

# **Making Life Easier**

## **Information for W&J Faculty**

*2018-19 Academic Year*

**Compiled by the Faculty Development Committee**

**Note:** This booklet is designed to assist new faculty at W&J by providing (in a single location) information that may prove helpful during their first year of employment. While the Faculty Development Committee has attempted to confirm the dates and information in this document, some of the dates or information may have changed. This booklet is NOT intended to be the “official” source of information. Faculty are encouraged to consult the W&J College Catalog, the Faculty Handbook, or other authoritative sources for definitive dates and policies. The Faculty Development Committee would appreciate any suggestions for additional information to include or for changes/updates to this document.

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# 1.0 Important Dates/Deadlines

## 1.1 2018-2019 Calendar

**Bold** text indicates that the event is mandatory for faculty.

### *August*

August 16	New faculty orientation
August 17	<b>All-Faculty Retreat, 9 a.m.-5 p.m. Rossin Ballroom</b>
August 18	New students move-in, <b>Matriculation ceremony at 7 p.m.</b>
August 22	Fall term classes begin, 8 a.m.
August 31	Drop/add deadline for fall term

### *September*

September 3	Labor Day - no classes
September 14-15	Family Weekend

### *October*

October 8-9	Fall Break - no classes
October 11	Midterm
October 12	Midterm grades due for fall term; first day for S/U requests
October 12-13	Homecoming Weekend
October 26	Course withdrawal and S/U request deadline for fall term

### *November*

November 20	Thanksgiving recess begins, 5 p.m.
November 26	Thanksgiving recess ends, 8 a.m.

### *December*

December 4	Fall term classes end
December 5	Reading Day
December 6	Fall examinations begin, 8 a.m.
December 11	Fall examinations end, holiday recess begins, 9:30 p.m.
December 14	Fall grades due, 5 p.m.
December 18	<b>Faculty meeting</b>

*January*

January 7	J-Term classes begin, 8 a.m.
January 8	Drop/add deadline for J-Term
January 9	First day for course withdrawal and S/U requests for J-Term
January 15	Course withdrawal deadline for J-Term
January 18	J-Term classes end
January 23	Spring term classes begin, 8 a.m.
January 25	J-Term grades due, 5 p.m.

*February*

February 8	Drop/add deadline for spring term
February 18	President's Day - no classes, Annual "Symposium on Democracy"

*March*

March 8	Spring recess begins, 5 p.m.
March 18	Spring recess ends, 8 a.m.
March 19	Midterm
March 20	Midterm grades due for spring term; first day for S/U requests

*April*

April 3	Course withdrawal and S/U request deadline for spring term
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*May*

May 7	Spring term classes end
May 8	Reading Day
May 9	Spring examinations begin, 8 a.m.
May 14	Spring examinations end, 9:30 p.m.
May 15	Senior grades due, noon
May 17	Other grades due, 5 p.m., <b>Baccalaureate</b> (evening)
May 18	<b>Commencement</b>
May 21	<b>Faculty meeting</b>

## 1.2 Campus Events

Many events take place at W&J during the course of the year. Some events are mandatory; others are recommended; others are optional. The following list represents an attempt to categorize several of the events. The categorizations are not “official.” When in doubt, a faculty member can and should consult his/her department chair.

### **Categorizations:**

**Mandatory:** One must attend unless there is a significant emergency.

**Recommended:** One should make an effort to attend.

**Optional:** One may be invited or asked to participate. One can evaluate these requests in view of other activities. In general, participation is viewed as a positive thing.

### *Faculty Meetings*

Dates: TBA

Category: Mandatory unless there is a conflict with a scheduled class.

Dress: Business

Guests: None

### *President's Picnic*

Date: August 16, 2018

Category: Recommended

Dress: Casual

Guests: Whole family

### *Matriculation Ceremony*

Date: August 18, 2018 at 7 p.m.

Category: Mandatory

Dress: Academic regalia (can be rented through the bookstore)

Guests: None

### *Family Weekend*

Date: September 14-15, 2018  
Category: Optional  
Dress: Business  
Guests: No expectation

### *Homecoming*

Date: October 12-13, 2018  
Category: Recommended  
Dress: Business casual  
Guests: No expectation

Over the course of one's time at W&J, Homecoming may become more important, some events over homecoming weekend may be particularly important for your department as some departments host events. As always, check with one's department to see what the departmental expectations are.

### *Holiday Party*

Date: TBD, usually in mid-December  
Category: Recommended  
Dress: Business casual  
Guests: Spouse, partner, significant other

This is an opportunity for faculty and staff to socialize together.

### *Admission Events*

The Admissions Office hosts a number of events over the course of the year. Often, they solicit faculty assistance for these events. For some events they issue general calls; for other events they make specific invitations. While such assistance is not mandatory, it is certainly appreciated. The following are the dates for some of the Admissions events:

**Fall Visit Dates**

W&J Showcase, September 15  
Columbus Day Open House, October 8  
Senior Overnight I, November 11-12

**Winter Visit Dates**

Martin Luther King, Jr. Day Open House, January 21  
Presidents Day Open House, February 18

*Student Activities Events*

The Office of Student Activities hosts a number of events over the course of the year. Some of these events are open to the entire W&J community. It is often helpful to be aware of these events—in order to encourage your students to participate.

*Honors Day*

Date: April 28  
Category: Recommended  
Dress: Business  
Guests: None

Honors Day is scheduled for the fourth Tuesday in April. Honors Day used to be mandatory. Over time, though, the requirement seems to have weakened. It is still recommended. In some departments, it is still mandatory. Consult with your department.

*Baccalaureate*

Date: May 17, 2018 (evening)  
Category: Mandatory  
Dress: Academic regalia (can be rented from the bookstore)  
Guests: None

*Trustee Reception*

Date: May 17, 2018 (following baccalaureate)

Category: Recommended

Dress: Business (jacket recommended)

Guests: Spouse, partner, significant other

This is an opportunity to meet the trustees. Also, this is traditionally the time that tenure is publicly announced.

*Commencement*

Date: May 18, 2019

Category: Mandatory

Dress: Academic regalia (can be rented from the bookstore)

Guests: None

## 2.0 Getting Settled In

### 2.1 Academic Policies

#### *Syllabus*

Your course syllabus should give students a clear overview of the content and expectations of the course. Included should be the following:

1. A narrative description of the course
2. The texts that will be used in the class
3. The grading policy for the course—a student should be able to tell from the syllabus exactly how the grade will be determined.
4. The time and location of office hours.
5. Information on how students can contact you.
6. Other course policies: attendance policy, plagiarism / academic integrity policy, make-up policy, participation policy, etc.
7. The Student Learning Outcomes (SLOs) for the course. SLOs are a numbered/bulleted list of topics/skills students should learn in the course. Other department members can let you view past syllabi with examples of SLOs.
8. Some sense of the organization and progression of the course.

### *Attendance*

There are no “excused absences” at W&J; students are expected to attend all scheduled meetings, lectures, discussions, or laboratory periods that constitute the courses in which they are enrolled.

To provide flexibility, however, many faculty stipulate a limited and specific number of absences without penalty (for athletic games, interviews, funerals, illness, class trips, etc.).

It may be helpful to note on syllabi that students unable to attend class because of illness should contact Student Health Services; those unable to attend class because of a family or other emergency should contact the Office of Student Life.

Faculty members should report excessive absences to the Assistant Dean of Academic Advising. Absences are excessive if they are likely to lead to a poor grade or failure in a course.

### *Midterm grades*

Midterm grades **must** be submitted online (on WebAdvisor) for all first-term freshman, students on academic probation, and those whose work to date in the class would merit grades below C-.

### *Course Withdrawal*

During the fall and spring terms, students may withdraw from a course up until 10 class days after Midterm.

### *Satisfactory/Unsatisfactory*

Students may change their grade status to Satisfactory/Unsatisfactory from Midterm until 10 class days after Midterm.

Students who earn a C or better will receive a grade of Satisfactory (S). Students who earn a C- or below will receive a grade of Unsatisfactory (U).

### *Incomplete*

Incomplete grades must be completed in the first 4 weeks of the succeeding session, not to include Intersession—otherwise the grade is converted to an F.

Incompletes must be initiated by the student—who must submit a “Request for Incomplete” form to the Office of Academic Affairs.

Incompletes must be submitted within two business days of the end of the final exam period except in cases of emergency.

### *Academic Dishonesty/Plagiarism*

The Washington & Jefferson College community requires its students to create and submit their own work in every setting at the College, including classes, laboratories, and co-curricular endeavors. A violation of this principle constitutes academic misconduct.

If a course instructor suspects that a student has committed plagiarism or another form of academic misconduct they should consult the “Procedures for Cases of Academic Misconduct” found in the W&J College Catalog.

## 2.2 Course Related Issues

### *Faculty Secretaries*

Faculty secretaries perform secretarial and clerical duties for members of the faculty and faculty committees. Secretarial duties include, but are not limited to: typing and reproduction of examinations and other course-related materials, typing of letters of recommendation and other correspondence, preparation of programs, reproduction of a variety of materials, and various other duties that arise. They are capable of reproducing on a variety of materials: colored paper, cover stock, and transparencies. Copyrighted materials can be reproduced only if proper permission has been obtained.

The faculty secretaries are:

Doree Baumgart (ext. 6031; Old Main G) – Math, History, Sociology, Political Science, Philosophy, Religion, Physical Education, Chinese, Japanese, Russian, PAL Program, ROTC

Margarett Mahramus (ext. 6030; Burnett 104) – Art, Economics & Business, Computing and Information Studies, Modern Languages, Music, Communication Arts

Valerie Guyton (ext. 6028; Swanson 206) – Chemistry, Environmental Studies, Physics, Curriculum & Program Committee (CPC)

Debra Trent (ext. 6027; Dieter-Porter 103) – Biology, English, Psychology, Pre-Law (not sure though...) and the Pre-Health Professions Committee

### *Making copies for class*

Faculty secretaries are available to make copies (for class or for other professional purposes). They do require some advance notice given the volume of work that they have.

Some buildings on campus have their own copy machines. Check with your department to see where to make copies on your own.

### *Sakai*

The College uses Sakai, an open-source course-management system. Each term, a site is created for each course and registered students are automatically enrolled. Information and training are available through Information Technology Services. Log-in required. Access from the Faculty page of the College website.

### *WebAdvisor*

The “Students” area on WebAdvisor allows free access to the College’s course schedules (“Search for Sections”).

The “Faculty” area on WebAdvisor (log-in required) allows access to the College’s course schedules and each faculty member’s course rosters and advisee information. **Midterm and final grades are entered from here.**

The “Employee” area (log-in required) allows access to pay advices, annual salary information (“Total Compensation”), and W-2 statements. Department chairs and program directors access budget information here; supervisors of work-study and other student employees approve time sheets here.

Access from the Faculty page of the College website.

### *Ordering textbooks*

You will order textbooks from: <http://servicecenter.mbsdirect.net>

You should receive an email from the bookstore with instructions on ordering textbooks and deadlines for adoptions. Some quick things to keep in mind when ordering textbooks:

1. The link to adopt a textbook for your course is: <http://servicecenter.mbsdirect.net/>. You will be asked for your Username & Password. This is NOT the same as your W&J Username & Password.

2. Contact Carrie Kane (ckane@washjeff.edu) if you need a login/password.

3. If you have issues you, again, can contact Carrie Kane. Common issues are: 1. finding some of the paperbacks you may want for upper level courses, or 2. courses you teach not being listed.

4. Our MBS Direct customer service representative is Keith Kelly and he can also be contacted for help at keithkelly@mbsbooks.com.

### *Textbook copies*

You can order desk and examination copies of textbooks through the publishers directly.

### *Reservation of Rooms*

To reserve campus space for a committee meeting, lecture, conference, or other purpose, use the online room scheduler, which is available from the Conferences and Events website. Log-in required.

If the room needs a special set-up (for example, fifty chairs and a podium for a lecture in the Media Room), use the online system for Event Requests which is available from the Conferences and Events website.

## 2.3 Office Needs

### *Computer Needs/Issues*

The college provides each faculty office with a computer and a telephone. If you have computer issues contact the Help Desk at [helpdesk@washjeff.edu](mailto:helpdesk@washjeff.edu) or extension 6022.

### *Office supplies*

The College bookstore in the Rossin Campus Center carries basic office supplies (dry-erase markers, paper, etc.) and stocks official College examination blue books. Faculty members must provide a budget number (obtainable from your department chair) so that business-related items can be directly charged to the relevant department. Other supplies can be obtained through the department chair or the department's faculty secretary.

### *Business Cards and College Letterhead*

Faculty members who want College business cards should request them through the department chair, who will forward the order to the administrative assistant to the VPAA (Debbie Silver). The department chair can arrange for payment from department funds upon receipt of an invoice.

College letterhead and envelopes, both printed and electronic, can be obtained from your department's faculty secretary.

### *Furniture Needs/Issues*

If you need furniture, talk to your department chair. If the department budget is particularly tight, you can also talk to Maintenance (-6086) in order to see what surplus furniture might be available.

## 2.4 Life in General

### *College mailing address and phone number*

The mailing address for faculty is: 60 South Lincoln Street, Washington, PA 15301.

The college phone number is: 724-22-4400 (local) or 888-W-AND-JAY (toll-free).

### *Parking*

You can get a parking tag (for no charge) from the Department of Campus and Public Safety, which is located on the **first floor of Old Main**.

### *Keys*

You should request keys from your department chair. The chair will submit the request to the Assistant Dean of Academic Affairs (Steven Malinak). Keys are collected from Campus and Public Safety in **the Hub**.

### *Mail*

Mailboxes (for both faculty and students) are located in the **lower level of the Rossin Center**. You will have a mailbox with a combination. You can find out your mailbox and combination by talking to Jay Noble who is the Mail Room Manager (-5106).

### *Faxes*

Faxes can be sent from several offices; consult your department's secretary for the nearest facility.

### *W&J Wiki*

The College uses Confluence's team-collaboration software to maintain a wiki of password-protected materials for faculty. Log-in required. Access from the Faculty/Staff pages of the College website.

### *Faculty Travel Fund*

The Faculty Travel Fund, administered by the Faculty Development Committee (FDC), is a professional development benefit available to all full-time faculty at W&J (tenured, tenure-track, non-tenure-track). The Fund is intended to help defray costs of travel to academic conferences and professional development opportunities. Currently, the Fund provides each full-time faculty member with \$2,000 on a two-year cycle, each cycle beginning on July 1 of even-numbered years and the date(s) of travel determining from which cycle the money will be used. Allotted funds may be used for one trip or for several smaller ones.

If the faculty member requires funds in order to make travel purchases (e.g., flights, registration) prior to travel, those funds may be requested by submitting a Faculty Travel Fund Request for Cash Advance. Upon return from the trip, the faculty member must submit all receipts with the Faculty Travel Fund Statement of Expenses, which will take into account any cash advances and remaining balance. Failure to submit the Statement of Expenses Form after the faculty travel is completed will result in a request to return the cash advance. Both forms can be found on the Faculty & Staff Wiki and should be sent to FDC's designated Faculty Travel Fund Coordinator (campus mail to: David Clark).

Faculty can find their remaining Travel Fund balance through WebAdvisor (Employee/View Account and Make Payments). The balance remaining is listed as a negative number.

### *Library materials*

Library services include course specific instruction, interlibrary loan, copyright assistance, in-house reserves, and faculty-initiated purchase requests.

The U. Grant Miller Library has online LibGuides available to assist faculty and students.

A form is available at the circulation desk that allows faculty to borrow books directly from Hillman Library (in Pittsburgh). When presented along with a faculty ID, Hillman Library issues the W&J faculty member a card that allows borrowing privileges. The U. Grant Miller Library will return items to Hillman.

### *Food options*

There are several food options available for faculty:

1. The Commons: The Commons is the main dining room for students, faculty, and staff. The fixed fee (\$7.10 this past year) allows all-you-can-eat with many options (deli sandwiches, grill items, daily specials, salad bar, brick oven pizza, desserts). If you wish, you may get food in the Commons and eat in the Faculty Dining Room, located just outside of the Commons.
2. George & Tom's: Located in the lower level of Rossin, George & Tom's functions like a campus snack bar. You can order deli sandwiches, grill items, pre-made salads, and daily specials. This venue is open to the whole community.
3. Barista: Located in the lower level of the Commons, the Barista offers coffee, tea, soft drinks, and a selection of snacks (cookies, muffins, chips, pretzels, etc.).

You can use Jay Cash at any of the W&J dining establishments. Jay Cash is an advance-pay option where you can put money into your Jay Cash account and then use your W&J ID card at the different establishments. You can load Jay Cash onto your ID through the "Employees" tab in WebAdvisor.

## **3.0 College Structures**

### **3.1 College Committees**

There are several types of committees at W&J. The committees listed below are Faculty Governance Committees. Members of these committees are elected by the faculty to discharge the responsibilities delegated to them in the College's Bylaws. For more information on these committees in particular, and other college committees, please consult the faculty handbook Section 26 "Faculty Governance Policy."

*Faculty Executive Committee (FEC)*  
*Elected, 3-year term*

The Faculty Executive Committee is charged to provide general oversight of the involvement of the Faculty in institutional governance, to make recommendations to the President and Vice President for Academic Affairs (VPAA) regarding resource allocation decisions made within the context of planning/budgeting activities and to act as a general advocate for the concerns of the Faculty.

*Curriculum and Program Committee (CPC)*  
*Elected, 3-year term*

The Curriculum and Program Committee is charged to assist the Faculty in discharging the Faculty's responsibility with respect to the College's curriculum, as defined by the College by-laws, Article VII, Section 4(a) as follows:

Fix the requirements of the courses of study and conditions of the right to graduate.

*Academic Status Committee (ASC)*  
*Elected, 3-year term*

The Academic Status Committee is charged to assist the Faculty in discharging the Faculty's responsibility with respect to the evaluation of student performance as defined by the College by-laws, Article VII, Section 4(b, c) as follows:

1. Establish principles and methods for ascertaining the proficiency of students, and for the assignment of honors.
2. Pass upon the probation as separation of students for reasons of scholarship.

*Faculty Review Committee (FRC)*  
*Elected, 3-year term*

The Faculty Review Committee is charged to represent the Faculty as the Faculty-at-large, as distinct from the department, in the processes of appointment, review, granting of tenure and promotion of faculty members.

*Faculty Development Committee (FDC)*  
*Elected, 3-year term*

The Faculty Development Committee is charged to monitor the support by the College for the professional development of faculty members and to make recommendations to the VPAA regarding policies which directly impact the professional development of faculty members. To assist the professional development of the Faculty by sponsoring an ongoing program of seminars, workshops and colloquia.

*Graduate Programs Committee (GPC)*  
*Elected, 3-year term*

The Graduate Programs Committee is charged to represent the Faculty and assist the College in oversight of all Graduate and Continuing Studies programs.

## **3.2 Academic Departments and Programs**

Art and Art History (Chair, John Lambertson)  
Biochemistry (Director, Candy DeBerry)  
Biology and Biophysics (Chair, Ronald Bayline)  
Chemistry (Chair, Jennifer Bayline)  
Computing and Information Studies (Chair, Charlie Hannon)  
Conflict and Resolution (Director, Richard Easton)  
Communication Arts (Chair, Melissa Cook)  
Economics and Business (Chair, Steve Kuhn)  
Education (Chair, Jim Longo)  
English (Chair, Linda Troost)  
Entrepreneurial Studies (Director, Max Miller)  
Environmental Studies (Director, Robert East)  
First-year Seminar (Director, Jen Harding)  
Gender and Women Studies (Director, Carolyn Kyler)  
History (Chair, Tom Mainwaring)  
International Studies (Directors, Zheya Gai and Buba Misawa)  
Mathematics (Chair, Ryan Higginbottom)  
Modern Languages (Arabic, Chinese, French, German, Russian, Spanish) (Amparo Alpanès)  
Music (Chair, Mark Swift)  
Neuroscience (Chair, Kelly Weixel)  
Philosophy (Chair, Gregg Osbourne)  
Physical Education (Chair, Carol Glock)  
Physics (Chair, Mike McCracken)  
Political Science (Chairs, Joe DiSarro and Buba Misawa)  
Psychology (Chair, Beth Bennett)  
Religion (Chair, Olga Solovieva)  
Sociology (Chair, John Krol)

### **3.3 Office of Academic Affairs and Faculty Review**

#### *General Information*

Office: Thompson Hall, 2nd Floor

Phone: 724-503-1001, Ext. 6006

Email: [academicaffairs@washjeff.edu](mailto:academicaffairs@washjeff.edu)

Vice President for Academic Affairs and Dean of the College (VPAA):  
Judith Kirkpatrick

Associate Deans for Academic Affairs: Steven Malinak and Dana Shiller

Administrative Assistant to the Vice President for Academic Affairs:  
Debbie Silver

#### *First-year review*

The VPAA along with the head of your department will conduct your first-year review. The primary purpose of this review is developmental and should provide the faculty member with feedback and suggested changes to improve performance. In cases of extremely negative results, the first-year review may serve as the basis of a recommendation to terminate the faculty member's employment at the end of the second year. The procedure for the first-year review is as follows:

1. The evaluation will be performed late in the first year and should be completed by July 1.
2. The evaluation is the responsibility of the department chair in consultation with other members of the department. The Dean of the College assists the department and reviews the evaluation process to ensure consistency and thoroughness.
3. Normally, the emphasis of the first-year evaluation is on

instructional activities. When relevant, progress on the completion of the doctoral degree will also have high priority.

4. The evaluation will include, among other elements, classroom visits by the chair and selected tenured members of the department in the first and second term, and end-of-course evaluations of first-term and second-term courses. In cases where the department has fewer than three tenured faculty members, the chair may solicit tenured faculty from related disciplines in other departments to help with classroom visitation.

5. The results of the evaluation are summarized by the department chair in a written report to the Dean of the College and copied to the President of the College. A copy of this report is also given to the faculty member being reviewed.

6. The department chair and Dean of the College will meet with the faculty member being reviewed to discuss the results of the evaluation. A formal letter from the Dean of the College summarizing the issues discussed at the meeting is sent to the first-year faculty member, and copied to the department chair and President of the College by August 15.

#### *Intermediate and Tenure Review*

In most cases the intermediate review will be conducted during the third year and the tenure review will be conducted during the sixth year. See the faculty handbook for more information on these reviews.

### **3.4 Organizational Structure of Senior Staff Members**

President: **Dr. John C . Knapp**

Vice President of Academic Affairs & Dean of the College: **Dr. Judy Kirkpatrick**

- Academic Affairs
- Faculty
- Study Abroad
- Library Services
- Performing Arts Center
- Registrar
- Assessment and Institution Research

Vice President and Dean of Student Life: **Eva Chatterjee-Sutton**

- Student Life
- Athletics
- Campus & Public Safety
- Career Services
- Community Engagement
- Counseling Services
- Diversity programs
- Greek Life
- Health Services
- Residence Life
- Student Activities, Involvement, and Leadership

Vice President of Development & Alumni Relations: **Michael Grzesiak**

- Campaigns & Advancement Operations
- Development & Alumni Relations

Interim Vice President for Enrollment: **Patricia Maben**

Admission  
Financial Aid

Interim Vice President for Business & Finance: **Tom Szejko**

Business Office  
Campus Store  
Conference & Events  
Facility Services  
Information Technology Services