plan should be directed to Mr. Silvestro in the Human Resources Office at Marist College, 3399 North Road, Poughkeepsie, NY 12601, or you may call (845) 575-3146.

HARASSMENT POLICY STATEMENT

Harassment based upon inappropriate or threatening sexual conduct, race, color, gender, religion, national origin, age, disability or sexual orientation is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and applicable New York State Laws.

SEXUAL HARASSMENT

Marist College is committed to providing an educational and working environment that is free of sexual harassment. Sexual harassment is not only offensive, it is against the law, and it will not be tolerated by the College.

Under applicable federal and state laws and regulations, sexual harassment is defined as unwelcome sexual advances, requests for favors and other verbal or physical conduct of a sexual nature when: submission to such conduct is or becomes a term or condition of an individual's employment or academic success, or is used as a basis for employment or academic decisions relating in any way to that individual; such conduct substantially interferes with an individual's work or academic performance; or such conduct creates an intimidating, hostile or offensive working or academic environment.

Any member of the Marist Community whose conduct constitutes harassment, or who condones such actions on the part of subordinates, will be subject to appropriate disciplinary action up to and including immediate termination of employment or immediate dismissal from the College. Such offenders may also be subject to personal liability and civil penalties.

Marist College has developed formal procedures to investigate and respond quickly to allegations of sexual harassment. Any member of the college community who experiences job, academic or campus life related harassment, or who has any related complaint, or is aware of any circumstances of harassment on campus, should promptly report the matter.

Students should contact the Office of Student Affairs:
Christine Nadeau-Pupek, Director of Judicial Affairs
(Rotunda 389 - Ext. 3515)

or

Bro. Frank Kelly, Director of Campus Ministry
(Byrne Residence - Ext. 2275)

College employees should contact the Office of Human Resources
Michael Silvestro, Assistant Vice President for Human Resources/Affirmative Action Officer
(Donnelly Hall Room 120 - Ext. 3146)

Consensual Relationships:

The College deems unwise and inappropriate, and therefore strongly discourages, consensual sexual relationships between supervisors and employees. A supervisory relationship is one in which one person is in a position to exercise influence or control over the other in work-related matters or in any terms or conditions of employment. The College expressly forbids consensual sexual relationships between a member of the faculty or staff and a student. Such relationships are viewed as unwise and unprofessional. All members of the college community should be aware that involvement in any relationship as described above may expose them to eventual charges of sexual harassment. Such charges could result in College disciplinary action, up to and including termination, as well as personal liability and civil penalties.

HARASSMENT OTHER THAN SEXUAL HARASSMENT

Harassment based upon race, color, gender, religion, national origin, age, disability or sexual orientation are also forms of discrimination under Title VII of the Civil Rights Act and the laws of New York State. Such harassing activities are likewise offensive, illegal and will not be tolerated by the College.

Under applicable federal and state laws and regulations, this type of harassment is defined as verbal or physical conduct of any kind, which is based upon an individual's race, color, gender (other than sexual harassment) religion, national origin, age, disability or sexual orientation, when:

1. such conduct substantially interferes with an individual's work or academic performance or
2. such conduct creates an intimidating, hostile or offensive working or academic environment.

If you believe that you are a victim of such harassment or know of such harassment on campus, you are urged to follow the steps for reporting such activities as outlined above.

WORKLOAD POLICY

In accordance with the employment definitions described by the Integrated Postsecondary Education Data System (IPEDS) and Marist College's employment practices, part-time faculty members are limited to a teaching load of five courses during the regular academic year, or the equivalent of 50% FTE instruction, not to exceed three in any semester. Permission to exceed this may only be granted by the Vice President for Academic Affairs/Dean of Faculty under special circumstances.

EMPLOYMENT FORMS

In order to maintain accurate records, statistical reporting information to outside agencies, and payroll records, it is very important that the College have up-to-date biographical information on every employee. A new employee must complete and send to Human Resources all the new employee forms listed below before payroll can issue a paycheck. The necessary forms can be found on the Human Resources website under new employee forms at <http://www.marist.edu/humanresources/newemployee.html>.

- Application for Employment Form
- Employee Biographical Form
- Self-Identification Form

- Employment Eligibility Verification Form I-9
- Federal Withholding Form (W-4)
- New York State Withholding Form (IT-2104)
- Direct Deposit Agreement

HUMAN RESOURCES

The Human Resources Office is located in Donnelly Hall 120, ext. 2349.

APPOINTMENTS OF FACULTY:

Based upon consultation with and recommendation of the School Dean and the Department Chair/Program Director, the final decision regarding faculty appointments rests with the Vice President for Academic Affairs/Dean of Faculty.

The offices of the School Deans are responsible for the issuing of part-time faculty agreements, contingent on the approval of the Vice President for Academic Affairs/Dean of Faculty. The original signed agreement is to be returned to the Office of Human Resources along with the tax withholding forms. All new faculty members are required to complete an I-9 form in person in the Office of Human Resources. This form is federally mandated and requires two forms of personal identification. Further information pertaining to acceptable forms of identification or other employment/benefits information at Marist can be obtained in the Office of Human Resources.

TUITION BENEFITS:

The following benefits are applicable for standard academic course offerings. Non-credit courses and other miscellaneous courses available through the School of Global and Professional Programs are not included in this benefit.

Benefit for the Part-time Faculty Member

Tuition will be waived for one graduate or undergraduate course after having taught a *minimum of 3* credits. The course must be taken either (a) during the semester(s) in which a contract to teach a minimum of three (3) credits has been issued, or (b) the next regular semester *following* completion of a semester in which a contract to teach a minimum of three (3) credits had been issued. The tuition benefit for case (b) will be approved by the School Dean when there is a reasonable expectation of on-going part-time employment.

Benefit for Spouse and Dependent Children

Tuition will be reduced according to the following schedule, but only during semesters in which a contract to teach a minimum of three (3) credits has been issued:

<u>COMPLETED CREDITS OF TEACHING</u>	<u>TUITION REDUCTION</u>
30-44	10%
45-59	20%
60 or more	30%

PAYROLL

Payroll dates are semi-monthly for a traditional semester; fall and spring semesters are paid over eight equal installments (September 15 through December 31 and February 15 through May 31). Winter intersession courses are paid in two installments (January 15 and January 31).

Summer session, accelerated, and Saturday courses are paid according to the schedule below:

Three Week Session I	paid in one installment on July 15
Three Week Session II	paid in one installment on July 15
Six Week Session I	paid in one installment on July 15
Six Week Session II	paid in three installments on July 15, July 31 and August 15
Ten/Twelve Week Sessions	paid in three installments on July 15, July 31, and August 15
Six Week Accelerated	paid in equal semi-monthly installments within or closest to the course period throughout the year

Part-time faculty teaching in the correctional facilities will be paid in two equal installments for the summer sessions on July 15 and July 31. In certain instances, when courses are scheduled outside of the normal academic calendar, semi-monthly salary payments shall be made according to the course schedule.

The summer pay schedule will **not** apply to full-time staff members teaching at a campus location or correctional facility -- payment will be in four equal installments beginning on July 15 and ending on August 31.

TRAVEL REIMBURSEMENT PROCEDURES

Business office policies are clearly stated in the Marist College “Business Travel and Other Expense Reimbursement Policies Handbook” available at www.marist.edu/businessoffice/pdf/trvlman.pdf. They are based on IRS regulations for an “accountable plan,” which requires substantiation for all business related travel and expenditures by an employee of the College. Please refer to this handbook for further guidelines. Part-time Faculty members should note, in particular:

- When the use of a personal automobile is necessary to conduct official College business, reimbursement is made at the current published rate of 55 cents per mile.
- The 55-cent per mile rate covers gas charges as well as wear and tear of the vehicle, repairs and insurance coverage. Therefore, reimbursement for charges for gas should not be submitted as an additional cost to the 55-cent per mile rate. (This is a common submission error.)
- The rate does not include charges for tolls and parking. Requests for reimbursement for these charges should be submitted separately with original receipts to substantiate the expenditure. EZ Pass statements should be submitted if used.
- The mileage rate is calculated from one place of business to another; that is, from the College to the point of travel, not from the employee’s home.
- Employees must keep track of their travel expenses and substantiate the expenditures by submitting adequate supporting documentation to the Business Office within 10 days upon returning from a trip.
- All expenditures must be approved by a supervisor and be submitted on our Travel Expense Reimbursement Form. This form is also available at www.marist.edu/businessoffice/forms.html

- **The Business Office will not reimburse employees for any expenditure over 30 days old.**
- A per diem travel reimbursement allowance is not available, nor is there a daily meal allowance.

III. MARIST SERVICES

Introducing



Marist Money is a convenient, prepaid money management account that allows you to enjoy campus wide purchasing power.

Marist College ID Card (can be obtained from the Marist Card Office located in Donnelly Hall 241)

- *is your personal college identification card*
- *is your college library card*
- *grants admission to college activities and events*
- *grants you check cashing privileges at Marist College*
- *enables access to Marist Money services*
- *grants access to off campus merchants (Deli, Pizza, Restaurant, etc.)*

The advantage to *Marist Money* is you never need to carry cash, as your ID card also serves as your *Marist Money Card*.

How does the account work?

Funds in your *Marist Money* account can be used for purchases in the college bookstore, post office, copy center (copies, faxes), campus coffee shops, the Cabaret, Main Dining Hall, computer store, selected campus vending machines, and selected off campus merchants.

Your funds are placed in an account that only your activated Marist College I.D. card can access. Each time you insert your card into a reader your account balance is decreased by the amount of that sale. The system then informs you of your account balance.

NO CASH WITHDRAWALS ARE AVAILABLE FROM THE MARIST MONEY ACCOUNT.

If you have other questions about Marist Money, or would like more information, please call the Marist Card Office at ext. 3550 or email us at MaristMoney@marist.edu. For further information and a list of our participating off campus vendors, please visit our website at <http://www.marist.edu/maristmoney>

DUPLICATING MATERIALS

The Digital Publications Center is located in Donnelly Hall, Room 209, and is available to help you with all aspects of your duplicating needs. Hours of operation are Monday through Thursday, 8:00 a.m. to 6:00 p.m. and Friday, 8:00 a.m. to 5:00 p.m., during the fall and spring semesters. The Digital Publications Center can be reached at ext. 2145.

Whenever possible, please use our Digital Publications Center rather than incur the expense of off-campus services. You may wish to consult with the Digital Publications Center Manager regarding the costs and time needed to complete your work, especially with large or complicated jobs. Please discuss significant costs with your Dean. You may choose to place copies of materials for your students on reserve in the Library. (Copyright legislation prohibits keeping those copies on reserve after a class has terminated.) You may also consult with the Bookstore Manager concerning having a custom "Course Pack" prepared for sale in the Bookstore. All copyright regulations are handled by the Bookstore.

AVAILABLE SERVICES

Photocopying - High speed, 600 dpi networked digital copier/printer. (Ikon 1050 pcp), full featured walk-up (self-serve) copier (Canon IR 5070). Departmental charge for copies is 3.5 cents for one sided, 5 cents for two sided, white 8 ½ x 11. The cost varies with other sizes and stocks of paper.

Full color copying - Available on a networked digital copier/printer (Xerox DC 5252). Cost varies with size and stock.

Digital printing - Postscript printer files or application files supported by the Digital Publications Center may be printed from a CD, memory stick and email attachment on either of the networked printers (b/w and color). Currently supported software includes: Microsoft Office Suite (Word, Excel, PowerPoint), PageMaker 7.0, In Design, PhotoShop, Acrobat and Quark Express.

Offset printing - Available for single color and two-color ink, envelopes and special stock jobs. More time is needed for the preparation of these type jobs. Please consult with the Digital Publications Center Staff.

Transparencies - Both color and b/w "overheads" can be made at the Digital Publications Center from an original or diskette (see *Digital printing* above). Blank transparencies may be purchased as well. Transparencies require extra time and cannot be produced on the walk-up machines.

Paper - Reams or cases of copier, laser and specialty papers may be purchased or ordered at the Digital Publications Center.

Binding - Spiral binding of documents can be done at the Digital Publications Center, as well as other bindery services (such as folding, cutting, collating, stapling, and laminating).

Fax service - Faxing for administrative purposes is provided at a nominal cost for transmission and no cost for reception. Recipients of clearly addressed incoming faxes are called by Digital Publications Center Staff as soon as possible after receipt. The Digital Publications Center offers faxing for personal use at reasonable prices.

New services - The Digital Publications Center is available to produce jobs external to the Marist Community.

All questions relating to duplicating and printing services may be directed to the Digital Publications Center at ext. 2145, Room 209, Donnelly Hall or on email to Archie.Chambers@Marist.edu or copy.center@marist.edu.

EXAMINATION BOOKLETS: Available at your School office or the Digital Publications Center.

JAMES A. CANNAVINO LIBRARY

The Marist College Library is an institution-wide resource charged with storing, distributing and providing access to information content. Its mission is to support the College's teaching, learning, and scholarship mission by providing information resources, advanced technologies, services, and facilities for research and study.

The Library houses in excess of 219,000 volumes of printed books and periodicals, over 5,200 audiovisual materials, and provides access to approximately 45,000 online books and periodicals.

LIBRARY HOURS - FALL 2007:

Monday - Thursday	7:30 a.m. - 12:00 midnight
Friday	7:30 a.m. - 9:00 p.m.
Saturday	10:00 a.m. - 9:00 p.m.
Sunday	12:00 noon - 12:00 midnight

- Hours, including changes and exceptions are posted on the Library web site at <http://library.marist.edu/about/hours.html>.
- Hours are extended for mid-term and final examinations and abbreviated during intersessions and summer sessions.

PHONE NUMBERS

Main number	575-3199
Circulation Desk	575-3000 ext. 2029
Reserve Desk	575-3000 ext. 2029
Reference Desk	575-3292
Library Instruction	575-3000 ext. 2194

LIBRARY WEBSITE: <http://library.marist.edu>

- 100+ electronic database subscriptions
- High quality websites and electronic texts
- Library Catalog
- Full Text Journals and Books
- Online Reserve form
- Online Inter-Library Loan form
- Research Center consultation form
- Hours of Operation
- Ask-a-Librarian
- Electronic Reference Shelf and Newsstand
- Archives and Special Collections

The James A. Cannavino Library resources are accessible to our faculty, students, and staff from anywhere via the internet with a Marist computing user ID. The Marist Help Desk answers questions and solves problems with computing user IDs.

A webpage describing all library services to faculty can be viewed at <http://library.marist.edu/services/facultyresources.html>.

BORROWING PRIVILEGES:

Faculty may borrow books and audiovisual materials by presenting a valid College ID. Reference materials and periodicals normally do not circulate, but if they are needed for class presentations, a short-term loan may be requested through a reference librarian.

Part-time faculty may borrow books for up to two months. Audiovisual materials have a seven-day loan period. Renewals are accepted in person or by phone at ext. 2108.

Please renew or return books promptly on the date due. Overdue notices are sent automatically, but the fine and fee instructions are waived. Faculty are reminded that they are responsible for materials charged in their names. We discourage second-hand lending.

INTERLIBRARY LOAN (ILL):

Interlibrary Loan (ILL) enables members of the Marist community to borrow books and journal articles not available at the Cannavino Library. Book requests generally take from one to two weeks to be filled, and article requests require from two days to one week to be filled. ILL forms are submitted online through ILLiad, and notices for delivery, pick-up, and overdues are sent to you through your Marist email.

For more information on Interlibrary Loan, please contact ILL Services at ext. 2577 and leave a message or send an email to ill@marist.edu.

RESERVE MATERIALS:

Library materials may be placed on reserve at the Circulation Desk at least two weeks prior to the beginning of each semester. A 48-hour turn around time is required to place additional items on reserve during the semester.

Faculty must supply the library with photocopied material they wish to place on reserve. When the library does not own a periodical title needed for reserve reading, an interlibrary loan request for the article can be made. The additional time required to procure an article through interlibrary loan should be factored in when planning your reserve reading. Personal materials may be placed on reserve at the owner's risk. Reserve forms are available online through Services for Faculty on the Library's homepage or they may be requested at the Circulation Desk.

INSTRUCTIONAL SERVICES:

Instructional services for students and faculty are available through the Library's Faculty Liaison to your department. The Library offers an ambitious teaching program that includes credit bearing courses, non-credit short courses, and subject-oriented in-class instruction. Please call 575-3000, ext. 2194 or email library.instruction@marist.edu.

Faculty research assistance is also available, at the Library's Desktop Research Center, and may include guidance on a research project, private hands-on instruction in electronic databases, departmental database workshops, suggestions for preparing a library assignment, or electronic citation style guidelines for your discipline. Please submit the research center appointment form on the Library website under Services for Faculty and a librarian will contact you.

ACQUISITIONS:

Faculty recommendations for books, journals, and videos are encouraged and may be submitted to the Library's Head of Acquisitions or each Department's Librarian Liaison. An acquisitions request form is available online through Services for Faculty on the Library's homepage. The Head of Acquisitions, Judy Diffenderfer, may be

reached at ext. 2191 or Judy.Diffenderfer@Marist.edu. A list of the Librarian Liaisons is available on the Library website under services for faculty.

ARCHIVES AND SPECIAL COLLECTIONS:

The Library's Archives and Special Collections program serves the college and local community by collecting, preserving, providing access to, and interpreting primary resource material on the culture and history of the College and the local region.

The Head of Archives and Special Collections encourages tours of the archives area; both individuals and classes are welcome. Special arrangements can be made to develop a tour specifically for your course! Please call ahead to arrange a tour or for more information.

It is necessary to make an appointment to use the Archives and Special Collections. In order to provide access and assistance and to meet institutional requirements for the security of rare materials, research projects are scheduled in advance. Faculty interested in the collections held at Marist College should contact the Head of Archives and Special Collections to discuss their research project and to arrange times for access and assistance that are mutually agreeable. This allows both materials and finding aids to be assembled in advance.

The Archives and Special Collections considers requests for limited reproduction of material when such duplication can be done without damaging materials and when duplication does not violate donor agreements or copyright.

You may also make an appointment to visit the archives. Please contact John Ansley, Head of Archives and Special Collections, at ext. 5217 or John.Ansley@Marist.edu, web site: <http://library.marist.edu/archives/>

MEDIA CENTER

The Marist College Media Center is responsible for the support of audio/video/visual instructional technologies. The Media Center is focused on serving the needs of the customer by providing them with the opportunity to use technology in effective and efficient ways. This involves providing the tools, making those tools accessible to faculty and staff, and encouraging their use to enrich the learning experience of Marist students.

Most classrooms on campus are *fully integrated* with multimedia projection capabilities. The Media Center provides *training and instructional support* in the operations of these rooms. When equipment is requested for *delivery*, the Media Center will deliver, set-up, and retrieve the equipment when finished. The Media Center has a variety of *portable equipment* available for faculty and students to borrow for use outside of the classroom.

Staff is on hand to videotape classes and special events. Full audio and video production is available. Audio/video content can be digitized for use in online courses. Media Center facilities include TV studio, audio production, non-linear editing, duplication, conversions, off-air recording, screenings, video conferencing and satellite downlink.

Reservations for delivery and facility use are required.

Offices and facilities are located in Lowell Thomas 203 and are open Monday – Thursday, 8:00 a.m. – 9:00 p.m. and Friday, 8:00 a.m. – 5:00 p.m. Contact staff at ext. 3635. Visit the website at www.marist.edu/mediacenter.

POST OFFICE

The Post Office is located on the second level in the Student Center. Faculty mail is delivered to the School offices where each faculty member has a mailbox. Any questions that may develop during the year may be directed to the Director of Postal Service. Hours for the Post Office are: Monday through Friday, 8:30 a.m. to 5:00 p.m. and Saturday, 9:00 a.m. to noon.

OFFICE OF GRADUATE AND ADULT ENROLLMENT

The Office of Graduate and Adult Enrollment is responsible for the admission of all graduate students, adult students (22 or older) and part-time students enrolled in undergraduate courses. The office is located in Dyson Center 127 and is open from 8:30 a.m. to 5:00 p.m. Monday through Friday. Marist offers 10 master's degrees, 5 of which are available in an online format. The College offers 6 Advanced (Graduate) Certificates, 5 of which are available online.

At the undergraduate level adults may apply for admission to any of the majors offered to traditional students on-campus. In addition, Marist offers cohort programs designed for adult learners at its Fishkill Center.

SCHOOL OF GLOBAL AND PROFESSIONAL PROGRAMS

The School of Global and Professional Programs operates an extension center where students can attend courses leading to bachelor's and master's degrees and receive advisement and register for classes. The center has a computer lab equipped with IBM computers that are networked to the campus mainframe. The Fishkill Center is located at 400 Westage Business Center Drive, near the intersection of Routes 9 and I-84 in Fishkill. The Center is open 9:00 a.m. to 10:00 p.m. Monday through Thursday, 9:00 a.m. to 4:00 p.m. Friday, and 8:00 a.m. to 4:00 p.m. Saturday. You may contact the Fishkill Center at 897-9648. A copy machine and audiovisual equipment is available at the extension center.

SECURITY

CLASSROOM TELEPHONES – EMERGENCY CALLS TO THE SECURITY OFFICE

Most classrooms on the Marist Campus are equipped with telephones. These phones are usually located near the Media Equipment. Located near each phone is an **Emergency Placard** with information on what to do in case of a Fire Medical emergency or encounter with an unruly person. Please read the information on the card.

In addition to calling the Help Desk or Media Center for technical support, these telephones are also capable of calling the **Security Office** to report **EMERGENCY** situations...fire, ambulance requests, disruptive or suspicious person, etc.

Each Classroom door lock has been retrofitted so that the room locks from the inside. In case of a disturbance or other similar emergency outside the room, lock your classroom door, turn off the lights and keep all persons in the room away from the door and/or windows. Call Security and stay in the classroom until Security or the Police give the "all clear."

To report an EMERGENCY to Security: DIAL 5555

Give as much information as you can to the Security Dispatcher and the appropriate Emergency Service will be called.

The classroom phones should be used for Emergencies ONLY.

**The Security Office is located in Donnelly Hall – Room 201 –
and is open 24-hours a day/seven days a week.**

Report all emergencies or suspicious activity or persons to the Office of Safety and Security

Emergency – ext. 5555
All Other Calls – ext. 2282
Outside Line - 845-471-1822
SNAP Escort Service – ext. SNAP (7627)

Fire Safety:

- Personally review the evacuation plans posted in the hallways for your office and classroom building(s).
- On the first day of class, please take time to review evacuation routes from your classroom with your students.
- If the fire alarm sounds, all persons must evacuate the building immediately. Obey the directions of the Fire Fighters or the Security Officers.
- Close all doors as you leave.
- DO NOT use elevators during a fire alarm.
- Move yourself and your students a safe distance from the building.
- DO NOT re-enter a building until given the “all-clear” from the Fire Department or Security Officer.
- Fire Drills are conducted twice each semester.

Parking:

- All Faculty members must have a parking permit issued by the Office of Safety and Security. If multiple vehicles are to be used, faculty and staff permits may be laminated (Copy Center provides this service) and moved from vehicle to vehicle.
- **NEW PARKING PERMIT PROCESS FOR ADJUNCT FACULTY -**
There is NO online registration for Adjunct Faculty. Adjunct Faculty should report to the security Office at Donnelly 201 to obtain a Parking Permit. You should bring your contract for the Current Semester and your Vehicle Information. ADJUNCT PERMITS are available any time at the Security Office.

Adjunct Faculty MUST register each semester and will receive a permit expiring at the end of the current semester.

- Please park only in your designated lot. Park only in a marked space.
- DO NOT park on end zones, fire lanes, or in other areas that will prohibit the safe passage of emergency vehicles and snowplows.
- Vehicles in violation of campus parking regulations will be ticketed, booted, or towed.
- If you are sponsoring an event or will need visitor parking please contact the Security Office at X2282 to make special arrangements. Please call as far in advance as possible so we can work with you to accommodate your event/guest(s).
- **DO NOT give students or student workers permission to park in staff lots without first receiving approval from the Office of Safety and Security. Students will be responsible for the ticket unless prior approval has been arranged.**

Escort:

- If you need an escort at night call the SNAP program at x SNAP (7627)

Traffic Safety:

- Please obey all traffic regulations on campus and on public highways (speed, no right on red, crossing only during pedestrian crossing phases, etc.) as you drive or walk to and from the campus. The Town of Poughkeepsie Police will be enforcing all traffic regulations.

Other:

- The Office of Safety and Security provides jump-starts and lockouts for students, faculty and staff members.
- Parking lots and/or roadways may be closed or restricted for special events. These will be announced as soon as possible and prior to the event.
- Keys are issued by the Access Control Specialist. Call for ext. 2282 or 471-1822 for assistance.
- ID Cards are issued by the Marist Card Office. The office is located in Donnelly Hall and is open 8:30 a.m. to 4:00 p.m. Call ext. 3550 for an appointment.
- If you have any questions, suggestions or need special accommodations, please call the Office of Safety and Security at ext. 2282 or at 845-471-1822.

SPECIAL SERVICES

The Office of Special Services provides a comprehensive range of support services and accommodations which promote the full integration of students with disabilities into the mainstream College environment. Services and accommodations are individualized to meet the needs of each student, and may vary depending upon the disability and/or course content. The Office supports the concept of self-advocacy in all students and does not provide faculty with prior notification of a student's enrollment. Requests for academic accommodations are made directly by the student.

Since many of our students require textbooks in alternative formats, we request that faculty determine the texts they will be using for their specific courses early so the Office can obtain these books in an alternate format or assign them to readers in a timely fashion.

Faculty should encourage students who require classroom or testing accommodations to identify themselves at the beginning of the semester. All students requesting accommodation should be informed that they must present **official documentation** of their disability to the Office of Special Services where it will be filed for reference purposes.

Students eligible for extended time during examinations may reserve a test area in the Office of Special Services. Following office procedures, reserving a space and arranging for the drop-off of exams is the responsibility of the student.

Questions regarding the eligibility of any student or the availability of support services should be directed to the Office of Special Services, ext. 2274. Complete information about the services provided by the Office can be obtained online at www.marist.edu/specialservices.

STUDENT ACADEMIC AFFAIRS

Student Academic Affairs is designed to coordinate those services that are intended to assist and support the academic pursuits of Marist students. Student Academic Affairs is concerned with ensuring that all Marist students have easy access to accurate and timely academic information so that students can make informed decisions and choices. Student Academic Affairs is comprised of five units that work collaboratively and synergistically to best meet the academic support needs of Marist students. These units include the Office of the Registrar, the Center for Advising and Academic Services, the Academic Learning Center, Center for Multicultural Affairs / HEOP, and the Center for Student-Athlete Enhancement.

OFFICE OF THE REGISTRAR

The Registrar's Office provides information and services to support, facilitate, and promote the educational mission of the College. The Registrar's Office is the official recorder of student and academic records and strives to provide timely, accurate, efficient and appropriate service to administrative, faculty, and student requests regarding these records. The Registrar's Office provides leadership and support in the use of technology to facilitate and support communication and archiving of academic information.

The Registrar's Office is located in Donnelly Hall 203 and can be reached at ext. 3250.

THE CENTER FOR ADVISING AND ACADEMIC SERVICES

The Center for Advising and Academic Services (CAAS) values a collaborative relationship with students, faculty and staff. In addition to overseeing the College's academic advisement system, CAAS is responsible for administrating academic policies and procedures, including monitoring academic standards, managing the academic review process and production of the Dean's List. CAAS has created an Academic Warning Notice that allows an instructor to report a student in academic jeopardy who is registered in their course. This report allows CAAS to determine the scope of the problem and intervene if appropriate. CAAS notifies faculty of extenuating circumstances causing a student to miss a significant number of classes. The Center for Advising and Academic Services is located in Donnelly Hall 224, ext. 3500, or visit online at www.marist.edu/academics/advise.

ACADEMIC LEARNING CENTER

Located in the James A. Cannavino Library, Suite 331, the Academic Learning Center offers programs and courses designed to support students in reaching their academic goals. The FOCUS program and the Freshman Forum assist first-year students in successfully transitioning from high school to college and in making informed decisions concerning their course of study. Credit and non-credit courses are offered through the Academic Learning Center in Writing, Critical Reading and Thinking, Self-Management and in Career Planning and Decision-Making. The Center also provides tutorial assistance, both private and group sessions, in the content areas. A proofreading service is available Monday through Friday from 11:30 a.m. to 1:30 p.m. and Monday through Thursday evenings 7:00 p.m. to 9:00 p.m. An online proofreading service is available 24-hours a day. Faculty may sponsor academic review sessions through the Academic Learning Center, and drop-in tutorial sessions are available in some subject areas. For further information call ext. 3300 or visit: www.marist.edu/academics/alc.

CENTER FOR MULTICULTURAL AFFAIRS

The Center for Multicultural Affairs is concerned with providing academic support services and activities that focus on the global society of the future, the promotion of access and equity for all, and the maintenance of an educational environment that cultivates the rich contributions of all cultures.

The Center houses the Arthur O. Eve Higher Education Opportunity Program (HEOP), the International Students Program, both undergraduate and graduate, and provides direct support services to the first Hearst Foundation Scholar, the Presidential Referral Students, and to students who are first generation college students and/or are ethnically underrepresented.

HEOP is a comprehensive academic support services program designed for New York State residents who are capable of succeeding, but have not had the educational opportunities to prepare them for college. Participants meet income guidelines established by the New York State Board of Regents. The Arthur O. Eve HEOP program has been jointly sponsored by the College and New York State Higher Education Opportunity Program for 40 years.

For more information contact the CMA/HEOP Office at X3204, come visit us at the James Cannavino Library, Suite 337, or visit our website at www.marist.edu/academics/multicultural/.

CENTER FOR STUDENT-ATHLETE ENHANCEMENT

The Center for Student-Athlete Enhancement provides advising, tutoring, life skills development, and study support facilities to student-athletes who are members of Marist's NCAA Division I athletics teams. The Center provides general information to faculty about the competition schedules of Marist's teams at the faculty website and will provide individual notifications to faculty members for specific events. The Center will also monitor the academic progress of student-athletes throughout each semester and participate in eligibility determinations. The Center is located in the McCann Center, Room 213, and can be reached at ext. 2325.

CENTER FOR CAREER SERVICES

The overarching goal of the Center for Career Services is to endow students with the skills necessary to think critically about their futures and provide them with information and support that will lead to the achievement of their career objectives. As such, the Center provides career assessment by offering students an on-line interactive guidance program and a Career Planning & Decision-Making course (CRDV 105N). Internships are arranged so that students can fine-tune their decisions as they observe professionals in the field and put their classroom fundamentals to work in the "real world."

Since the culmination of a college degree program typically marks the beginning of a professional career, the Center provides a wide range of opportunities for students to interact with employers and apply for positions with quality organizations. On-campus interviews, career/job fairs, links to employment sites on the World Wide Web and an on-line alumni career network offering professional mentors are a few of the programs that exist to support job search activity. Students may also enroll in Employment Practicum (CRDV100N), a job search readiness course. Since acceptance to competitive graduate and professional schools is a priority for Marist students, the Center provides opportunities to explore graduate programs, assistance with the application process, exam study preparation and support for the attainment of national awards, scholarships and fellowships. Students and alumni of credit-bearing degree or certificate programs may utilize the services outlined above.

The Faculty is invited to keep abreast of career events and activities by visiting the career homepage at www.marist.edu/careerservices. Please call ext. 3547 to reach our office in the James A. Cannavino Library, Suite 332.

THE WRITING CENTER

The Writing Center, located in the James A. Cannavino Library, Suite 330, is open afternoons and evenings, Monday through Thursday and Friday afternoons. Students are encouraged to make appointments (by calling ext. 2735 during Center hours). Walk-ins are assisted on a first-come, first-served basis.

The Center is staffed by part-time faculty, full-time faculty and student interns who help students with writing assignments from across the curriculum. In addition, members of the Marist community may come for help with non-academic writing tasks such as résumés or job/graduate school application letters. Students may bring assignments, ideas, rough drafts or completed papers to the Center for attention.

The Center sees its mission as helping students and the Marist College community at large become more self-sufficient writers by showing them how to express ideas clearly and effectively. Most sessions are 30 to 40 minutes or longer, focus on structural and organizational matters as well as the generation of ideas, and are dictated by the student's concerns. The main concern of the staff is to see writing improvement and to empower students in a substantive way, not just to get the student a better grade. Instructors are asked to strongly encourage students to go to the Center if the need is apparent. Writing improves most when students themselves are motivated to seek help.

ACADEMIC TECHNOLOGY

The Academic Technology group promotes and supports technology-enabled learning, with an interdisciplinary team of people and a broad range of services. This group:

- Assists in the design, production, and evaluation of web-based instructional materials.
- Provides training for developers and faculty on digitization, web authoring, and distance learning.
- Maintains state-of-the-art technologies (digital videos, computer animation, and on-line collaboration tools) in our newly created electronic classrooms and facilities.
- Supports the on-going discussion on learner-centered teaching, with emphasis on collaboration and active learning.

The Academic Technology group develops on-line courses and is actively implementing state-of-the-art distance learning technology for both faculty and corporate partners. Academic Technology is located in Library Suite 305 or call ext. 3623. The Standards of eLearning Excellence manual is located at www.marist.edu/academics/facultystaff.

INFORMATION TECHNOLOGY SERVICES--A GUIDE FOR FACULTY

Help Desk - The Marist College Help Desk provides faculty, staff and students with a single point of contact to the Information Services community. The Help Desk staff will assist you with your questions, requests and suggestions or route them to the appropriate area for resolution and provide status of your report. You can contact them at (845) 575-HELP (4357). Their hours are 7:30am – 10:00pm Monday through Thursday and 7:30am – 5:00pm Friday. For more information you can visit: <http://www.marist.edu/it/helpdesk/>

Policies & Information Security – In today's society privacy and the security of online information is very crucial. Marist College has set in place policies that all faculty, staff, and students must agree to in order to use

our services. To see a list of our policies, standards, procedures, and other related links you may go to our Policies & Information Security page: <http://security.marist.edu/>

How to Reset Your Password – You may reset your password at any point during your time at Marist, though you will be required to reset it after 180 consecutive days of the same password. You can do this from here: <https://acctmgmt.it.marist.edu/>.

Forgotten Password – If you have forgotten your password, there are two ways you can get it reset. If you are on campus, you can stop by the Help Desk (located off the atrium in Donnelly Hall) and present a photo ID (college ID or government issued ID). If you are off campus, you will need to scan and email a copy of a government issued picture ID (Driver's License, Passport, Military ID, etc.) to the Help Desk at Helpdesk@marist.edu. The same information may be faxed to: 845-575-3566. In the scan or fax, you must also include the nature of your request, your name (printed and signed), your ID number, and a contact number where you may be reached. For more information on this process please see our Account Information page here: <http://www.marist.edu/it/accountinfo.html>.

System Availability Page – Information Technology keeps the students, staff, and faculty informed of any work that is done that may impact the use of their services. You may view this information at any time here: <http://www.marist.edu/it/availability.html>. This information is also available on our Status Phone: (845) 575-3240.

Online Self Services Availability – Online Self Services provides faculty with information about their schedule and class lists as well as where faculty will submit midterm and final grades. The self services are available from 7:30am – midnight Monday through Friday and 7:30am Saturday through 7:30am Monday. You may find out more information here: <https://faculty.web4.marist.edu/afhomepg.htm>

Computer Labs & Classrooms - Classrooms and Labs support services are managed through the IT Help Desk and Media Center. Computer related problems should be reported by calling the Marist College IT Help Desk at (845) 575-4357 (xHELP). Problems with overhead projectors or other media related equipment should be reported to the Media Center Help Desk at (845) 575-3635 (x3635). This information is also located at the podium with a phone for your convenience. For more information on this service, please visit the website here: <http://www.marist.edu/it/desktop/labs.html>. You may also search the labs and classrooms by building or available software to see what is available.

Email List for Classes – Faculty may find it necessary to contact all their students. In the past teachers would have to ask each student for their email address. The use of a class email list (listserv) allows the teacher to be able to email all the students registered in a particular class.

There are email lists (listserv) available for you to send e-mail to all students in your course. The name of the email list (listserv) is made up of the following: the full name of your course, a dash and the semester. For example: if your course were CSIS103 and you taught the L117 section for the Fall, in the To: field you would enter:

CSIS103L117-FALL@marist.edu

Note that there is a "-" between the course number and the semester.

If your course number has embedded blanks, such as ART 125L999, just remove the blanks when you enter the course number in the To field. For example: To: **ART125L999-FALL@marist.edu**

All the students registered for the course get an e-mail via their Marist address(name@marist.edu).

ONLY the registered faculty member for a specific course and section can post to this address.

The list of students in each course is updated every evening. If a student add/drops your course, they are automatically added/removed from the listserv. There is no need for you to create or maintain the list.

When using Lotus Notes on the web (iNotes), please format the e-mail as Plain Text.

Attachments can be included in the email.

If you have any questions/problems please call the HelpDesk at x4357

Email Options – At Marist there are a variety of email options available to faculty, including iNotes (full time faculty) and Foxmail.(adjunct faculty)

iNotes –This is also known as Notes Webmail. Faculty may have an iNotes account, which is a webmail version of Lotus Notes which faculty may or may not have access to. To log into iNotes, go to: <http://notes.marist.edu>. For more detailed information on iNotes, you may download this Reference Guide: <http://www.marist.edu/it/pdfs/inotesv8referenceguide.pdf>.

Foxmail – Foxmail is a web based e-mail system, similar to Hotmail and Yahoo, that is provided for all Marist students, faculty and staff. Access to it is based on your official Marist computer account. A unique account is assigned to all students, faculty and staff when they enter Marist and it will exist as long as you remain with the college. To access Foxmail, go to: <http://foxmail.marist.edu>. You may go to <http://www.marist.edu/it/foxmail.html> for more information on Foxmail.

Email is a critical resource for everyone today. In order to protect that resource, the College scans the arriving and departing email for computer viruses, and checks to see if it is likely to be spam. Email can either be either blocked or marked as possible spam and forwarded to your email box. Email is blocked based on the address of the originator being a known address of a spammer, or certain characteristics of the email. Occasionally, legitimate email can be blocked. If you believe legitimate email to you or from you has been blocked, or you would like assistance in using filters to automatically place marked email in junk folders, please contact the Helpdesk at Helpdesk@marist.edu or (845)-575-HELP (x4357).

Currently, approximately 90% of the email arriving on campus is blocked as spam. For every piece of spam email that does get through to your email box, 9 more were blocked by the filters. A graph of the monthly percentages is available at <http://www2.marist.edu/i~hdprpt/hdp/xsyso.gif>.

Mailbox Preferences - Faculty may prefer to forward their Marist email to a personal account (such as Gmail, Yahoo, etc.). They may do so by going to the “Forwarding Marist email” page (<http://www.marist.edu/it/setpns.html>). This page provides instructions on how to forward your email to another account.

Dropbox - The intention of the Marist Dropbox is to allow the transfer of large files to and from members of the Marist community. Although files are commonly sent via email attachment, email servers generally limit the size of an attachment to about 2-20 megabytes. This allowance is inadequate for many modern applications; especially those involving digital media. To use Dropbox, as well as reading more about it, you can go to: <https://dropbox.it.marist.edu/>.

Directory – There are 2 different directories available at Marist College the Faculty & Staff Directory, and Email directory.

Faculty & Staff Directory – To access the faculty and staff directory, use this link: <http://www.marist.edu/directory/facstaff/>. From here you can view the directory in PDF form, search by first or last name, search alphabetically by last name, or search by department or school.

Email Directory - This is a listing of email addresses for students, faculty, or staff. On the Email a Marist Person site (<http://www.marist.edu/directory/email.html>) you may search by last name for a Marist person to obtain their email address.

Network Access - Prior to gaining access to the Marist network, you must go through the Network Access Control (NAC) process. This process ensures a number of things. First, it authenticates the user with their Marist credentials. This ensures that no one outside of the Marist community is able to access the internal Marist network. The NAC solution also takes care of the technical implementation of desktop security. First, McAfee Antivirus must be installed on a computer before it can gain network access. The virus definition files must also be up to date, ensuring protection against the latest threats. The antivirus installation file and a step by step walkthrough can be found at <http://www.marist.edu/it/resnet/antivirus.html>. This will be provided to you during the login process if it is not already present. However, antivirus alone is not a strong enough defense against Internet born exploits, your operating system must be up to date with all the latest security patches as well. For Microsoft Windows, these updates can be obtained from <http://www.update.microsoft.com>. As with the antivirus, if the latest security updates are not detected, they will be provided to you during the login process. Once the compliance to the institutional security policies are met, access to network resources is provided. For a machine that is already up to date, this should only take a few seconds. For more information on how to connect to the network and the NAC guide visit <http://www.marist.edu/it/nac>.

VPN Access- The purpose of the Virtual Private Network (VPN) is to provide a secure connection when connecting to Marist's wireless network or to provide a secure connection to the Marist network from off-campus. If you're connecting from off-campus, you must first be fully connected to the Internet via your ISP first. **For more information please visit** <http://www.marist.edu/it/network/vpn/html>.

INSTITUTIONAL RESEARCH AND PLANNING

The Office of Institutional Research and Planning is responsible for coordinating institutional planning activities, completing compliance reports for appropriate state and federal agencies, and facilitating collection and analysis of data for institutional decision-making. The Office of Institutional Research and Planning is called upon frequently to conduct campus-wide assessments of various Marist activities.

Assessments conducted by the Office of Institutional Research and Planning provide confidentiality to all participants. The Office of Institutional Research and Planning is located in Donnelly Hall 234 or call ext. 3478.

IV. FACULTY SERVICES AND GENERAL INFORMATION

CAMPUS CLEANLINESS - GENERAL RULES

1. Eating and drinking are not permitted in classrooms or laboratories.
2. Kindly erase boards at the conclusion of class.
3. Please call the Media Center, ext. 3635, for overhead projectors, including replacement bulbs, etc. (Do not take projectors from other classrooms.)
4. Arrange to have windows shut, lights shut off, and doors closed at the conclusion of class.
5. Leave drapes closed in cold weather. This conserves heat.

6. Ask students to use receptacles for trash.
7. Observe the parking regulations.
8. Report unsanitary conditions immediately to the Housekeeping Department, ext. 2527.
9. Encourage others, students and colleagues, to respect the campus and its appearance.
10. Please keep the furniture in the same arrangement as you found it. If you need to adjust tables or desk armchairs for discussions, please put it back before you end class.
11. Many classrooms are equipped with special tables to accommodate our disabled students. Please do not move or remove these tables.

CLASSROOM MATERIALS

Classroom materials such as chalk, erasers, etc. are provided by the Housekeeping Department, Room 122, Donnelly Hall, ext. 2527.

MAINTENANCE AND REPAIRS

All mechanical service needs should be called in to the Dispatcher of the Mechanical Services Office, ext. 2255.

McCANN ATHLETIC FACILITY MEMBERSHIP

Membership is free for individuals during the semester in which a contract has been issued. Family membership is \$200/year. This campus recreation facility offers basketball, swimming, volleyball, racquetball, weight training, etc. Additional charges may be incurred for some programs.

The Fitness Center hours for faculty are Monday - Friday, 9:00 a.m. - 2:00 p.m., and Saturday, 12:00 noon - 4:00 p.m. The Department of Athletics reserves the right to change these hours. The Fitness Center is not available for faculty families and guests.

Lockers are available on a daily basis. However, you must provide your own lock. A validated Marist College ID or a membership card, for which you may apply at the McCann Center Administration Office, is required for admittance.

A schedule of athletic practices and competitions is available at the control desk in McCann Center or by calling 575-3699, ext. 2301.

OFFICE SPACE

Office space needs should be discussed with your School Dean. Campus office space is almost always fully utilized and available space for part-time faculty is severely limited.

PHONEMAIL

Please see Class Cancellations, Delays, Absence, Inclement Weather

REFRESHMENTS/FOOD

<u>Resident Dining – Student Center (Second Floor)</u>		
Monday - Thursday	7:30 a.m. -	8:00 p.m.
Friday	7:30 a.m. -	7:00 p.m.
Saturday and Sunday	9:00 a.m. -	7:00 p.m.
<u>The Cabaret - Student Center (Second Floor)</u>		
Monday - Friday (Limited service)	8:30 a.m. -	11:00 a.m.
Monday - Friday	11:00 a.m. -	12:30 a.m.
Saturday and Sunday	1:30 p.m. -	12:30 a.m.
<u>Donnelly Café</u>		
Monday - Thursday	7:30 a.m. -	8:15 p.m.
Friday	7:30 a.m. -	3:30 p.m.
<u>Dyson Café</u>		
Monday - Thursday	7:30 a.m. -	8:15 p.m.
Friday	7:30 a.m. -	3:30 p.m.
<u>Library Café</u>		
Monday - Thursday	10:00 a.m. -	10:00 p.m.
Friday	10:00 a.m. -	3:00 p.m.
Saturday	CLOSED	
Sunday	1:00 p.m. -	9:00 p.m.
<u>Jazzman's Café at Upper West Cedar</u>		
Monday - Thursday	9:00 a.m. -	1:00 a.m.
Friday and Saturday	5:00 p.m. -	1:00 a.m.
Sunday	12:00 noon -	1:00 a.m.

ROOM RESERVATIONS

All rooms in the Student Center, including the Nelly Goletti Theatre and the Dining Service area, are available for reservation through the Office of College Activities - SC 373. Room reservations can be made by contacting Tracey.Kopchik@Marist.edu. Written email confirmations will be issued for every reservation.

Generally, rooms should be reserved as early as possible. When the reservation does not require room set-up, equipment (such as easels) or food service, a minimum 72-hour notice is suggested. Reservations needing room set-up, equipment, or food service require at least 10 days notice. Audio visual equipment must be reserved at least 24-hours in advance by completing a written request form and submitting it to the Media Center at LT 203. Equipment may not be borrowed for use off-campus. Any special set-up must be arranged with the Housekeeping Department, ext. 2527. (For Lotus Notes users, send request to Housekeeping in the Marist address book.)

Any group using Student Center facilities is responsible for the condition of the facility and for supervision during the time of use. Expense incurred by the Student Center for improper use of the facility and/or equipment will be charged to the individual and/or organization responsible.

All classrooms are reserved through the Office of the Registrar (ext. 3250). A minimum of 24-hours notice is required for reserving rooms. Reservations for the use of conference rooms in the Lowell Thomas Center 123 and 125 may be made through the Office of the Vice President for Academic Affairs/Dean of Faculty (ext. 2629).

SECRETARIAL SERVICES

Secretarial assistance can be arranged through your School. Please check with your Dean.

STUDENT CENTER - USAGE OF FACILITIES

Departmental Sponsorship of Conferences

The conference policy at Marist waives rental fees for outside organizations who gain the sponsorship of academic or administrative offices. In order to provide comprehensive and efficient institutional support and promotion of conferences sponsored by Marist, originators must contact the Office of the College Activities. All conference coordinators must work through this office so that all appropriate College departments may be adequately informed of any pending events and to avoid scheduling conflicts.

A detailed written request must be submitted to the Office of College Activities, c/o the Director of Student Activities at least 60 days prior to the event. The request should contain date, time, number of participants, if any participants are physically challenged and require special access to facilities, facility requirements, publicity, and food service needs. The request must also contain a clear and authorized source of funds for the conference activity as well as written approval from the line executive officer.

Upon approval of the event, the Director of Student Activities will notify the offices involved -- The Directors of Physical Plant, Safety and Security, College Relations, Housing, and a representative of Sodexo -- in order to ensure optimum cross-campus coordination and cooperation.

It must be noted that approval by the Director of Student Activities does not relieve individual conference coordinators of the responsibility for making specific arrangements such as room reservations, food service, special parking and security arrangements, insurance coverage, publicity, etc. with the campus offices involved. Special accommodations in the academic buildings (Donnelly Hall, Dyson Center, Fontaine Hall and Lowell Thomas) for seating configurations, podium, etc. are handled by the Housekeeping Department (ext. 2527. (For Lotus Notes users, send request to Housekeeping in the Marist address book.)

Accommodations as noted above for facilities in the Student Center are handled through the Office of College Activities. All audio-visual requirements, including flip charts and computer carts are handled through the Media Center (ext. 3635). Requests for special phone connections or Internet access should be arranged through the campus Telecommunications Office through the HELP Desk at ext. 4357.

The Office of the Vice President for Academic Affairs/Dean of Faculty prepares this manual.
If you have any suggestions or corrections to this document please notify us at 575-3629.
We welcome any ideas pertaining to missing information that would be to the benefit of future faculty.