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Hamilton

**The Red Book**  
**General Information for Faculty**

**2009-2010**

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Updates to *The Red Book* will be made as they occur throughout the academic year. *The Red Book* can be viewed online at <https://my.hamilton.edu/college/DOF/aa/REDBOOK09-10.PDF>

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# HAMILTON COLLEGE ACADEMIC CALENDAR

## 2009-2010

Aug.	22-26	Saturday-Wednesday	New student orientation
	25	Tuesday	Residence halls open for upperclass students, 9 a.m.
	27	Thursday	Fall semester classes begin, 8 a.m.
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Sept.	2	Wednesday	Last day to add a course, 3 p.m.
	18	Friday	Last day to exercise credit/no credit option, 3 p.m.
<hr/>			
Oct.	2-4	Friday-Sunday	Fallcoming
	9	Friday	Last day to declare leave of absence for Spring semester 2010
	14	Wednesday	Fall Recess begins, 4 p.m.
			Academic warnings due
	19	Monday	Classes resume, 8 a.m.
	21	Wednesday	Last day to drop a course without penalty, 3 p.m.
	30 -Nov. 1	Friday-Sunday	Family Weekend
<hr/>			
Nov.	2-20		Registration period for spring 2010 courses
	20	Friday	Thanksgiving recess begins, 4 p.m.
	30	Monday	Classes resume, 8 a.m.
<hr/>			
Dec.	11	Friday	Fall semester classes end
	12-14	Saturday-Monday	Reading period
	14-18	Monday-Friday	Final examinations
	19	Saturday	Residence halls close, 12 noon
<hr/>			
Jan.	14-16	Thursday-Saturday	New student orientation
	16	Saturday	Residence halls open, 9 a.m.
	18	Monday	Spring semester classes begin, 8 a.m.
	22	Friday	Last day to add a course, 3 p.m.
			Last day for Seniors to declare a minor
<hr/>			
Feb.	5	Friday	Last day to exercise credit/no credit option, 3 p.m.
	8-12	Monday-Friday	Sophomores declare concentration
	26	Friday	Last day to declare a leave of absence for fall semester 2010
<hr/>			
Mar.	5	Friday	Academic warnings due
	12	Friday	Spring recess begins, 4 p.m.
			Last day to drop a course without penalty, 3 p.m.
	29	Monday	Classes resume, 8 a.m.
<hr/>			
Apr.	5-23		Registration period for fall 2010 courses
<hr/>			
May	7	Friday	Class & Charter Day; spring semester classes end at 11:50 a.m.
	8-10	Saturday-Monday	Reading period
	10-14	Monday-Friday	Final examinations. <i>Non-senior students are expected to vacate residence halls 24 hours after their last exam</i>
	23	Sunday	Commencement
	24	Monday	Residence halls close for seniors, 12 noon

## RELIGIOUS HOLIDAYS 2009-2010

<u>Date</u>	<u>Day</u>	<u>Holiday</u>	<u>Religion</u>
August 22	Saturday	First Day of Ramadan* (Daylight fasting until Sept. 20 Eid-ul-Fi	Muslim
September 19- 20	Saturday - Sunday	Rosh Hashanah*	Jewish
September 20	Sunday	Eid-ul-Fitr* (Break the fast at the end of Ramadan)	Muslim
September 28	Monday	Yom Kippur*	Jewish
Oct. 3 - 9	Saturday - Friday	Sukkot*	Jewish
October 10	Saturday	Shemini Atzeret*	Jewish
October 11	Sunday	Simchat Torah*	Jewish
October 17	Saturday	Diwali (Festival of Lights)	Hindu/Sikh
November 27	Friday	Eid-al-Adha* (Feast of Sacrifice, concludes the pilgrimage to Mecca)	Muslim
December 12 - 19	Saturday - Saturday	Hanukkah*	Jewish
December 25	Friday	Christmas	Christian
Dec. 26 - Jan. 1	Saturday - Friday	Kwanzaa	Interfaith
February 14	Sunday	Chinese New Year	Buddhist
February 17	Wednesday	Ash Wednesday	Christian
February 28	Sunday	Purim*	Jewish
March 30 - April 6	Tuesday - Tuesday	Passover*	Jewish
April 2	Friday	Good Friday	Christian
April 4	Sunday	Easter	Christian
May 19 - 20	Wednesday - Thursday	Shavuot*	Jewish

\*Holidays begin at sundown the day before the date indicated.  
Rosh Hashanah and Yom Kippur are the Jewish high holidays of the year.

# FACULTY CALENDAR

## 2009-2010

August 24-25	Advising for first year students
August 27	Fall semester classes begin
September 1	Faculty Meeting
October 6	Faculty Meeting
November 2-20	Advising and registration period for spring 2010 semester
November 3	Faculty Meeting
December 1	Faculty Meeting
December 11	Fall semester classes end
December 12-14	Reading period
December 14-18	Final examinations ( <b>Grades due in Registrar's office 72 hours after each exam</b> )
January 18	Spring semester classes begin
February 1	Annual review of tenured faculty members for calendar year 2009 due from department chairs <b>Faculty Annual Review Process – Guidelines and Timetable</b> can be found on the web at: <a href="https://my.hamilton.edu/college/DOF/review.html">https://my.hamilton.edu/college/DOF/review.html</a>
February 2	Faculty Meeting
March 2	Faculty Meeting
April 5-23	Advising and registration period for fall 2010 semester
April 6	Faculty Meeting
April 15	Applications due for periodic leaves for the 2011-2012 academic year
May 4	Faculty Meeting
May 7	Class and Charter Day. Spring term classes end at 11:50 a.m. Ceremony begins at 12:15 p.m.
May 8-10	Reading period
May 10-14	Final Examinations ( <b>Grades due in Registrar's office 72 hours after each exam</b> )
May 19	Faculty Meeting
May 23	Commencement
June 30	Departmental annual reports for 2009-2010 due from department chairs

**HAMILTON COLLEGE**  
**SCHEDULE FOR 2009-2010 FACULTY MEETINGS**

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday, September 1	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, October 6	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, November 3	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, December 1	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, February 2	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, March 2	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, April 6	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, May 4	4:10 p.m.	Fillius Events Barn, Beinecke Village
Wednesday, May 19	2:30 p.m.	Science Auditorium, Science Building

Adjourned meetings may be resumed on Thursday of the same week. When business does not warrant a meeting on a scheduled Tuesday, the meeting will be cancelled at least a week in advance.



# FACULTY BY DEPARTMENT

2009-2010

## Africana Studies

Carter, Donald *SOP*  
**Haley, Shelley** *P*  
 Nieves, Angel *SOP*  
 Westmaas, Nigel *ASP FS*

## Anthropology

Beck, Charlotte *P*  
 Chung, Haeng-ja *ASP FS*  
 Goodale, Nathan *ASP*

## **Jones, Tom** *P*

LaDousa, Chaise *ASP*  
 Moskowitz, Nona *VI fs*  
**Urciuoli, Bonnie** *P FS*  
 Vasankumar, Chris *ASP*

## Art

Almanas, Kathryn *VASP fs*  
**Gant, Ella** *SOP*  
 Kuharic, Katharine *SOP*  
 Muirhead, Bruce *P*  
 Murtaugh, Rebecca *ASP*  
 Salzillo, William *P*

## Art History

Carter, Rand *P*  
 Goldberg, Steve *SOP*  
 MacDonald, Scott *VP f*  
 McEnroe, John *P*  
**Pokinski, Deborah** *SOP*

## Biology

Chang, Wei-Jen *ASP S*  
 Gapp, David *P*  
 Garrett, Jinnie *P*  
**Lehman, Herman** *SOP*  
 McCormick, Michael *SOP*  
 Miller, Sue Ann *P F*  
 Pfitsch, William *SOP*  
 [Reynolds, Patrick] *P*  
 Smythe, Ashleigh *VASP fs*  
 Williams, Ernest *P*  
 Yu, Danyang *VASP fs*

## Chemistry

[Brewer, Karen] *P*  
 Cotten, Myriam *SOP*

Elgren, Timothy *P*  
 Jones, Camille *ASP*  
 Kinnel, Robin *P FS*  
**Rosenstein, Ian** *SOP F*  
 Ruppel, Joshua *VASP fs*  
 Snyder, Nicole *ASP*  
 Udipi Seetharamacharya, Sudi  
*VASP fs*  
 Van Wynsberghe, Adam *ASP*  
 Wile, Bradley *VASP fs*

## Classics

Gold, Barbara *P F*  
 Haley, Shelley *P*  
**Rubino, Carl** *P*  
 Wells, James *VASP fs*

## Communication

Casey, Cheryl *VASP fs*  
 Ferrara, Heather *VI f*  
**Phelan, Catherine** *P F*

## Comparative Literature

Kim, Su Yun *VASP fs*  
 Oldfield, Anna *VASP fs*  
 Peck, Anjela *ASP*  
**Rabinowitz, Nancy** *P*  
 Rabinowitz, Peter *P*

## Computer Science

Bailey, Mark *SOP*  
 Campbell, Alistair *SOP*  
 Decker, Richard *P S*  
**Hirshfield, Stuart** *P*

## Dance

Heekin, Elaine *SOP*  
 Norton, Leslie *SOP F*  
**Walczyk, Bruce** *SOP*

## East Asian Languages

Duan, Li *TF fs*  
 Huang, TiaoGuan *VI fs*  
 Jin, Hong Gang *P*  
 Kamiya, Masaaki *SOP*  
 Lin, Mei-Hsing *VI fs*  
 Maekawa, Wakana *TF fs*

Omori, Kyoko *SOP*  
 Wang, Zhuoyi *ASP*  
**Xu, DeBao** *P*  
 Xue, Sun *VASP f*  
 Zhuansun, Xiaomiao *TF fs*

## Economics

Balkan, Erol *P*  
 Bradfield, James *P S*  
 Conover, Emily *ASP*  
 Georges, Christophre *P*  
 Hagstrom, Paul *P*  
 Jensen, Elizabeth *P*  
 Jones, Derek *P F*  
 Owen, Ann *P*  
 Pliskin, Jeffrey *SOP*  
 Toomey, David *VASP fs*  
 Videras, Julio *SOP*  
**Wu, Stephen** *SOP*

## English

Anable, Aubrey *VI fs*  
 Garcia, Michael *VASP fs*  
 Guttman, Naomi *SOP*  
 Hall, Tina *ASP*  
**Kodat, Catherine** *P*  
 Lakshmi, Aishwarya *ASP FS*  
 Larson, Doran *SOP*  
 Ngo, Hoa *VASP fs*  
 Odamtten, Vincent *P*  
 Oerlemans, Onno *P S*  
 O'Neill, Patricia *P*  
 Springer, Jane *VASP fs*  
 Strout, Nathaniel *SOP FS*  
 Terrell, Katherine *ASP*

## English (continued)

Thickstun, Margaret *P*  
 [Urigo, Joseph] *P*  
 [Yao, Steven] *SOP*

## French

Chebinou, Emma *TF fs*  
**Guyot-Bender, Martine** *P S*  
**Krueger, Roberta** *P*  
 Kruidenier, Julie *VASP fs* Lytle,  
 John *VASP fs*  
 Morgan, Cheryl *SOP JYF*

Mwantuali, Joseph *SOP F*  
 O'Neal, John *P FS*  
 [Stewart, Joan Hinde] *P*

## Geosciences

**Bailey, David** *SOP*  
 Domack, Cynthia *P*  
 Domack, Eugene *P S*  
**Rayne, Todd** *SOP F*  
 Tewksbury, Barbara *P*

## German & Russian

**Bartle, John** *SOP*  
 Malloy, Joseph *SOP*  
 Reinecke, Corinna *TF fs*  
 Sciacca, Frank *SOP S*  
 Toegel, Edith *SOP*

## Government

Anechiarico, Frank *P*  
 Cafruny, Alan *P NYC-F*  
 Cannavó, Peter *ASP*  
 Eismeier, Theodore *P DC-F;S*  
 Klinkner, Philip *P*  
 Lehmann, Ted *ASP fs*  
 Luers, William *VP s*  
**Martin, Robert** *SOP*  
 Milstein, Andrew *VI fs*  
 Orvis, Stephen *P S*  
 Paris, David *P F*  
 Rivera, David *VSOP fs*  
**Government** (continued)  
 Rivera, Sharon *SOP S*  
 Walker, Edward *P DC-S*  
 Wyckoff, Gary *SOP*  
 Ziegelmayr, Eric *VASP fs*

## Hispanic Studies

Aguiña, Yolanda *VASP fs*  
 Briones, Luisa *VI fs*  
 Burke, Jessica *ASP S*  
**Hwangpo, Cecilia** *SOP*  
 Medina, Jeremy *VP fs*  
 Rodriguez-Plate, Edna *SOP*  
 Rogers, Charlotte *VASP fs*  
 Sedó del Campo, Maria *TF fs*

*I* = Instructor

*P* = Professor

**BOLD** = Chair

[ ] = Administrator

AYS = Academic Year in Spain

*ASP* = Assistant Professor

*V* = Visiting

fs = Term(s) of Service

MFE = Mellon Faculty Exchange

JYF = Junior Year in France

*SOP* = Associate Professor

*TF* = Teaching Fellow

FS = Term(s) of Leave

DC = Term in Washington D.C. Program

NYC = Term in New York City Program

# FACULTY BY DEPARTMENT

2009-2010

Tejerina-Canal, Santiago *P* FS

## History

**Ambrose, Douglas** *P*

Grant, Kevin *SOP*

Hill, Christopher *VASP* fs

Isserman, Maurice *P*

Kanipe, Esther *P*

Keller, Shoshana *SOP*

Kelly, Alfred *P*

López, Madeleine *VI* fs F

Paquette, Robert *P*

Trivedi, Lisa *SOP*

Williams, Chad *ASP*

Wilson, Thomas *P*

## Mathematics

**Bedient, Richard** *P*

Boutin, Debra *SOP*

Cockburn, Sally *SOP* S

Dietz, Zach *ASP*

Dykstra, Andrew *ASP*

Kantrowitz, Robert *P* F

Kelly, Timothy *SOP*

Knop, Larry *P*

LeMasurier, Michelle *SOP* S

Redfield, Robert *P*

## Music

Buchman, Heather *SOP*

**Hamessley, Lydia** *P*

Hopkins, Robert *SOP* S

Kolb, G. Roberts *P*

Pellman, Samuel *P*

Woods, Michael *P*

## Philosophy

Doran, Katheryn *SOP*

**Franklin, Todd** *SOP*

Holmes, Robert *VP* f

Janack, Marianne *SOP*

Marcus, Russell *VASP* fs

Simon, Robert *P*

Werner, Richard *P* NYC-S

## Physical Education

Anderson, Tobin *ASP*

Barnard, Scott *ASP*

Bazin, Norm *ASP*

Davis, T.J. *ASP*

Gilligan, Colette *SOP*

**Hind, Jonathan** *P*

Hull, Brett *P*

Hull, Ellen *SOP*

King, James *ASP*

Kloidt, Patricia *SOP*

Knight, Brendon *ASP*

Mackin, Sean *I*

Nizzi, Perry *SOP*

Reding, Erin *I*

Spicer, William *ASP*

Stetson, Steve *ASP*

Summers, Eric *ASP*

Thompson, David *P*

Tracy, Michael *I*

Viscomi, Susan *P*

## Physics

Collett, Brian *SOP*

Connolly, Natalia *ASP*

Jones, Gordon *P*

Lytle, Amy *VASP* fs

Major, Seth *SOP* FS

**Millet, Peter** *P*

Silversmith, Ann *P* F

## Psychology

Borton, Jennifer *SOP* F

Burr, Jean *ASP* FS

Butcher, Serena *ASP*

Kempner, Sara *VASP* fs

McKee, Tara *SOP*

Oakes, Mark *VASP* fs

Pierce, Gregory *P*

Sefcek, Jon *VASP* fs

Vaughan, Jonathan *P*

**Weldon, Douglas** *P*

Yee, Penny *P*

## Religious Studies

Fox Tree, Erich *ASP*

**Humphries-Brooks, Steve** *P*

Plate, Brent *VASP* fs

Ravven, Heidi *P* F

**Seager, Richard** *P* FS

Spevack, Aaron *VASP* fs

Williams, Jay *P*

## Sociology

**Chambliss, Daniel** *P* F

**Ellingson, Stephen** *SOP*

Gilbert, Dennis *P*

Hobor, George *VASP* fs

Irons, Jenny *SOP* S

Martinez, Isabel *VI* fs

Zylan, Yvonne *ASP* FS

## Theatre

Bellini-Sharp, Carole *P*

**Cryer, Mark** *SOP* S

Helmer, Dustin *VASP* s

**Latrell, Craig** *P* F

## Women's Studies

Adair, Vivyan *SOP*

Barry, Joyce *VASP* fs

**Gentry, Margaret** *P*

Lacsamana, Anne *ASP*

Merrill, Heather *VASP* fs

*I* = Instructor

*P* = Professor

**BOLD** = Chair

[ ] = Administrator

AYS = Academic Year in Spain

*ASP* = Assistant Professor

*V* = Visiting

fs = Term(s) of Service

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*SOP* = Associate Professor

*TF* = Teaching Fellow

FS = Term(s) of Leave

DC = Term in Washington D.C. Program

NYC = Term in New York City Program

**2009-2010**  
**OFF CAMPUS STUDY DIRECTORS**

Associated Colleges in China

Quisha Ma

Academic Year in Spain

Soledad Fox, Visiting Director-in-Residence

Junior Year in France

Cheryl Morgan

New York City

Alan Cafruny - fall 2009 term

Richard Werner - spring 2010 term

Term in Washington DC

Ted Eismeier - fall 2009 term

Edward Walker – spring 2010 term

## ADJUNCT FACULTY

2009-2010

<u>Name</u>	<u>Department</u>	<u>Term of Service</u>
Victoria Allen	Education Studies	Fall and Spring
Nesecan Balkan	Economics	Spring
Joyce Barry	Government/Environmental Studies	Fall
Ken Bart	Biology	Fall and Spring
Barbara Britt-Hysell	English for Speakers of Other Languages	Fall and Spring
Arden Calvert	Government	Fall
Robert Del Buono	Communication	Fall
Anat Guez	Critical Languages	Fall and Spring
Richard Lloyd	Dance	Fall and Spring
Susan Mason	Education Studies	Fall and Spring
Margaret Morgan-Davie	Economics	Spring
Jean Morris	Psychology	Spring
John O'Neill	English	Fall and Spring
Stephen Owen	Economics	Fall and Spring
Judith Owens-Manley	Government	Fall and Spring
Tacey Rosolowski	Art History	Spring
Jim Schreve	Physics	Fall and Spring
Cristina Schultz	Critical Languages	Fall and Spring
David Stoughton	Theatre	Fall and Spring
David Walden	Psychology	Spring
Kim Wieczorek	Education Studies	Spring
Sharon Williams	English	Fall
Yin Zhang	East Asian Languages and Literatures	Spring

# ADJUNCT FACULTY

2009-2010

## Lecturers in Music

<u>Lecturer</u>	<u>Area of Specialization</u>
Rick Balestra	Jazz Guitar
Suzanne Beevers	Cello
Stephen Best	Organ; Keyboard Harmony
Janet Brown	Voice
Paul Charbonneau	Classical Guitar
Mike Cirno	Percussion
John Garland	Horn
Linda Greene	Flute
Eric Gustafson	Viola
Jim Johns	Jazz Percussion
Lauralyn Kolb	Voice
Allan Kolsky	Clarinet
Ursula Kwasnicka	Harp
Raymond Larzelere	Voice
Rick Montalbano	Jazz Piano
Colleen Pellman	Piano
Vladimir Pritsker	Violin
Darryl Pugh	Bass
Gregory Quick	Bassoon
John Raschella	Trumpet
Monk Rowe	Saxophone; Director of Jazz Archive
Patricia Sharpe	Oboe
John Sipher	Low Brass/Trombone
Jesse Sprole	Piano
Jeff Stockham	Jazz Trumpet
Sar-Shalom Strong	Piano
Ubaldo Valli	Violin
Jon Fredric West	Voice

Ahmad Alshorman  
Aubrey Anable

Fulbright Teaching Fellow in Critical Languages (Arabic)  
Visiting Instructor of English and Mellon Postdoctoral Fellow  
in Arts & Humanities

## NEW FACULTY MEMBERS

2009-2010

Serena Butcher	Assistant Professor of Psychology
Emma Chebinou	Teaching Fellow in French
Li Duan	Teaching Fellow in East Asian Languages (Chinese)
Andrew Dykstra	Assistant Professor of Mathematics
Heather Ferrara	Visiting Instructor of Communication, fall term
Erich Fox Tree	Assistant Professor of Religious Studies
George Hobor	Visiting Assistant Professor of Sociology
Robert Holmes	McCullough Distinguished Visiting Associate Professor of Philosophy, fall term
Sara Kempner	Visiting Assistant Professor of Psychology
Julie-Françoise Kruidenier	Visiting Assistant Professor of French
Mei-Hsing Lin	Visiting Instructor of East Asian Languages (Chinese)
William Luers	Sol M. Linowitz Visiting Professor of International Affairs, spring term
Wakana Maekawa	Teaching Fellow in East Asian Languages (Japanese)
Isabel Martinez	Visiting Instructor of Sociology and Consortium for Faculty Diversity Fellow
Heather Merrill	Jane Watson Irwin Visiting Associate Professor of Women's Studies
Andrew Milstein	Visiting Instructor of Government
Nona Moskowitz	Visiting Instructor of Anthropology
Hoa Ngo	Visiting Assistant Professor of English
Corinna Reinecke	Teaching Fellow in German & Russian Languages (German)
Charlotte Rogers	Visiting Assistant Professor of Hispanic Studies
Joshua Ruppel	Visiting Assistant Professor of Chemistry
Jon Sefcek	Visiting Assistant Professor of Psychology
Xue Sun	Visiting Assistant Professor of East Asian Languages (Chinese), fall term
Sudheendra Udipi Seetharamacharya	Visiting Assistant Professor of Chemistry
Adam Van Wynsberghe	Assistant Professor of Chemistry
Xiaomiao Zhuansun	Teaching Fellow in East Asian Languages (Chinese)
Eric Ziegelmayer	Visiting Assistant Professor of Government

Jonathan Andrew  
Sarah Arsenault  
Alexander Caruso  
Amy Cronin  
Mark Gaffney  
Seth Hussey

Program Coordinator, Study in India  
Intern/Assistant Women's Soccer Coach  
Assistant Dean of Admission  
Special Assistant to the New York Six Consortium  
Intern/Assistant Men's Basketball Coach  
Intern/Assistant Crew Coach

**NEW STAFF and ADMINISTRATORS  
2009-2010**

Graham Johnson  
Kimberly Lowry  
Ashley Menard  
Jeffrey Moyer  
Paige Mullin  
Benjamin Rose  
Matthew Wright

Intern/Assistant Men's Ice Hockey Coach  
Intern/Assistant Women's Lacrosse Coach  
Area Director, Residential Life  
Intern/Assistant Football Coach  
Intern/Office of Sports Information  
Assistant Dean of Admission  
Intern/Assistant Football Coach

**DEPARTMENT CHAIRS**  
**2009-2010**

<u>Department</u>	<u>Chair</u>
Africana Studies	Shelley Haley
Anthropology	Bonnie Urciuoli (on leave Fall/Spring) Tom Jones (Acting Chair, Fall/Spring)
Art	Ella Gant
Art History	Deborah Pokinski
Biology	Herm Lehman
Chemistry	Ian Rosenstein (on leave Fall)
Classics	Carl Rubino
Communication	Catherine Phelan (on leave Fall) Patrick Reynolds (Acting Chair, Fall)
Comparative Literature	Nancy Rabinowitz
Computer Science	Stuart Hirshfield
Dance	Bruce Walczyk
East Asian Languages and Literatures	De Bao Xu
Economics	Stephen Wu
English	Catherine Kodat
French	Martine Guyot-Bender (on leave Spring) Roberta Krueger (Acting Chair, Spring)
Geosciences	Todd Rayne (on leave Fall) Dave Bailey (Acting Chair, Fall/Spring)
German & Russian Languages and Literatures	John Bartle
Government	Robert Martin
Hispanic Studies	Cecilia Hwangpo
History	Douglas Ambrose
Mathematics	Richard Bedient
Music	Lydia Hamessley
Philosophy	Todd Franklin
Physical Education	Jonathan Hind
Physics	Peter Millet
Psychology	Greg Pierce Doug Weldon (Acting Chair, Fall/Spring)
Religious Studies	Richard Seager (on leave Fall/Spring) Steve Humphries-Brooks (Acting Chair,
Fall/Spring)	
Sociology	Dan Chambliss (on leave Fall) Steve Ellingson (Acting Chair, Fall)
Theatre	Craig Latrell (on leave Fall) Mark Cryer (Acting Chair, Fall)



**DEPARTMENT CHAIRS**  
**2009-2010**

Women's Studies

Margaret Gentry

**PROGRAM DIRECTORS**  
**2009-2010**

<u>Program</u>	<u>Director</u>
American Studies	Catherine Kodat
Asian Studies	Lisa Trivedi
Biochemistry/Molecular Biology	Timothy Elgren
Chemical Physics	Ann Silversmith (on leave Fall) Camille Jones (Acting Director, Fall)
Digital Art	Sam Pellman
Education Studies	Susan Mason
Environmental Studies	William Pfitsch
Geoarchaeology	David Bailey – Co-Director Tom Jones – Co-Director
Latin American Studies	Dennis Gilbert
Medieval/Renaissance Studies	Roberta Krueger
Neuroscience	Douglas Weldon
Public Policy	Gary Wyckoff
Russian Studies	John Bartle

**2009-2010**  
**FACULTY MEMBERSHIP ON COMMITTEES**  
**ELECTED and APPOINTED COMMITTEES OF THE**  
**FACULTY**

**Faculty Chair**

Jones, G. 2010

**Faculty Secretary**

Murtaugh, R. 2010

**Parliamentarian**

Bailey, M. 2011

**Committee on Academic Policy**

Urgo, J. ex officio  
 Brewer, K. ex officio  
 Toegel, E. 2009  
 Boutin, D. 2009  
 Chambliss, D. 2010 (F)  
 Vaughan, J. 2010 (Chair)  
 Latrell, C. 2011 (F)  
 Franklin, T. 2011  
 Omori, K. 2012  
 Kuharic, K. 2012

**Committee on Appointments**

Hamesley, L. 2010  
 Gentry, M. 2010  
 Thickstun, M. 2010  
 Williams, E. 2010 (Chair)  
 Urciuoli, B. 2011 (FS)  
 Guyot-Bender, M. 2011 (S)  
 Martin, R. 2012  
 Millet, P. 2012

**Academic Council**

Urgo, J. ex officio (Chair)  
 Jones, G. ex officio  
 Murtaugh, R. ex officio  
 McCormick, M. 2010  
 Grant, K. 2011  
 Carter, D. 2012

**Faculty Committee on Admission and Financial Aid**

Inzer, M. ex officio  
 Urgo, J. ex officio  
 Hall, T. 2010  
 Janack, M. 2010 (Chair)  
 Jones, C. 2011  
 Videras, J. 2011  
 Irons, J. 2012 (S)  
 Davis, T.J. 2013

**Committee on Academic Standing**

Thompson, N. ex officio  
 Brewer, K. ex officio (Chair)  
 OPEN 2010  
 LeMasurier, M. 2010 (S)  
 Bailey, D. 2011  
 Williams, C. 2012  
 OPEN 2013

**Committee on the Library**

Ericson, R. ex officio  
 Urgo, J. ex officio  
 Leach, K. ex officio  
 Smallen, D. ex officio  
 Isserman, M. 2010  
 Murtaugh, R. 2010 (Chair)  
 Chung, H. 2011 (FS)  
 OPEN 2013  
 (4 students appointed by Student Assembly)

**Committee on Information Technology**

Smallen, D. ex officio (Chair)  
 Urgo, J. ex officio  
 Leach, K. ex officio  
 Friedel, K. ex officio  
 Ericson, R. ex officio  
 OPEN 2010  
 Rivera, S. 2010 (S)  
 Xu, D. 2010  
 Goldberg, S. 2011  
 Connolly, N. 2012  
 (2 students)

**Committee on Student Activities**

Thompson, N. ex officio (Chair)  
 OPEN 2010

**2009-2010**  
**FACULTY MEMBERSHIP ON COMMITTEES**  
**ELECTED and APPOINTED COMMITTEES OF THE**  
**FACULTY**

Cryer, M.	2010 (S)	Three members of the On-Campus Planning Committee
Davis, T.J.	2011	
Burke, J.	2012	
OPEN (2 students)	2013	

**Committee on Student Affairs**

Four members from the Committee on Student Activities

**Faculty Committee on Budget and Finance**

Urgo, J.	ex officio
Leach, K.	ex officio
Georges, C.	2010 (Chair)
Campbell, A.	2010
Kolb, G.R.	2011
Decker, R.	2012 (S)
Bartle, J.	2013

**Committee on Honorary Degrees**

Three members from the Honorary Degrees Committee

**Committee on Admission**

The Chair of the Faculty Committee on Admission and Financial Aid

**Committee on Athletics**

Simon, R.	ex officio
Brewer, K.	ex officio
Hind, J.	ex officio
Viscomi, S.	ex officio
Kloidt, P.	2010
McKee, T.	2011
Kamiya, M.	2012

(2 students appointed by Student Athlete Advisory Committee, and 1 student appointed by Student Assembly)

**FACULTY REPRESENTATION ON TRUSTEE COMMITTEES**

**Committee on Instruction**

The Chairs of COA, CAP, and the Academic Council, except the latter two would be replaced during discussions of personnel decisions by one member of the COA

**Committee on Building, Grounds & Equipment**

Two members of the Faculty Committee on Budget and Finance

**Committee on Budget and Finance**

Two members of the Faculty Committee on Budget and Finance

**Committee on Development**

One member of the Alumni Council

**Committee on Planning**

**2009-2010**  
**FACULTY MEMBERSHIP ON COMMITTEES**

**DELIBERATIVE BODIES WITH ELECTED FACULTY MEMBERS**

**Alumni Council**

Doran, K.	2010
Pliskin, J.	2011
Williams, J.	2012

**Planning Committee**

(Faculty Representatives)

Stewart, J.	Chair
Garrett, J.	2010
Owen, A.	2011
Buchman, H.	2012

**Honor Court**

Hirshfield, S.	2010
Cockburn, S.	2011
Dietz, Z.	2012

(7 students and non-voting student chair Thomas Coppola, '10)

**Judicial Board**

Thompson, D.	2010
Bradfield, J.	2011(S)
Collett, B.	2012

(9 students, 2 staff/admin., and non-voting student chair Joseph Buicko, 11)

**Appeals Board**

Wilson, T.	2009
Latrell, C.	2010 (F)
Odamtten, V.	2011 (Chair)
Kelly, A.	2012

(2 students)

**2009-2010**  
**FACULTY MEMBERSHIP ON COMMITTEES**  
**ACADEMIC PROGRAM COMMITTEES\***

**American Studies Committee**

Kodat, C.	2010 (Chair)
Zylan, Y.	2010 (FS)
Yao, S.	2011
Hamessley, L.	2012
Nieves, A.	2012

**Asian Studies Committee**

Oldfield, A.	2010
Kim, S.	2010
Trivedi, L.	2011 (Chair)
Goldberg, S.	2011
Wilson, T.	2011
Yao, S.	2011
Williams, J.	2011
Kamiya, M.	2011
Lakshmi, A.	2011 (FS)
Lacsamana, A.	2011
LaDousa, C.	2011
Omori, K.	2011
Wang, Z.	2012

**Biochemistry/Molecular Biology Committee**

Elgren, T.	2010 (Chair)
Cotten, M.	2011
Snyder, N.	2011
Lehman, H.	2012
McCormick, M.	2012

**Environmental Studies Advisory Committee**

Seager, R.	2010 (FS)
McCormick, M.	2010
Videras, J.	2010
Owen, A.	2010
Pfitsch, W.	2011 (Chair)
Rayne, T.	2011
Domack, E.	2011 (S)
Doran, K.	2012
Cannavó, P.	2012
Oerlemans, O.	2012 (S)

**Latin American Studies Committee**

Gilbert, D.	2010 (Chair)
Seager, R.	2010 (FS)
Burke, J.	2010 (S)
Hwangpo, C.	2011
Rodriguez-Plate, E.	2011
Conover, E.	2011

**Medieval/Renaissance Studies Committee**

McEnroe, J.	2010
Terrell, K.	2010
Krueger, R.	2011 (Chair)
Peck, A.	2011
Hamessley, L.	2011

**Quantitative Literacy Committee**

O'Neill, M.	ex officio
Yee, P.	2009
Pliskin, J.	2011 (Chair)
Kelly, T.	2011
Borton, J.	2011 (F)
Grant, K.	2011
Jones, T.	2012

**Russian Studies Committee**

Sciacca, F.	2010 (S)
Oldfield, A.	2010
Rivera, D.	2010
Bartle, J.	2011 (Chair)
Keller, S.	2011
Rivera, S.	2011 (S)

**Committee on Student Awards and Prizes**

LaDousa, C.	2010
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\*These are current committee lists and may be at variance with *Catalogue* copy published earlier in the summer.

**2007-2008  
FACULTY MEMBERSHIP ON COMMITTEES**

**APPOINTED COMMITTEES**

Urciuoli, B.	2011 (FS)	Marshall, K.	2012
Kelly, T.	2011 (Chair)	Conover, E.	2012
Toegel, E.	2012	OPEN	

**Student Fellowships Committee**

Thompson, N.	ex officio
Dosch, G.	ex officio
Ambrose, D.	2010
Bartle, J.	2011 (S)
Bedient, R.	2011 (Chair)
Jensen, E.	2011
Hall, T.	2012
Doran, K.	2012

**Health Professions Advisory Committee**

Silversmith, A.	2010 (F)
Miller, S.A.	2010 (F)
McKee, T.	2010
Kinnel, R.	2010 (FS)
North, L.	2011 (Chair)
Bell, L.	2011
Weldon, D.	2011
Kantrowitz, R.	2012 (F)

**Pre-Law Committee**

Murtaugh, J.	ex officio
Simon, R.	2009
Martin, R.	2010
Zylan, Y.	2010 (FS)
Ambrose, D.	2011 (Chair)
Phelan, C.	2011 (F)

**Harassment and Sexual Misconduct Board**

(Faculty Representatives)	
LeMasurier, M.	2010 (S) (Chair-F)
Mwantuali, J.	2010 (Chair-S)
Guyot-Bender, M.	2011 (S)
Hind, J.	2012

**Institutional Animal Care and Use Committee**

Lindner, A.	ex officio
Miller, S.A.	2010 (F)
Malloy, J.	2010
Walsh, M.	2010
Weldon, D.	2010 (Chair)
Corney, S.	2010
Gapp, D.	2011
Lemmer, L.	2011

**Scientific Misconduct Review Board**

Reynolds, P.	ex officio (Chair)
Rosenstein, I.	2009 (F)
Yee, P.	2009
Rayne, T.	2011(F)
McKee, T.	2011
Redfield, R.	2011

**Radiation Safety Committee**

Bailey, D.	2010
Domack, E.	2010 (S)
Jones, C.	2010
Collett, B.	2011
Hansen, B.	2011
Gapp, D.	2011
Gapp, P.	2011 (Chair)

**Trustee Honorary Degree Committee**

Bailey, D.	2010
Thickstun, M.	2011
Kuharic, K.	2012

**Human Subjects Institutional Review Board**

Lindner, A.	ex officio
Borton, J.	2010 (Chair) (F)
LaDousa, C.	2010
Ellingson, S.	2011 (Acting Chair)
Yee, P.	2012

\*These are current committee lists and may be at variance with *Catalogue* copy published earlier in the summer.

## **OFFICES OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND DEAN OF FACULTY**

### **Vice President for Academic Affairs and Dean of Faculty**

Joseph R. Urgo is the chief academic officer of the College. He oversees the instructional departments and the curriculum, supervises instructional budgets including grants and equipment, supports faculty members in their scholarly and creative development, and advises the President on academic personnel decisions. He chairs the Academic Council and is a member of the Committee on Academic Policy, the Faculty Committee on Admission and Financial Aid, the Faculty Committee on Budget and Finance, the Committee on the Library, and the Planning Committee. Under the Dean's jurisdiction are the Emerson Gallery, Library, Opportunity Programs, Registrar, Levitt Public Affairs Center, and Diversity & Social Justice Project. Joe is assisted by the Associate Dean of Faculty, the Associate Dean of Faculty for Diversity Initiatives, the Assistant Dean of Faculty for Institutional Research and the Academic Budget Manager. Joe is a Professor of English.

### **Associate Dean of Faculty**

Patrick D. Reynolds works with Dean Urgo on matters of the instructional budget, facilities, personnel and salary, faculty development, and oversees academic support services. He participates in the administration of academic advising in cooperation with Associate Dean of Students (Academic) Karen Brewer. He chairs the Scientific Misconduct Review Board and oversees summer student-faculty research programs. The academic support services that report to the Associate Dean include Critical Languages, College Programs Abroad, Health Professions/Summer Science Research, Oral Communication and Education Studies, Quantitative Literacy, Student Fellowships, and the Writing Center. Pat is a Professor of Biology.

### **Associate Dean of Faculty for Diversity Initiatives**

Steven G. Yao serves as Diversity Coordinator for the College, facilitating the implementation of diversity initiatives regarding student recruitment, faculty and staff hiring, and curricular innovation. He serves as institutional liaison to a number of foundations and consortia that the College works with in these areas. In this capacity, he also serves as ombudsperson for faculty, staff and students. The English for Speakers of Other Languages Program reports to the Associate Dean of Faculty for Diversity Initiatives. Steve is an Associate Professor of English.

### **Assistant Dean of Faculty for Institutional Research**

Gordon J. Hewitt works with Dean Urgo in collecting, organizing, analyzing and reporting historical and current data about Hamilton College and peer institutions to aid in college evaluation, assessment and planning. He also assists faculty with program and grant assessment and with department planning and review. An integral part of the evaluation and planning program on campus is the administration of annual or cyclical surveys of students and faculty. Examples of such surveys include the CIRP Freshman Survey, the National Survey of Student Engagement (NSSE), the HEDS Senior Survey, and the HERI Faculty Survey. The Assistant Dean for Institutional Research is also responsible for reporting data to external constituents and organizations including the federal and state governments, college guidebooks and publications, foundations and other grant-related organizations, and national and regional higher education organizations. These data serve as accountability measures to government agencies and funding organizations, and provide detailed descriptions of the College to prospective students. Gordon is assisted by Matthew Carr, Assistant Director of Institutional Research.



### **Academic Budget Manager**

Carol A. Young oversees the administrative and financial affairs of the office of the Dean. She assists faculty in classroom support fund requests, departmental budget requests, faculty grants, operating and endowed budget monitoring and reporting, faculty slot tracker maintenance, lecture funds requests, and student research and travel during the academic year.

### **Director of the Fred L. Emerson Gallery**

Ian Berry is the consulting Director of the Gallery for the 2009-2010 academic year. He works closely with academic, development, and alumni representatives, with a focus on planning for future facilities. He coordinates active teaching, exhibition, and activities programs. Ian also manages and continues the development of the Gallery's permanent collections. He works closely in these capacities with Susanna White, Associate Director and Curator of the Gallery.

### **Patricia Pogue and Richard Watrous Couper Librarian**

Randall Ericson oversees the Daniel Burke Library as well as two branch libraries (the Media Library and the Music Record Library), and the Photographer. Randy is also responsible for the Burke Library Rare Book Room and the Archives.

### **Director of the Opportunity Programs**

Phyllis Breland is responsible for Opportunity Programs at Hamilton College which are comprised of three academic programs: The Arthur O. Eve Higher Education Opportunity Program (HEOP), Hamilton College Scholars, and ACCESS Pathways. Designed for low-income and non-traditional students, these programs also include students whose academic profile does not fit the traditional Hamilton student profile, but demonstrates an ability to compete at this institution. Students are provided a structured and supportive environment that facilitates degree attainment. Opportunity Programs services include comprehensive needs and skills assessment, academic and career counseling, academic support, advocacy, and some assistance with books and travel. For more information call 859-4398.

### **Registrar**

Kristin Friedel is responsible for registration and preregistration; for the tracking of students' progress toward meeting graduation requirements and their certification for a Bachelor's degree; for the maintenance of all academic records and transcripts; and for the evaluation of transfer credit. She manages classroom facilities, including their allocation, renovation, furnishing and scheduling. Kristin and her staff also provide institutional research on curricular issues for faculty committees and academic departments.

## **ACADEMIC SUPPORT SERVICES**

### **Coordinator of the English for Speakers of Other Languages (ESOL) Program**

Barbara Britt-Hysell administers the ESOL Program providing a variety of services to a broad range of students for whom American English is not their first or native language. The program supports the various skills, abilities and proficiencies of students who are fluent or functional bilinguals with the hope of capitalizing on the strengths of how culture and language factors affect learning, speaking, listening and readings, as well as the writing process and the evaluation of academic writing. Activities and services include a weekly radio show, conversation tables, and interactive Web site, on-going tutorial assistance and two courses designed to assist ESOL students in sharpening their writing skills for college-level work in all academic disciplines.

### **Director of the Critical Languages Program/Language Learning Center**

Mary Beth Barth is responsible for the recruitment, training, and supervision of student native speakers to work as tutors for the self-instructional Critical Languages Program. Mary Beth plays a key role in determining which languages are to be offered each year by surveying student interest, suitable materials, the availability of qualified native speakers and examiners, and curricular needs. She coordinates the scheduling and supervision of drill sessions and makes arrangements with outside examiners. She is also the Director of the Language Learning Center.

### **Coordinator, Hamilton College Programs Abroad**

Gena Hasburgh is the Coordinator for the Hamilton College Academic Year in Spain and Junior Year in France. She recruits students from on- and off-campus for these prestigious programs, compiles and reviews students' application materials, serves as a contact person for students, their families around the world, and for study abroad colleagues from many other colleges and universities. Gena works closely with the Directors-in-Residence in Madrid and Paris and with the General Directors on the Hamilton College campus. She also works with faculty, staff and administration to insure that students are well served during their experiences abroad.

### **Coordinator of Health Professions Advising**

Leslie North advises current students and alumni interested in medicine, dentistry, and other health professions. She also assists in organizing the summer science research program. Leslie chairs the Health Professions Advisory Committee.

### **Director of the Oral Communication Center**

Susan A. Mason is the Director of the Oral Communication Center. Oral Communication courses (see catalogue "Oral Communication") and support services exist to assist every student in achieving the College's standard for oral communication by encouraging the integration of effective oral communication throughout the curriculum. Oral Communication quarter-credit courses, discipline-specific workshops, and tutoring opportunities support students and faculty in meeting the intensive interaction and oral presentation requirements of Proseminars, Sophomore Seminars, and the Senior Program. Contact Susan to discuss ways to design, develop, and deliver discipline-specific communication-based instruction.

### **POSSE Mentors**

The Posse Program gives students who exhibit excellent leadership abilities the opportunity to excel academically while being advocates of change. Each annual cohort of Posse Scholars works closely, during their first two years on campus, with a Posse Mentor to receive structured academic support. Sam Pellman, Professor of Music, and Jinnie Garrett Professor of Biology, will be Posse Mentors in 2009-2010. The Posse mentors maintain a close working relationship with the Dean of Students, Financial Aid, and Opportunity Program offices. Each spring the Posse Program hosts a Posse Plus Retreat designed to focus on student-identified concerns and development of action steps for the pursuit of positive change. Associate Dean for Diversity Initiatives Steven Yao is the liaison between the College and the Posse Foundation.

### **Coordinator of Peer Tutoring Program and Quantitative Literacy Center**

Mary O'Neill coordinates the Peer Tutoring Program, and the Quantitative Literacy Center, which offer peer tutoring and academic skills support for all students, and monitors the quantitative literacy requirement. She recruits, trains, and supervises the tutors and coordinates the scheduling of tutoring. Mary works closely with faculty, administration, tutors, and students to ensure the individual needs of students are met.

### **Student Fellowships Coordinator**

Virginia Dosch develops and coordinates institutional procedures for national merit-based scholarship competitions, including Fulbright, Watson, Rhodes, Goldwater, Truman, Marshall, Mitchell, Beinecke, and Bristol awards. She acts as campus liaison to fellowship sponsors and foundations. Ginny promotes and

maintains the development and delivery of award and fellowship services. She is responsible for the planning and administration of all long-range and day-to-day services related to the identification, recruitment and mentoring of students who seek externally-funded, merit based award opportunities.

### **Director of the Nesbitt-Johnston Writing Center**

Sharon F. Williams is the Director of the Writing Center. She is responsible for the administration of the Writing Center; hiring and supervision of writing tutors; consultation with faculty concerning writing conferences and other concerns related to writing; long-term tutoring of students with special writing needs; and hiring and supervision of Writing Center technology service assistants. For information regarding the Nesbitt-Johnston Writing Center, please refer to <http://my.hamilton.edu/writing/welcome.html>.

### **Diversity and Social Justice Project**

The Project fosters a diverse community by promoting rigorous, interdisciplinary intellectual activity necessary for social justice movements and characteristic of a liberal arts education. Information regarding the Projects can be found at <http://www.hamilton.edu/college/DSJP/index.html>. The Executive Committee includes:

Naomi Guttman, Associate Professor of English, Director of the Diversity and Social Justice Project

Lisa Trivedi, Associate Professor of History

Jeffrey McArn, College Chaplain

Nigel Westmaas, Assistant Professor of Africana Studies

Joyce Barry, Visiting Assistant Professor of Women's Studies

Martin Guyot-Bender, Professor of French

### **Cultural Education Center Project**

Madeleine E. López, Consulting Director

### **Academic Advisory Committees**

#### **Levitt Council**

The Levitt Council provides guidance to the Levitt Center Director on the running of the Levitt Center.

Members of the Levitt Council are:

Ann Owen, Professor of Economics, Director of the Arthur Levitt Public Affairs Center

Betsy Jensen, Professor of Economics

Steve Orvis, Professor of Government (S)

Alan Cafruny, Henry Platt Bristol Professor of Government (NYP-F)

Frank Anechiarico, Maynard-Knox Professor of Government

Jenny Irons, Associate Professor of Sociology (S)

Chaise LaDousa, Assistant Professor of Anthropology

Bob Paquette, Publius Virgilius Rogers Professor of History

Bob Simon, Marjorie and Robert W. McEwen Professor of Philosophy

### **Sustainability Program at the Arthur Levitt Public Affairs Center**

Ann Owen, Professor of Economics, serves as the director of the Sustainability Program at the Arthur Levitt Public Affairs Center. The Sustainability Program is an interdisciplinary program that supports research on sustainability as well as programs that complement and enrich classroom learning.

### **Oral Communication Center**

Hamilton's Oral Communication Center offers a variety of courses, support services, workshops and tutoring options. The center is dedicated to helping students improve and polish their public-speaking skills and classroom performance. Members of the Oral Communication Center include:

Susan Mason, Lecturer in and Director of the Programs in Teacher Education & Oral Communication

Jim Helmer, OCC Coordinator & Lecturer in Oral Communication

Madeleine López, Lecturer in History and Education Studies

**Quantitative Literacy Center**

The Quantitative Literacy Center offers peer tutoring in introductory level courses containing a mathematics/quantitative component. For information regarding tutors, scheduling, the quantitative literacy requirement, etc., visit the web site at <https://my.hamilton.edu/academics/resource/qlit/index.html>.

Members of the Quantitative Literacy Center are;

Mary O'Neill, Academic Support Coordinator and Director of the Quantitative Literacy Center

Penny Yee, Professor of Psychology

Jeff Pliskin, Professor of Economics and Chair of the Q-Lit Committee

Tim Kelly, Associate Professor of Mathematics

Jennifer Borton, Associate Professor of Psychology

Kevin Grant, Associate Professor of History

Tom Jones, Professor of Anthropology

**Writing Advisory Committee**

The Writing Advisory Committee, a subcommittee of the Committee on Academic Policy, consults with the CAP, provides advisory support to the Writing Center Director, and offers mentoring to those faculty who incorporate writing assignments into their courses. Members of the Committee include:

Sharon Williams, Director of the Nesbitt-Johnston Writing Center

Betsy Jensen, Professor of Economics

Doran Larson, Professor of English

Tara McKee, Professor of Psychology

# HAMILTON COLLEGE LIBRARY

The Hamilton College Library comprises the Daniel Burke Library, the Media Library, and the Music Library. Designed by Boston architect Hugh Stubbins, the Daniel Burke Library was completed in 1972. The Library contains 625,000 volumes, subscribes to approximately 1,900 journals in print, provides access to over 20,000 journals in electronic format, as well as 180 research databases, and many other Internet resources. The Media Library, located in Christian A. Johnson Hall, includes DVD's, audio and video tapes, 16mm films, and slide collections. Viewing and listening facilities are available in the Media Library. The Music Library, located in the basement of McEwen Hall, has a collection of music scores, non-circulating CD's and sound recordings, and a listening facility.

## Divisions of the Hamilton College Library

### Public Services Division

#### **Reference Department**

First floor, Burke  
859-4735; askref@hamilton.edu

Assists library users in making effective use of library resources and services.

#### **Circulation Department**

First floor, Burke  
859-4479; askcirc@hamilton.edu

Charges out books for external use and reserve materials for restricted library use. Electronic reserves are also available on the web and from off campus.

#### **Interlibrary Loan Department**

First floor, Burke  
859-4484; askill@hamilton.edu

Obtains materials not owned by the Library through a system of reciprocal interlibrary borrowing.

### Technical Services Division

First floor, Burke  
859-4490

Provides acquisitions, cataloging, and processing services for all materials.

### Library Information Systems Division

First floor, Burke  
859-4487

Provides technology support for all library applications.

<u>Library Professional Personnel</u>		<u>Phone</u>	<u>E-Mail</u>
Couper Librarian	Randall Ericson	4489	rericon@hamilton.edu
Director of Public Services	Carolyn Carpan	4485	ccarpan@hamilton.edu
Director of Technical Services	Constance Roberts	4490	croberts@hamilton.edu
Director of Library Information Systems	Ken Herold	4487	kherold@hamilton.edu
Joe Williams Director of the Jazz Archive	Monk Rowe	4071	mrowe@hamilton.edu
Acquisitions and Serials Librarian	Barbara Swetman	4470	bswetman@hamilton.edu
Catalog Librarian	Jean F. Williams	4383	jfwillia@hamilton.edu
Circulation Supervisor	Kari Szymanski	4479	kszymans@hamilton.edu
Curator of Special Collections and Archives	Christian Goodwillie	4447	cgoodwil@hamilton.edu
Library Systems Specialist	Peter MacDonald	4493	pmacдона@hamilton.edu
Photographer/Digital Imagery Specialist	Marianita Amodio	4426	mamodio@hamilton.edu
Reference/Interlibrary Loan Librarian	Glynis Asu	4735; 4482	gasu@hamilton.edu
Reference Librarian	Rebecca Hewitt	4735; 4893	rthewitt@hamilton.edu
Reference/Collection Management Librarian	Reid Larson	4735; 4480	rlarson@hamilton.edu
Reference/Electronic Resources Librarian	Lynn Mayo	4735; 4746	lmayo@hamilton.edu
Reference/Instructional Services Librarian	Kristin Strohmeyer	4735; 4481	kstrohme@hamilton.edu

# OFFICE OF THE DEAN OF STUDENTS

## **Dean of Students**

Nancy Thompson, Dean of Students, provides leadership to the Division of Student Life, which is comprised of the following:

- Dean of Students Office (includes the Academic Associate Dean of Students, Associate Dean of Students for Diversity and Accessibility, the Associate Dean of Students for Off-Campus Study/International Student Advisor, and the Assistant Dean of Students (Judicial/Residential Life).
- Outdoor Leadership Program
- Campus Safety
- Career Center
- Chaplains
- COOP (Community Outreach & Opportunity Program)
- Counseling and Psychological Services
- Residential Life
- Student Activities
- Student Health Services

Nancy chairs the Committee on Student Activities and serves on the Committee on Academic Standing and the Committee on Student Fellowships. In addition, she serves as the compliance officer for the Americans with Disabilities Act (ADA).

## **Associate Dean of Students for Academics**

Karen Brewer, Professor of Chemistry, coordinates the academic advising program and serves as a resource for faculty advisors. She chairs the Committee on Academic Standing (CAS), assists students to prepare petitions to the CAS, and administers its decisions. Karen works with members of the faculty and other associate deans to help students resolve a variety of academic issues. She consults with the chairperson of the Honor Court about the preparation of cases for the Honor Court and serves as the chairperson for the Campus Coalition on Alcohol.

## **Associate Dean of Students for Off-Campus Study/International Student Advisor**

Carol Drogus advises students regarding all non-Hamilton programs (approximately 150 worldwide) and assists students who intend to study in the US. She advises the Committee on Academic Standing regarding issues related to study abroad and study away. In addition, she provides support for international students, including orientation, host family assignments, and advising on immigration regulations and concerns, and is a resource for students with a variety of concerns.

## **Director of NYSICCS – India**

Jonathan Andrew coordinates admissions and support services for the India Consortium. Although based at Hamilton, Jonathan is responsible for coordinating and working with all consortium member schools (Colgate, Hamilton, Hobart and William Smith, St Lawrence). Jonathan also assists with other study abroad activities.

## **Associate Dean of Students for Diversity and Accessibility**

Allen Harrison is responsible for the development of educational, cultural, and social programs that enhance intercultural understanding and foster a campus climate that celebrates and respects diversity. He serves as liaison with the Admission Office and provides training for multicultural student organizations, Resident Advisors and other student groups. In addition, Allen coordinates services for students with disabilities, conducts administrative disciplinary hearings, and assists students to resolve personal concerns.

### **Director of Outreach and Orientation**

Amy James coordinates the New Student Orientation program for students entering Hamilton in the fall and in January. In addition, Amy helps to coordinate student efforts on a variety of community service activities under the auspices of the COOP.

### **Assistant Dean of Students (Residential Life/Judicial)**

Jeffrey Landry is responsible for oversight of the residential life program, which includes residential policy development and enforcement, and overall management of the residential systems. Jeff serves as Judicial Coordinator, and is responsible for determining the appropriate mechanism for dealing with alleged violations of the Student Code of Conduct. In addition, Jeff provides oversight for the Office of Campus Safety.

### **Director of Residential Life**

Travis Hill oversees the day-to-day management of the residential life office and supervises the Area Directors. Travis is also responsible for coordinating room changes, early arrivals, opening and closing of residence halls, coordination of the housing lottery, and recruitment and training of resident advisor and professional staff,

### **Area Directors**

There are three professional staff members who live in the residence halls and train, supervise, evaluate, and provide on-going support for the student resident advisor staff. Through programming and direct contact with residential staff and students, they seek to develop residence hall communities that are conducive to learning and personal development. They provide individual counseling and referral for students with personal or academic concerns, and make referrals to the judicial process. Danielle Vegas is the Area Director for the North Campus; Ashley Menard is the Area Director for the East Campus; and Patrick Marino is the Area Director for the South Campus.

### **Director of Campus Safety**

Francis Manfredo is responsible for the development, implementation and evaluation of personnel, policies and programs that promote a safe and orderly campus environment. He chairs the College Safety Committee and oversees campus parking.

### **Director of Outdoor Leadership**

Andrew Jillings is responsible for designing a comprehensive adventure-based education experience for the College community. Programs seek to integrate intellectual and personal development by promoting the development of leadership skills, awareness of self and surroundings and the ability to work effectively with diverse others. Andrew oversees the Outdoor Leadership Center, the Hamilton Outing Club, and Adirondack Adventure, Hamilton's wilderness pre-orientation program.

### **Assistant Director of Outdoor Leadership**

Sarah Weis is responsible for directing the Mark Cox Memorial Challenge Course, with high and low elements designed to promote communication, leadership and followership skills. She also manages the College's climbing wall, as well as leading outdoor climbing trips and training leaders.

### **Assistant Dean of Students for Campus Life/Director of Student Activities**

Lisa Magnarelli is responsible for coordinating a comprehensive program of campus activities that promotes student development through involvement, service, and leadership in co-curricular activities that

complement the educational mission of the College. She serves as advisor to the Student Media Board, Central Council of the Student Assembly, and various student organizations and initiatives. Lisa is also responsible for advising the Inter-Society Council and providing support and direction to the individual private societies. In addition, she chairs the Campus Activities Coordinating Committee (CACC), and directs operations for the Beinecke Student Activities Village and the Bristol Center.

#### **Assistant Director of Student Activities**

David Eng advises the Campus Activities Board (CAB), coordinates the recognition process for all student organizations, and facilitates the Student Assembly budget process and allocations. David serves as a resource for all student organizations on leadership and organizational concerns. He also supervises the student technical support crew and Beinecke Center student staff.

#### **Director of the Career Center**

Makino (Kino) Ruth is responsible for creating career development programs and opportunities that assist students to develop skills in self-assessment, career exploration, résumé preparation, interviewing, and the identification of internship and job leads that will enable them to manage their careers. He oversees a staff of nine who provide a range of services including counseling and advising, assistance in applying to graduate study; presenting workshops, internship opportunities, alumni networking programs, databases and internet resources; credentials coordination; and management of on-campus recruiting and off-campus/virtual career fairs and events. His focus in counseling is on the fields of banking and financial services, consulting, economics, and marketing and sales.

#### **Senior Associate Director of the Career Center**

David Bell assists the Director in managing internal operations for the Career Center. He advises students pursuing careers in the sciences and technology, environment, not-for-profit sector, and government. He coordinates programs to enable students to explore various career options and develops technology to enhance resources available to them.

#### **Associate Director of the Career Center**

Leslie Bell provides career counseling and job search assistance to students of all class years, as well as alumni, with a focus on the fields of education, health sciences, and not-for-profit.

#### **Associate Director of the Career Center**

Jeannine Murtaugh provides career counseling and job search assistance to students of all classes, and to alumni, with a focus on the fields of banking and financial services, business management, and law and legal services.

#### **Assistant Director of the Career Center**

Heather Wixson provides career counseling on a variety of issues to students of all class years, with a focus on the fields of psychology and counseling, media (TV, film, publishing, journalism), visual and performing arts, fashion and sports.

#### **Assistant Director of the Career Center, Employer Relations**

Pamela Piliero is responsible for the management of all recruiting and employer relations operations of the Career Center. She conducts our outreach and marketing strategies to maintain and build on- and off-campus recruiting opportunities for Hamilton students and alumni. Pamela also administers the HamNet recruiting system and works with students on all types of recruiting programs including events in New York City,



Boston and in Washington DC each year.

### **Career Center Programming & Publicity Coordinator**

Shannon Shannon manages on-campus events and employer and alumni visits. She also promotes all Career Center sponsored events.

### **Counseling and Psychological Services**

Robert Kazin, Director, Jan Fisher, Senior Counselor, and David Walden, Counselor/Psychologist, provide individual and group counseling for students and referral services for members of the Hamilton Community. They sponsor educational programs on mental-health issues and assist with first-year student orientation and Resident Advisor training programs. They also provide personal development programming for the College community on topics such as stress management, relationships, acquaintance rape, healthy lifestyles, and alcohol and other drugs.

### **College Chaplain**

Jeffrey McArn coordinates religious activities on campus, conducts Protestant worship services, and acts as counselor to students, faculty and staff. He is also the primary administrative advisor to HAVOC (Hamilton Action Volunteers Outreach Coalition).

### **Newman Chaplain**

John P. Croghan serves the Roman Catholic community at Hamilton in liturgical, educational and counseling activities. He works with the other chaplains in planning and implementing ecumenical services and projects.

### **Jewish Chaplain**

Anat Guez serves as the Jewish Chaplain and Hillel Advisor at Hamilton. She provides leadership and counseling for Jewish students and other members of the Hamilton Community.

### **Director of Student Health Services**

Christine Merritt, NP, RPA-C is responsible for organization and administration of health services. Christine and nurse practitioner, Melissa Britt, along with collaborating part time physicians, Mangela Patil MD, and Toby Taylor MD, provide primary and gynecological care for students. Diann Lynch RN, assists them and is the contact person for questions and administration of immunizations and education for students traveling abroad. Diann also coordinates the volunteer EMT service on campus. Other staff members include Betty Burkhart LPN, and Francine Vaughan, Office Coordinator. They all participate in the development of educational programming for healthy living.

# DIVISION OF ADMINISTRATION AND FINANCE

**Division of Administration and Finance** (315) 859-4524

[Karen Leach](#), Vice President

[Jan Rishel](#), Secretary to the Vice President

*The strategic goals of the Division of Administration and Finance are to: share and support the College's mission and goals, operate as a team, deliver the highest quality services to the College community, innovate and collaborate, and continuously improve the College.*

## **Departments within Administration and Finance**

### **Physical Plant**

The Physical Plant, also known as Maintenance and Operations, is responsible for the physical upkeep of the college, including repair work and grounds.

### **Human Resources**

Human Resources is committed to developing and maintaining a positive work environment by providing benefits and services to individuals and departments to help attract, develop, and retain a talented and diverse work force.

### **Business Office**

The Business Office oversees the financial operations of the College, including research grant administration, accounts payable, payroll, accounting, budget management, financial reporting and tax compliance. In addition, the office provides financial services, such as accounts receivable and loan administration, to students.

### **Auxiliary Services**

The Office of Auxiliary Services is responsible for a broad range of services and programs that include support for the procurement of equipment, supplies and services, management of College real estate (rental and owned), and oversight of the College's business insurance programs. In addition, the office oversees the Mail Center and Print Shop, dining services, and BTI Travel for travel service support.

Summer Programs and Conference Services is a function within the Auxiliary Services Department. This office provides the coordination and support of all summer programs and academic year conferences. This office is also responsible for campus ID cards and vending services.

### **Investment Office**

The Investment Office oversees all investment operations of the College's endowment fund. Working directly with the Trustee Investment Committee, the office conducts new investment searches, completes due diligence on all investments and measures performance of the endowment fund.

### **Environmental Protection, Safety, & Sustainability**

The Environmental Protection, Safety and Sustainability Office is responsible for directly managing various occupational and environmental obligations on campus, and assists with the College's fire safety, emergency preparedness and sustainability efforts and initiatives.

## Information Technology Services (ITS)

ITS supports the use of computing, telephone, presentation and network technologies at Hamilton. ITS offices are located on the third floor of the Burke Library and on the third and fourth floors of CA Johnson. The following is a brief description of the services provided by each of the eight teams in ITS. A complete list of all ITS services, with further detail, can be found on the ITS Web site: <http://www.hamilton.edu/college/its/>

### Contacting ITS

- If you have a question about the use of technology at Hamilton and are not sure who to contact please send an e-mail to: [askits@hamilton.edu](mailto:askits@hamilton.edu) or phone: 859-4169. If we are not available immediately we will get back to you within one business day.
- If you have a computer problem needing immediate attention please contact the Help Desk at 859-4181. A
- special telephone number is posted in technology-enhanced classrooms for emergencies that occur during class.

ITS Team	Services the Team Provides
<p><b>Instructional Technology Support Services (ITSS)</b></p> <p><i>Team members are:</i> James La Vere, Nikki Reynolds (Team Leader), Carl Rosenfield, Janet Simons, Krista Siniscarco</p> <p>Location: Burke Library</p>	<p>Team members:</p> <ul style="list-style-type: none"> <li>✓ Assist faculty in the identification, development and implementation of specific technologies that meet their teaching or research goals.</li> <li>✓ Develop support and training plans for students, targeted for the specific goals of a course or course project.</li> <li>✓ Provide the first line of support for the Multimedia Presentation Center and Burke 001.</li> <li>✓ Support the Blackboard web-based course management system.</li> <li>✓ Support the Citrix server for academic software access by students and faculty, on and off campus.</li> <li>✓ Support the faculty in using a wide variety of technology-enhanced teaching tools.</li> <li>✓ Provide multimedia resources and support for faculty and student projects.</li> <li>✓ Manage and train Student Lab Consultants who provide technical support in the Multimedia Presentation Center and Burke 001.</li> </ul>
<p><b>Audiovisual Services (AVS)</b></p> <p><i>Team Members are:</i> Mary Christeler, Graham Espe, Tim Hicks (Team Leader), Marilyn Huntley, Stefany Lewis</p> <p>Location: CA Johnson</p>	<p>Team members:</p> <ul style="list-style-type: none"> <li>✓ Assist the college community with their presentation support needs, including audio &amp; video recording, data projection, film showings, and sound support.</li> <li>✓ Research and rent movies for classroom and event use.</li> <li>✓ Provide first-line support for technology-enhanced (t/e) classrooms.</li> <li>✓ Provide a variety of equipment for loan to faculty and students.</li> <li>✓ Provide duplication services for audio and video masters.</li> <li>✓ Manage the College's videoconferencing facility.</li> <li>✓ Manage and train Student Technical Assistants for presentation and event support.</li> </ul>
<p><b>Administrative Services (AS)</b></p> <p><i>Team members are:</i> Terry Lapinski, Dave Smallen (Team Leader)</p> <p>Location: Burke Library</p>	<p>Team members:</p> <ul style="list-style-type: none"> <li>✓ Develop ITS policies and procedures and support other teams.</li> <li>✓ Serve as primary contact point for the members of the College community who want to borrow a laptop computer for up to seven consecutive days through the laptop loaner program.</li> </ul>
<p><b>Help Desk and Training Services</b></p>	<p>Team members:</p> <ul style="list-style-type: none"> <li>✓ Operate a call-in problem-solving support line answered by trained</li> </ul>

<p><b>(HTS)</b></p> <p><i>Team members are:</i> Ted Fondak, Scott Paul, Debby Quayle (Team Leader), Maureen Scoones</p> <p>Location: Burke Library</p>	<p>student employees. Walk-in support is available at the Help Desk counter but appointments are preferred. The professional staff is available to make office calls and provide support for more difficult problems. Hours are 8:30 AM – 10:00 PM during the academic year and 8:00 AM – 4:00 PM during the summer.</p> <ul style="list-style-type: none"> <li>✓ Support all Hamilton standard hardware and software and assist with e-mail, network connectivity, virus/spyware, mailing list problems and multi-media presentation emergencies.</li> <li>✓ Provide a variety of training opportunities that includes in-class training, Web-based self-paced training, and one-on-one training.</li> </ul>
<p><b>Network and Telecommunications Services (NTS)</b></p> <p><i>Team Members are:</i> Nick Brockner, Colleen Holliday, John Ingalls, Dave Roback (Team Leader), Jesse Thomas</p> <p>Location: Burke Library</p>	<p>Team members:</p> <ul style="list-style-type: none"> <li>✓ Oversee aspects of the installation and maintenance of campus telephones and voice-mail, telephone and network wiring, network electronics, and servers.</li> <li>✓ Maintain on-campus, local, and long distance calling services, voice mail services, cellular phone services, conference calling, wiring requests, calling cards, and telephone billing for College departments.</li> <li>✓ Maintain the campus Internet connection, all on-campus data networking needs, network and server security, and UNIX and Windows server administration.</li> </ul>
<p><b>Desktop Integration Services (DIS)</b></p> <p><i>Team Members are:</i> Ryan Coyle, Chris Forte, Gretchen Maxam, Karen Schaffer (Team Leader), Dave Swartz</p> <p>Location: Burke Library</p>	<p>Team members:</p> <ul style="list-style-type: none"> <li>✓ Provide installation services for computer hardware and software in the administrative and academic offices.</li> <li>✓ Provide installation services for computer hardware and software in the technology-enhanced (t/e) classrooms and public computer labs.</li> <li>✓ Oversee the College's plan for regular replacement of institutional computers, including all classrooms and labs.</li> <li>✓ Advise members of the College community on purchases and oversee the hardware repair service provided by VITEC Solutions.</li> </ul>
<p><b>Central Information Services (CIS)</b></p> <p><i>Team Members are:</i> Mary Fiore, Kathy Kwasniewski, Linda Lacelle, Geoff Pashley, Martin Sweeney (Team Leader)</p> <p>Location: Burke Library</p>	<p>Team members:</p> <ul style="list-style-type: none"> <li>✓ Provide system support to enable the various business and information tracking activities of the College including the use of Datatel's Colleague software.</li> <li>✓ Provide access to, training for, and maintenance and development of the college's central database used to administer the student and financial systems.</li> <li>✓ Work closely with the Web Services team to provide web-based access to central information.</li> <li>✓ Support many interfaces to external systems on and off campus, for example, the campus payroll and ID card system.</li> </ul>
<p><b>Web Services (WS)</b></p> <p><i>Team members are:</i> John Benson, Jason Quatrino, Deborah Reichler, Mike Sprague (Team Leader)</p> <p>Location: Burke Library</p>	<p>Team members:</p> <ul style="list-style-type: none"> <li>✓ Provide primary technical support for the College Web site including our Web-based support for prospective students and our on-line alumni community, custom Web applications, and other uses of the Web in support of college goals.</li> <li>✓ Develop and support the use of <i>My Hamilton</i>, which provides personalized access to College resources through the Web.</li> <li>✓ Work closely with Central Information Systems group to create secure Web applications for improved access to data and increased efficiency.</li> </ul>

## WRITING-INTENSIVE COURSE GUIDELINES

1. Normally, there will be no fewer than four writing assignments. The minimum number of writing assignments may include laboratory reports or, to accommodate longer assignments in upper level courses, sections of a larger paper, but they may not include revisions of an earlier assignment.
2. Evaluations of a student's grasp of the course content will be based substantially on these writing assignments.
3. Writing assignments will be distributed over the term, rather than being concentrated only in part of it. Students should have the opportunity to benefit from the comments on an earlier assignment when completing the next assignment.
4. The instructor will make extensive commentary on each of the writing assignments, with attention to problems of style, grammar, and structure, in addition to content. Faculty may wish to refer students to instructional materials, including the College style guide adopted by the faculty, available at the Writing Center and on-line at [www.hamilton.edu/writing](http://www.hamilton.edu/writing).
5. The instructor will provide opportunity for revision. For example, students could submit a preliminary draft of a writing assignment, have a conference with the instructor, and submit a subsequent version. A preliminary draft could receive peer review, either in class or at the Writing Center, before being revised and submitted to the instructor. Students could be permitted to rewrite and submit an assignment that has been graded.
6. Enrollments for each writing-intensive course or section will be limited to 20 students unless the Committee on Academic Policy agrees to waive the limit.

If a department or program believes a course to be writing-intensive even though it does not meet all of the above guidelines, the department or program may submit copies of syllabi and other materials to the Committee with the request that the course be designated writing-intensive.

Normally, all three of the required writing-intensive courses must be taken from those listed in the College Catalogue as writing-intensive. In exceptional circumstances the Committee on Academic Standing may approve a course of independent study to substitute for one of the three required writing-intensive courses.

Revised by the Committee on Academic Policy February 28, 2008

## PROSEMINAR COURSE GUIDELINES

Proseminars are small courses that require intensive interaction among students, and between students and instructors, through emphasis on writing, speaking, and discussion, and/or other approaches to inquiry and expression that demand such intensive interaction. A proseminar integrates content and instructional methodology to create an active and demanding intellectual learning environment. In proseminars students are expected to engage in independent analysis and evaluation of the course's subject matter. While there are many ways in which this engagement may be made manifest, in proseminars these ways at least include:

- giving students frequent assignments and timely feedback as a regular and substantial part of the course involving one or more of the following: writing, discussion, speaking, or other approaches that require intensive interaction
- expecting students to be active participants during class and holding them accountable for class preparation and participation, the frequent evaluation of which is a substantial part of the grade.

### Explanatory notes

1. Proseminars are not **merely** writing-intensive (as defined by current guidelines) or **merely** small. Moreover, they are not predominantly lecture-based.
2. Our expectation is that students will engage in study that meets the criteria for **at least** 120 minutes a week.
3. Writing, discussion, and speaking assignments can involve activities that might be called demonstrations or critiques. Performances may also be a significant part of assignments.
4. By "speaking" we mean an individual oral presentation, as differentiated from group discussion. That individual oral presentation may be a part of a group presentation.
5. By "substantial part of the grade" we mean **at least** 30% of the grade.
6. Proseminars that are designated as writing-intensive must meet not only the criteria for a proseminar but also the criteria for being writing-intensive. A proseminar need not be writing-intensive.
7. Though spaces are reserved for first- and second-year students in proseminars, after preregistration juniors and seniors can add a proseminar if space allows, with the restriction that seniors need permission of the department chair to take a 100-level course.
8. An instructor may reserve all spaces in a 100-level proseminar for first-year students.

**Faculty who wish to propose a proseminar should provide to the Committee on Academic Policy a course description and outline (which could be a syllabus), and your \*brief\* answers to the following questions:**

1. Given the criteria, why do you believe that your course qualifies as a proseminar? In your answer be sure to describe how the instructional methods you plan to use in the course will create an active and demanding intellectual learning environment.
2. a) Approximately what percentage of the course will be devoted to activities (discussion, small-group work, oral presentations, etc.) other than lecture? \_\_\_% Give examples of assignments and activities.  
b) What percentage of the grade will be based on a student's class preparation and participation? \_\_\_%
3. How will you provide frequent evaluation of each student's class preparation and participation? How will you provide timely feedback on each student's assignments?

## PROSEMINAR COURSE GUIDELINES

4. Will your course be writing-intensive? If so, how will it meet the guidelines?

## COLLEGE SEMINAR COURSE GUIDELINES

As approved at the Faculty Meeting held on November 7, 2006, effective for the class of 2010, the Sophomore Program is replaced by a College Seminar Program.

1. A College Seminar course is a team-taught course, or one of an integrated cluster of two or more courses, that emphasizes inter- or multidisciplinary learning.
2. College Seminar courses may be offered at any level.
3. College Seminars will provide opportunities for students to present their work to a larger audience at some point during the semester.
4. College Seminar courses may or may not require prerequisites, as determined by the instructors.
5. College Seminars may or may not count toward concentration requirements.
6. The enrollment limit of a College Seminar will be 12 students per instructor. Instructors may petition the CAP for different enrollment limits due to resource limitations.

During the 2009-2010 academic year, the Committee on Academic Policy will review the College Seminar program and will report its assessment to the faculty along with any recommendations.

Proposals for college seminars should be submitted to the Committee on Academic Policy via the Course Catalog Change Forms available at <http://my.hamilton.edu/applications/catalogue/admin/change.cfm>.

**Faculty who wish to propose a sophomore seminar should send answers to the following questions to the chair of Committee on Academic Policy:**

Proposed title:

Course description (for the College *Catalogue*):

1. Names of faculty participants and their departments:
2. What are the prerequisites for the seminar and why?
3. Will the seminar be writing-intensive? If so, explain briefly how it will fulfill the writing-intensive requirements.
4. Will individual sections of the seminar count toward concentration credit? If yes, in which departments? (Please obtain departmental approval prior to submitting this proposal.)
5. Will individual sections of the seminar substantially duplicate particular departmental course(s) faculty members have taught in the past? If so, will the past course(s) still be offered?
6. What class schedule do you envision for the course? Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Time Slots:

Room Needs (size, timing, etc):

7. Please explain how the course will meet the interdisciplinary requirement of sophomore seminars.
8. Please explain the nature of the student projects and public presentations for the seminar.
9. Please outline support services (computers, labs, AV, studios, stages etc) you anticipate your students will need to complete their projects and public presentations.
10. If the proposed seminar is clustered (as opposed to team-taught) what proportion (percentage) and what kinds of material and activities will be shared in common by the different sections of the cluster?



## **CLASS ATTENDANCE and END OF TERM ACADEMIC PROCEDURES**

### **Class Attendance**

Every student is expected to attend class regularly. A student who must be absent because of medical or family emergency should notify the Office of the Dean of Students and his or her instructors. Instructors may drop students from a limited-enrollment course if they are absent at any time during the first week of classes. When an instructor believes that lack of attendance is affecting a student's academic performance, the instructor may warn the student or ask the Committee on Academic Standing to do so. The Committee may drop from the course a student who fails to heed such a notice.

Students who are indisposed by illness that might inhibit their academic work should contact their instructors before assignments are due. The instructors will determine whatever alternative arrangements, if any, will be available to the student. Except for confinement to bed upon the order of the College physician or nurse, the Health Center will not excuse a student from academic obligations.

### **Final Examinations**

Hour examinations normally shall not be given during the last two weeks of the semester. In-class final examinations shall not be given before the beginning of the final examination period; out-of-class final examinations shall not be due prior to the beginning of the final examination period. Evening exams are limited to two hours and are planned with the expectation that capable students would complete their exams within 75 minutes.

The reading period shall comprise three days, with the final examination period beginning on the night of the third day and extending for four additional days. The final examination period has three scheduled examination sessions per full day. If a student is scheduled to take more than one examination in a single session, or if a student is scheduled to take three examinations in a single day, the student should ask an instructor to reschedule one final examination. If the rescheduling presents a problem for the student or the instructor, the student should consult the Office of the Dean of Students. A student shall not be required to take three examinations in a single day. Other reasons for rescheduling will be evaluated by the instructor, who must approve the time change. *Hamilton College Catalogue, page 17.*

### **The Seventy-Two Hour Rule**

Members of the Faculty should submit the final grades for each course within seventy-two hours after the final examination for that course. Prompt submission of the grades is necessary so that the Committee on Academic Standing can quickly review the records of students who are in academic difficulty.

### **Incompletes**

Regulations concerning "incompletes" state that no instructor may report a grade of "incomplete" without the approval of the Committee on Academic Standing. Such approval is given rarely and only for circumstances beyond a student's control (e.g., a medical or familial emergency). If you think that an "incomplete" is appropriate for one of your students, contact the Associate Dean of Students for Academics. Approval of an "incomplete" permits the student to complete the required work for the course no later than six weeks from the end of the term for which the "incomplete" was assigned. You may, however, allow less than six weeks if you wish. The regulations state that if the six-week deadline is not met, the final grade of F will be recorded for the course. The regulations do not permit individual faculty members to grant students additional time to complete the course beyond that approved by the Committee on Academic Standing.

### **Failing Grade Reports**

The information on these forms is extremely useful and your use of them is greatly appreciated.

Any questions regarding class attendance or end of term procedures should be directed to the Associate Dean of Students for Academics.

## **SPOUSAL/PARTNER EMPLOYMENT ASSISTANCE**

In order to maintain an excellent faculty and to make Hamilton College a desirable place to work, the College seeks to continue to respond to the needs of two-career couples (whether they are both academics or not) by providing informational assistance to spouses and partners who seek employment in this area and by facilitating their employment opportunities. Our goals are to attract and retain the best faculty and to increase the number of women and persons of color on the faculty. Toward this end, Hamilton has implemented the following procedures:

1. When possible, the College works with Colgate University and other colleges and universities in the greater Syracuse/Utica/Ithaca areas when recruiting to provide information about available positions to help to facilitate the hiring of couples;
2. Maintaining a list of local employment resources in Human Resources;
3. Encouraging Chairs to inform all job candidates of the information available to spouses and partners.

When Chairs schedule on-campus interviews with candidates, they should inform the candidates that it is College policy to offer contact assistance and information about employment (both within and without the College) to a spouse or partner seeking employment.

Candidates should be given the name, address and phone number of a contact in Human Resources (Carol Bennett, Associate Director of Human Resources, 315-859-4688), and should be offered the opportunity to meet with someone in Human Resources to discuss local employment resources.

In dealing with issues of spousal/partner hiring and employment, the administration and Human Resources cannot guarantee employment nor can they violate equal employment opportunity for any applicant.

## FACULTY TRAVEL AND RESEARCH SUPPORT

The College supports the professional development of the faculty by providing grants for travel to meetings and conferences and for research purposes. The policies and procedures for expenses incurred on official Hamilton business are described in the *Travel & Entertainment: Policies & Procedures* booklet for Hamilton College. To maximize the funds available for professional development, however, certain guidelines and procedures have been established. (See also *Faculty Handbook*, page 69-70.)

### Guidelines for Professional Travel and Research Support

In responding to requests for support, the Dean considers the amount previously awarded the applicant for the current academic year as well as recent years, whether the applicant is on the program for conferences, and the results of previous awards in terms of scholarly and creative productivity. As indicated on page 70 of the *Faculty Handbook*, *...faculty will be reimbursed for their actual expenses incurred for travel and attendance to one professional meeting a year. Occasionally a faculty member will wish to attend more than one professional meeting a year. In these cases additional sums may be authorized by the Dean, subject to the availability of funds. Priority will be given to those who are to participate in the program of the meeting, either by presenting a paper, or by serving on a panel or as an officer of the organization.*

Faculty are encouraged to make reasonably inexpensive travel arrangements. Funding requests should be as accurate as possible. Reimbursement will be made only up to the approved amount. If costs change significantly before travel (>5%), re-approval is required. Conference travel may not exceed one week.

Reimbursable expenses include conference hotel room base rate, hotel internet connection, conference registration fees and transportation costs (mileage, cab fare, parking). All meals and incidental expenses are covered by a \$40 per diem (receipts for meals are not necessary). The College's mileage reimbursement rate for personal car expense will be adjusted when the federal rate changes, usually each January. The Business Office will send campus-wide notification when a change is made to the mileage rate. For the fall of 2009, the rate is \$.55/mile. Fees associated with booking airfare through BTI should be included on the travel request form. BTI charges fees of \$34 for domestic and \$50 for international flights. The College's tax-exempt number must be used for any travel within New York State. Sales tax on lodging in New York State will not be reimbursed. Tax-exempt cards are available through Diane Graham in the Business Office.

Examples of expenses that will not be considered for reimbursement include tips (room service, etc.), unnecessary airfare costs or fees (e.g., added costs for extended trips, itinerary changes, cancellation), babysitting, kennel charges, hotel laundry bills, hotel phone charges, hotel meal or bar charges, conference banquet fees, hotel room movies, fitness club charges, or anything else not directly connected to attending the conference for which a reimbursement request hasn't yet been received.

Neither payment of tuition fees nor the purchase of equipment is normally provided from funds for research support. Where the funds requested represent an investment against possible future earnings, as in the case of advances against publication costs, the purchase of raw materials for the production of salable art, or the costs of producing patentable products, funds disbursed will be treated as an advance against earnings rather than an outright grant. The College will normally not support publication costs when the publishing agency is unwilling to assume a substantial part of such costs.

Applications from faculty going on leave are acceptable and may receive preference when they are demonstrably likely to make the leave more productive. Applicants should provide precise descriptions of their research objectives and methods and the expected result, along with a timetable. Requests for support at unusually high levels should be accompanied by copies of completed applications for outside funding or an explanation of why none has been sought.

Rates for the payment of human subjects or student research assistants will each year be fixed at a uniform level applicable to all requests for funds.

When faculty employ the services of an individual to aid in research, it is critical that Hamilton College correctly determine whether the individuals providing services to the College are employees or independent contractors. Generally, the College must withhold income taxes, withhold and pay Social Security and Medicare taxes on wages paid to an employee. No taxes on payments are withheld for independent contractor services. The IRS and other government agencies assess significant penalties for misclassification of employees as independent contractors. For specific information regarding Independent Contractor Policy and IRS guidelines, please contact the Payroll Office or refer to the College web page: [https://my.hamilton.edu/college/business\\_office/payroll/Policies/IndContr.html](https://my.hamilton.edu/college/business_office/payroll/Policies/IndContr.html)

### **Procedures for Acquiring Funds and Reporting Expenses**

**Faculty Travel/Support Funding Authorization Forms**, available on the Dean of Faculty website at <https://my.hamilton.edu/college/DOF/index.html>, must be completed in full and include the department/program chair's signature. Request forms should be submitted to the Dean well in advance of proposed expenditures. Requests will be considered on a rolling basis.

Notice of approved funding will come from the Associate Dean of Faculty. Travel charges may be made on either the Hamilton College corporate card or on a personal credit card. The Hamilton College corporate card is provided as a convenience but its use is not mandatory. Two exceptions apply. If a vendor in New York State refuses to grant the sales tax exemption on a personal credit card, then the Hamilton College corporate card must be used. Otherwise, the sales tax charge will not be reimbursed to the employee. A Hamilton College corporate card is available to you free of charge. The annual card fee is paid by the College. The Hamilton College corporate card, as well as the tax-exempt card is available through Diane Graham in the Business Office. The College's non-owned auto insurance coverage only applies to business rentals charged on a Hamilton College corporate card, a College purchase order, or a College direct-bill account with the rental car agency. If you use your personal credit card for a car rental, the College's insurance does not apply. The College has corporate accounts with several car rental agencies. For more information contact Irene Cornish, Director, Auxiliary Services.

To encourage faculty to find the most reasonable airfare, hotel rate, etc., reimbursement for charges made prior to travel will be reimbursed once a receipt is submitted. Receipts must indicate the name of the faculty member, service provided, and total amount paid. Transportation and hotel charges may be made through any .com service or on the Dean of Faculty's central billing system through the College's contracted agency, BTI The Travel Consultants. The toll-free number for BTI is 1-800-472-7447. Accounting of any remaining expenses should be made within 30 days of return. An Expense Statement form, available on the Dean of Faculty website at <https://my.hamilton.edu/college/DOF/ExpenseStatement-1.pdf>, should be completed and signed by the traveler and submitted along with original receipts to Linda Michels in the Dean's office. (Receipts are not required for the \$40 per day meal allowance.) When submitting for reimbursement for travel charges made to your Hamilton College corporate card or your personal credit card, you must include all original itemized receipts. When submitting for lodging reimbursement, itemized hotel bills must be included.

Funds cannot be granted to a faculty member until he or she has accounted for previous trips or research funds.

An individual hired under research support must be employed through the proper channels and placed on the College's payroll.

## GRANTS AT HAMILTON COLLEGE

Hamilton College fosters the development of the teacher-scholar. Faculty members are encouraged to pursue their scholarly activities and to seek the support of external grants. As such, the College has developed the institutional and administrative support structure to assist faculty in securing the resources required to pursue their research.

### **Office Responsibilities**

Grants activity on campus is a coordinated effort between the Office of Foundation, Corporate, and Government Relations; the Dean of Faculty Office; and the Business Office.

### **Office of Foundation, Corporate, and Government Relations**

- Provides all pre-award support – background research on funding sources and programs, assistance with proposal development, proposal review, assistance with submission, and acts as the Sponsored Research Office.
- The Office has created a home page with detailed grants-related information, including institutional statistics, budgetary guidelines, links to funding sources and an on-line database, and proposal writing tutorials. See:

[http://www.hamilton.edu/college/communications\\_development/OFCGR/](http://www.hamilton.edu/college/communications_development/OFCGR/)

- Reviews budgets prior to submission.
- Approves, by way of signature, all proposals *prior* to submission. Guidelines and timetable are available at [https://my.hamilton.edu/college/communications\\_development/OFCGR/guidelines.html](https://my.hamilton.edu/college/communications_development/OFCGR/guidelines.html)
- Limited post-award support, by way of assistance with annual and final progress reports, is also provided.

### **Dean of Faculty Office**

- Oversees the administration and approval of cost-sharing funds. All requests for institutional support should be directed to the Associate Dean of Faculty, and approval of the use of matching funds should be documented on the Internal Grant Proposal Endorsement Form (available on the Dean of Faculty and Office of Foundation, Corporate, and Government Relations websites).
- Selects proposals to be submitted in cases where the number of proposals that can be submitted from an institution is limited.
- Approves, by way of signature, all proposals *prior* to submission.
- Provides comprehensive post-award support and oversight; all grant activity is monitored by the Academic Budget Manager.

### **The Business Office**

- Provides limited post-award support – all grant accounts are established by the Business Office.
- Provides accounting for all annual and final financial reports, as required by the funding source.
- Manages the “My Grants” system.

## **SPEAKERS & EVENT SCHEDULING**

### **Speaker Fund**

The Dean's Office maintains a College Speaker Fund for the purpose of bringing speakers to campus from outside the Hamilton community. For information about obtaining these funds, contact your department chair or Karen Perry in the Dean's Office (X4601). Forms to request funding are available online at

[http://my.hamilton.edu/college/DOF/Speaker\\_Fund\\_Form\\_Rev\\_feb%2009.doc](http://my.hamilton.edu/college/DOF/Speaker_Fund_Form_Rev_feb%2009.doc)

A W-9 form is required for each speaker.

Please note that payments to foreign nationals are complicated due to immigration and tax laws. *As a general rule, Hamilton must pay 30% in US federal taxes on payments to foreign nationals for services performed in the US.* Immigration laws address whether it is legal to make a payment to a foreign national for services performed within the US. This determination is based on visa classification and type of payment involved. Please refer to the chart on the web for guidance:

[http://my.hamilton.edu/college/business\\_office/payroll/Policies/foriegnvisitors.html](http://my.hamilton.edu/college/business_office/payroll/Policies/foriegnvisitors.html)

### **Event Scheduling/Room Reservations**

Step-by-step procedures for scheduling an event, as well as contact numbers for questions about reserving specific rooms, can be found on the web at <http://www.hamilton.edu/events/scheduling.html>. To be sure there are no major conflicts with the event, check the proposed date and time on the Events Calendar at [https://r25.hamilton.edu/wv33p/wv3\\_servlet/urd/run/wv\\_event.DayList?evdt=20090721.evfilter=667](https://r25.hamilton.edu/wv33p/wv3_servlet/urd/run/wv_event.DayList?evdt=20090721.evfilter=667)

Use the following web site to schedule the event and choose the location:

[https://events.hamilton.edu/wv33p/wv3\\_servlet/urd/run/wv\\_request.Request](https://events.hamilton.edu/wv33p/wv3_servlet/urd/run/wv_request.Request)

Once completed, the event will automatically be posted on the Events Calendar.

# PRINT SHOP

The Print Shop provides copying and printing service to all offices on campus and is located in the basement of Commons Dining Hall. Visit the Print Shop website at <https://my.hamilton.edu/college/printshop/> for copyright information, office supply information, *Print Shop Guidelines*, and the *Print Shop Service Request Form*.

## Copyright Information

When copying from a book, a clean hard copy is needed. Copies will not be made directly from books. Copyright information, including the date of copyright, must be included on the first page of the document. Copyright permission must be obtained prior to submitting a copy order.

## Copying

A *Print Shop Service Request Form* must be completed for all copying orders. Forms are available at the Print Shop or online. Orders are done on a first-come, first-serve basis. It is recommended that work be submitted **at least 24 hours in advance**. Larger jobs, such as course packets, involving handwork (folding, collating and/or binding) require more time. Call ext. 4627 or 4626 for time estimates. If course packets are to be sold at the College Store, a Course Pack Printing Agreement form must be completed and attached to the *Print Shop Service Request Form*. Most campus offices/buildings are equipped with satellite copiers. Copies are charged at 9.5¢ (per side) vs. 5¢ (per side) in the Print Shop. Departmental copy codes must be used on all satellite copiers. This grants the user access to the copier and tracks the copy work for billing purposes. Copy code numbers for departments can be obtained from the department chair, faculty assistant, or the Print Shop. The Print Shop will not supply this number to student workers. Colored copies are available with the same processing time as other copy jobs. These are more expensive than black and white, so please call for a price quote or refer to the Print Shop website.

## Printing

The Print Shop has two offset presses for the production of booklets, pamphlets, posters, programs, business cards, letterhead and envelopes. The *Print Shop Service Request Form* must be completed for each printing request. For details on printing orders, pricing, etc. refer to the Print Shop website or call ext. 4627 or 4626. Printing jobs should be turned in with the expectation of *at least* one-week turnaround to allow for ink drying and finishing.

## Typesetting and Design

The Print Shop will assist with poster, post card, brochure or flyer design and typesetting. Business cards, letterhead, envelopes, and invitations are all typeset at the Print Shop using the College Style Guide. Call Yvonne Schick at ext. 4627 with questions.

## Scanning

Scanning to pdf for electronic use or Blackboard placement is available, as well as pdfs or other files burned to CD (for a nominal fee).

## File Requirements

For copying and printing orders, crisp hard copy or electronic files must be provided. Files from common programs such as Word, PowerPoint, Excel, InDesign, Photoshop, Quark, etc. can be used. PDF files are preferred as some fonts used are not available on Print Shop computers. Copies may be brought to the Print Shop (hard copy, disc or thumb drive); sent as an email attachment; or if the file is large, it can be put into the Print Shop drop box on the ESS server. On a PC the drop box can be found on the P-drive under "My Computer," and on a Mac the drop box is under the "Campus" connection. If a copy is sent via the drop box, please send an email (to: [printsho@hamilton.edu](mailto:printsho@hamilton.edu)) with details of the order (number of copies, paper size and color, binding, account number, etc.).

## Supplies

Refer to our website or check with an office assistant for supplies and paper products available from the Print Shop and how to order them (i.e. business cards, letterhead, expense statements, check request forms, etc.).

## Personal Orders

The Print Shop can also fill private orders (i.e. business cards, invitations, stationery, programs, etc.), although College work takes priority. If you are new to campus, please stop in and say hello!

## GUIDE TO OTHER COLLEGE SERVICES

### **Athletic Center**

The Athletic Center is open to the College community and their families, and offers a wide variety of facilities: fitness center, swimming pool, squash and racquetball courts, gymnasium, ice skating rink, indoor track, tennis courts and golf course. For further information and to check on the availability of a particular area contact the Athletic Center Office (X4114).

### **Audio-Visual**

To show course-related slides or films during class or in the evening, rent A-V equipment, have a class videotaped, or to have slides made, contact the A-V Department at X4120.

### **BTI The Travel Consultants**

Located in Syracuse, NY, BTI provides a wide range of personal and professional travel services. BTI's phone number is 800-472-7447.

### **Campus Dining Options**

All dining areas are open to faculty, staff, administrators, and students. Meals may be charged using the Hamilton I.D. card and will be billed monthly by the Business Office. Bon Appétit Management Company is the campus food service provider. Bon Appétit operates McEwen and Commons dining halls, as well as the Howard Diner and the McKenna "Buff and Blue" Café.

- **Café Opus and O2**: Café Opus is a privately operated coffee house located in the McEwen lounge area, and a branch operation, O2, located in the atrium of the Science Building. Both locations offer flavored coffees, cappuccino, espresso, juices and Italian sodas, as well as light snacks and vegetarian lunches. Café Opus also offers catering service for various events on campus (X4577).
- **Howard Diner**: Located in the Fillius Events Barn, the Diner offers various combo options from the inside menu components. You may also design your own combo by purchasing convenience items or full size portions of fries and onion rings, using the a la carte menu for pricing.
- **McEwen's Green Café** is located on the south side of campus and offers fresh food that is alive with flavor and nutrition prepared from scratch using authentic ingredients and doing so in a socially responsible manner.
- **Soper Commons Café** is located on the north side of campus. Commons has the feeling and appearance of an upscale European-style eatery providing a deli, entrées, grill and pizza stations.

### **Classroom Schedules, Room Assignments, Exam Schedules**

For information contact Kristin Friedel, Registrar, at X4637, or Diane Brady, Staff Assistant at X4638.

### **Clinton Early Learning Center**

The Clinton Early Learning Center is a non-profit organization which has been providing quality care for children aged 18 months through 5 years since 1973. The Center is housed in Root Dormitory, but is otherwise independent of the college. Further information about the Center can be found online at <https://my.hamilton.edu/childcare/> or by calling X4176.

### **College Store**

The College Store is located in the basement of Bristol Campus Center. Orders for required and recommended books or course supplies (software, art supplies, lab materials, etc) should be placed through Jennifer Hackett, store manager. The store also carries a wide variety of general interest books, candy, snacks, office supplies, computer software and hardware, clothing and gifts. The College Store number is X4241.

### **Computer Purchase**

The College offers interest-free loans for the purchase of personal computers (a 25% down payment is required). For more information, call Barb Scanlan at X4376. Apple and Dell products may be purchased through the College at reduced educational prices (contact Jennifer Hackett, X4242).



### **Disability Services for Students**

Services for students with disabilities are coordinated by the Dean of Students Office, with the Associate Dean of Students for Diversity and Accessibility, having primary responsibility. The Associate Dean may be reached at X4021.

### **Emerson Gallery**

The Fred L. Emerson Art Gallery is opened to the public as well as the College Community. The Gallery hosts a number of art exhibitions throughout the year, including traveling exhibits from other museums and galleries, as well as exhibits originated by the Gallery's staff. Pieces from the College's collection are also on permanent display. The Gallery is located on the first floor of the Christian A. Johnson Hall. Hours are 12-5 Monday through Friday, and 1-5 on Saturday and Sunday. For further information, please contact the Gallery at X4396.

### **Fitness Center**

The Charlean and Wayland Blood Fitness and Dance Center hosts a large, glass-enclosed aerobic/cardio training area, two rooms for resistance and weight-training, a three-story climbing wall, a dance studio and a multipurpose room. Spinning classes are held on a row of bikes located on the second level cardio mezzanine. Director Dave Thompson offers a wellness program that includes lecture series on such topics as nutrition, smoking cessation and weight management. A strength coach and a personal trainer are available to offer professional advice. Hours of operation and additional information can be found on line at: <https://my.hamilton.edu/athletics/wellness/index.html>.

### **Grants**

For information, assistance, and ideas for grants to support either general College programs or individual research, please contact Carol Young, Academic Budget Manager, at X4611, or William Billiter, Director of Foundation, Corporate and Government Relations, at X4384.

### **I.D. Cards**

All College employees and their families should have a College I.D. card. These cards are used to charge meals at the dining halls, photocopy, check out books at the library, and to use the Athletic Center facilities. Photos are taken and cards are issued by the Auxiliary Services Office located in the Philip Spencer House. Contact the office at X4372 for more information.

### **Keys**

Lost or stolen keys should be reported to Security (X4141). To replace a key, please contact our locksmith, Ed Reilly, at X4500.

### **Library Studies**

A limited number of carrels are available for faculty use in the Library. A request can be made to Kelly Walton in the Dean's Office (X4615). Carrels are assigned based on need and availability.

### **Mail Center**

The Mail Center processes all College mail, including student and employee mail, and is responsible for sorting and delivery of both inter-office and U.S. mail, parcel post, UPS pick-ups and deliveries, as well as the sale of stamps (Rich Alexander, X4403).

### **Media Relations**

The Media Relations Office facilitates communication between the College and the media, with the goal of generating positive news coverage of the Hamilton community. The office serves as the key point of contact between the College and the news media. The Media Relations Office also works to identify news and events, and relies on members of the community to share such information. For information on submitting news to be promoted in the media, please contact the Media Relations Office at [pr@hamilton.edu](mailto:pr@hamilton.edu) or call X4680. Please refer to the Web site at <http://hamilton.edu/news/media.html> for guidelines in dealing with the media.

### **Medical Emergency**

Dial X4000. The College has volunteer teams of EMT's on call during the academic year. The Student Health Center (X4111) is for students, but will assist faculty and staff with first aid and/or referrals.

### **Notaries**

There are nine notaries located on campus:

Carol Bennett, Philip Spencer House	X4688	Tori L. Palmer, Career Center	X4346
Irene Cornish, Philip Spencer House	X4999	Anne Riffle, Elihu Root House	X4613
Gena Hasburgh, Christian Johnson	X4201	Patricia Whitford, Alumni Center	X4018
Ben Madonia, Alumni Center	X4412	Luann Zaleski, Philip Spencer House	X4689
Lisa Nassimos, Chapel, Third Floor	X4306		

### **Oratorio Society**

The College and Community Oratorio Society perform major works with the College orchestra each semester. The Society is open to any member of the community, without audition. Interested singers may join by attending the first rehearsal of the term. If interested, please contact G. Roberts Kolb at X4351.

### **Parking and General Security Matters**

Please refer to the Campus Safety web site at: <https://my.hamilton.edu/college/safety> or direct inquiries to Francis Manfredo, Director of Campus Safety, at X4144.

### **Physical Plant**

The Physical Plant will move heavy boxes, packages, furniture, etc., in addition to any special work needed in an office area. A *Work Order Request*, available at <http://web4.hamilton.edu:88/home.html>, must be completed for each job. A budget line number (available from the Department Chair) must be provided. If items in an office need special cleaning attention, leave a note for the custodial staff, or call the Physical Plant at X4500 with the request.

### **Psychological Services**

Robert Kazin and Jan Fisher provide individual and group counseling for students, and referral services for members of the Hamilton community. They can be reached at X4340.

### **Travel to Professional Meetings**

Please refer to pages 37 & 38 of this book. Faculty Travel/Support Funding Authorization Forms should be submitted to Associate Dean of Faculty Patrick Reynolds. Specific questions regarding procedure, status of a request, etc., should be directed to Linda Michels at X4608.

### **Vans**

Information on reserving College vans, including the reservation form, can be found on the Web at [http://my.hamilton.edu/college/physical\\_plant/vanreservation.html](http://my.hamilton.edu/college/physical_plant/vanreservation.html). Students must go through a three step process to become an authorized van driver. They must take a classroom safety training with the Director of Environmental Protection, Safety and Sustainability, they must complete a road test at Physical Plant and have a clean driving record for the last three years. The Director of Auxiliary Services completes a MVR check of their license annually. Students having any moving violations in the last three years are not allowed to drive. The Office of Student Activities maintains a database of all authorized student van drivers. Information regarding use of personal vehicles for off-campus field trips as well as the College's vehicle or liability insurance can be found at <http://my.hamilton.edu/college/purchasing/PersonalVehicles.html>.

# **POLICIES REGARDING FINAL EXAMS, CLASS ATTENDANCE and ATHLETIC SCHEDULING**

## **Final Exams**

New York State law requires its colleges and universities to maintain a fifteen-week semester. A Hamilton College semester has fourteen weeks of classes and a one-week exam period during which a three-hour exam block is scheduled for each course by the Registrar. While this does not mean that every class must have a final exam, every class does need to have a culminating, in the sense of being the last, or final, class meeting during the fifteenth week. It also helps students to plan their post-semester travel when they know that the semester ends after the exam period, not after classes end.

## **Class Attendance**

Hamilton College is an academic institution. Although the College is committed to the importance of athletics as part of a liberal education, student-athletes are students first. Student-athletes at Hamilton have the same academic obligations as other students.

All parties—coaches, instructors, and students—have certain responsibilities in assuring that students are able to balance their academic and athletic activities. Coaches, instructors, and students shall communicate with each other and work together to minimize conflicts. However, in the case of irreconcilable conflict, academic requirements take priority.

Coaches should inform team members at the beginning of the season about obligations arising from team participation that may conflict with academic obligations, including starting times for home contests and practices as well as departure times for away contests, or that will require students to participate in team activities when classes are not in session. They should also remind students that they must inform their instructors about possible conflicts and make alternative arrangements as early in the term as possible. Students who make such efforts in timely fashion but who cannot be accommodated by the instructor or who choose to honor their academic obligation rather than that to the athletic team should not have their standing with the team jeopardized.

Individual instructors set attendance policies for their courses. Instructors should inform students at the beginning of the first class meeting about course obligations that may conflict with athletic obligations. Instructors are encouraged to accommodate students who wish to make alternative arrangements for completing course obligations because of conflicts arising from athletic team schedules. Athletes may not be held to standards of attendance that are different from those of other students. In courses in which the instructor will not make accommodation, students should be informed during the drop-add week so that they have the option of taking other courses.

Students must inform instructors at the beginning of the term about conflicts with class obligations—including attendance—caused by membership on an athletic team. Should alternative arrangements for completing course obligations not be possible, the student should inform the coach immediately.

Mandatory athletic practices, including suiting up or other preparations for practice, may not require absence from class. Although instructors are expected to end classes by 3:50 p.m., the Athletic Department recognizes that on occasion, especially with labs, a special situation may require a student to stay beyond that time. Under no circumstances will a coach penalize a student for arriving late as a result of participation in a regularly scheduled academic activity.

## **Athletic Scheduling**

In keeping with its commitment to providing an athletic program for student-athletes who value and respect the fundamental educational goals of the College, the College bases its athletic scheduling policy on the need to provide for the integrity of the athletic program while recognizing the priority of academic requirements. The College considers as maximal limits the New England Small College Athletic Conference (NESCAC) regulations on dates for beginning and ending of athletic seasons, numbers of contests allowed for each sport, and post-season tournament competition. In addition, the following rules govern the scheduling of athletic practices as well as the resolution of conflicts with academic obligations.

1. Contests may not normally be scheduled so as to conflict with a regularly scheduled course more than once a week or more than a total of five times in fall or spring term.
2. Normally, intercollegiate contests will not exceed three per team in any Sunday to Saturday period while classes are in session.
3. Mandatory practices may not require absence from class before 3:50 p.m., and instructors are expected to release students by that time. Instructors who wish to schedule required academic activities outside of class time are reminded that athletic practices begin at 4 p.m., and, just as instructors expect students to attend class sessions, coaches depend on having their full roster of athletes on hand for practice.
4. Responsibility for setting the rules and supervising their implementation lies with the Committee on Athletics, which will revise the regulations as needed, receive a report about athletic scheduling in the spring of each year from the Dean, and circulate in the fall of each school year the athletic schedule for the year.
5. Responsibility for scheduling athletic contests lies with the Chair of the Department of Physical Education, who will send to the Committee on Athletics proposed schedules in time to make any adjustments requested by the Committee. The Chair will consult with the Dean annually at the end of the spring term about the operation of the rules that year. In particular, the Chair will consult about the number of occasions, if any, on which exceptions were made to allow absence from a regularly scheduled course more than once a week or five times a term; and scheduling more than three contests per team in any Sunday to Saturday period.

## **Captain's Practices**

NESCAC regulations stipulate that captain's practices "are to be conditioning and fitness workouts." Captains may not conduct organized technical and tactical practices out of season. No fall captains' fitness workouts may be conducted until students are required to be on campus by virtue of the academic calendar" (*NESCAC Manual*, 17). Hamilton College further stipulates that (1) players are under no circumstances required to attend any captain's practice, and (2) captains' practices are not to be held between 8 a.m. and 4 p.m.

## **General Oversight**

General oversight of athletic scheduling will be a responsibility of the Dean, who will receive questions and problems from coaches, instructors, and students; and report annually to the Committee on Athletics on the effectiveness of the rules, the exceptions granted that year, and any problems. Responsibility for setting these rules and supervising their implementation lies with the Committee on Athletics, which will revise the regulations as needed.

Coaches, instructors, and students who have questions about the implementation of these regulations or any problems that they are not able to resolve among themselves should meet with the Dean.

## **POLICY REGARDING RELIGIOUS OBSERVANCE**

In order to create an atmosphere that is supportive of religious observance by all members of the Hamilton College community, faculty and administrators shall exercise the fullest measure of good faith to insure that students will be able to fulfill their religious obligations and practices.

Every effort should be made not to schedule College-wide events on major religious holidays; faculty are encouraged to consider conflicts with major religious holidays as they plan their courses and to avoid scheduling mandatory events on these days unless to avoid the conflict would cause undue hardship. In order to assist in realizing this goal, the Office of the Dean shall distribute each year in the *Red Book* a list of major religious holidays and other pertinent information to the College community.

In compliance with New York Education Law pertaining to institutions of higher education, Hamilton College affirms that "...each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days." Further as provided by this law, "no adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section."

Students have the responsibility of notifying faculty members, at the beginning of each semester, of classes or course requirements that will conflict with religious observances. Students and faculty members are expected to exercise flexibility in negotiating alternative arrangements; students are responsible for making up the work that they miss but will be allowed to do so without penalty, provided that they do so within the terms of their arrangement with the instructor. Faculty members are expected to inform students before the Add deadline if there are requirements for the course, such as field trips or performance dates that are inflexible.

Coaches and athletes are expected to make similar negotiations concerning conflicts between religious observances and practices and contests. Student organizations should inform themselves of potential conflicts with religious holidays in scheduling meetings and requiring attendance at extracurricular events.

For clarification about the application of this policy, students may consult New York State Education Law, section 224-a, their advisors, a chaplain or member of the Chapel Board, or a dean.

# STUDENT EMPLOYMENT ON CAMPUS

## Placement of Students

For the first two weeks of the academic year, students awarded work-study as part of their financial aid package must receive first priority in hiring. After the first two weeks, preference should continue to be given to work-study eligible students, but we understand that some positions require specialized skills.

The Financial Aid Office provides guidance for first year students in locating campus employment. If you find yourself in need of student help during the course of the year, we recommend that you post the job on the web at <https://my.hamilton.edu/myhamilton/community.cfm?action=single&communityid=6>. If you need assistance with the posting process, contact ITS at ext. 4181.

## Student Wage Rates

Student wage guidelines have been established to reflect the skills required for specific positions, with flexibility to reward those with experience or special skills. Student wages can be set in consultation with the Associate Director, Human Resources, ext. 4688. The current student wage guidelines are available on the web at <http://onthehill.hamilton.edu/college/personnel/studentwages.html> or from Human Resources. Departments are responsible for staying within their authorized budget guidelines.

## Student Payroll

In order for a student to be paid, the appropriate paperwork must be completed and returned to the Human Resources Office on the day the student starts work. Appropriate paperwork includes an authorization form to be completed by the supervisor and three required payroll forms to be completed by the student. **A separate authorization form must be completed for each job the student has.** These forms and instructions are available at <https://my.hamilton.edu/college/personnel/studentemploy.html>.

1. Students are paid bi-weekly during the academic year. Time sheets are due on Wednesday, a week preceding the scheduled Friday pay date. The paperwork and payroll schedule can be found at: [https://my.hamilton.edu/college/personnel/StudentEmploymentCalendar\\_07.PDF](https://my.hamilton.edu/college/personnel/StudentEmploymentCalendar_07.PDF). Each time sheet must include the budget line number, pay rate and proper approval. For more information, contact the Payroll Office, ext. 4316.

# HARASSMENT AND SEXUAL MISCONDUCT POLICY

## INTRODUCTION

The Harassment and Sexual Misconduct Board exists to ensure that all students, faculty, staff and guests can work, study, and enjoy the society of the College community without being subjected to harassment or sexual misconduct.

Harassment is a type of discrimination prohibited by college policy and by federal laws such as Title VII and Title IX. Hamilton College affirms every individual's right to freedom of expression, and fosters the culture of tolerance and civility necessary to fulfill its educational goals. The academic freedom of an educational institution can create a tension with the prohibition of harassing behaviors. Hamilton College is a community that values freedom of speech and expression. As conveyed by the federal Constitution, these rights have limitations, and the same is true here. Limitations on free speech include: 1) endangering or threatening someone, 2) inciting violence, using "fighting words" directed at an individual or group that directly provoke violence, 3) defamation, 4) obscenity, and 5) discrimination that limits someone's educational or employment access and/or opportunities. Hamilton College does not consider visual and/or aural demonstrations, depictions or conduct to be sexual harassment when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

Hamilton College believes in a zero tolerance policy for sexual misconduct. When a respondent is found to have violated this policy, serious sanctions will be imposed. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Hamilton College Harassment and Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy serves as a means to determine, after the fact, if behaviors trespass on community values. By encouraging a clear understanding of the College's expectations for sexual communication, the Board also hopes to prevent violations.

## DEFINITION OF PROHIBITED CONDUCT

### A. HARASSMENT

1. **Harassment** is verbal or physical conduct based on a person's race, color, religion, creed, ethnicity, gender or gender identity, age, sexual and affectional orientation/associations, or mental/physical disabilities that is sufficiently severe, pervasive/persistent or patently offensive that it has the purpose or effect of unreasonably interfering with that person's work or academic performance, or that creates an intimidating, hostile, or offensive working, educational, or living environment, from both a subjective (the alleged victim's) and an objective (any reasonable person's) viewpoint.
2. **Sexual Harassment** is gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or that creates an intimidating, hostile, or offensive working, educational, or living environment. *Quid pro quo* sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or when submission is made a condition of educational or employment advancement.

Zero tolerance extends to those who retaliate for complaints of harassment. Hamilton College views retaliatory harassment to be just as severe as the initial harassment itself.

### B. SEXUAL MISCONDUCT

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph. In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is less clear than explicit verbal consent. Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent. There is a difference between seduction and coercion. Coerced sexual activity violates this policy just as much as physically forced sex does. Coercion happens when someone unreasonably pressures someone else for sex. Persons using alcohol or other drugs are considered unable to give valid consent if they cannot appreciate the who, what, when, where, why, or how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.”

1. **Non-Consensual Sexual Contact** is any intentional sexual touching, however slight, with any body part or object, by a man or a woman upon a man or a woman, without effective consent.
2. **Non-Consensual Sexual Intercourse** is any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by a man or woman upon a man or woman, without effective consent.

Effective consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, wants it to stop, or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercive.

In order to give effective consent, one must be of legal age, which is 17 in New York State.

Someone who has sexual activity with someone whom they know to be — or should know to be—mentally or physically incapacitated (alcohol or other drug use, unconsciousness or blackout) is in violation of this policy. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of so-called “date rape” drugs. Possession, use and/or distribution of any of these substances (including Rohypnol, Ketomine, GHB, Burundanga and others) is prohibited, and administering any of these drugs to another for the purpose of inducing incapacity is a violation of this policy.

Sexual misconduct is an act of violence prohibited, in separate ways, by New York State law and Hamilton College policy. Thus, offenders may be prosecuted under New York State criminal statutes and subject to disciplinary action by the College. The College may choose to pursue disciplinary action while criminal action is pending, or even if criminal justice authorities choose not to prosecute.

3. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g. permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

## **CHOICE OF ACTIONS IN RESPONSE TO HARASSMENT AND SEXUAL MISCONDUCT**



Individuals or groups who have been harassed, or are victims of sexual misconduct as defined above, have recourse through the grievance procedures of the College established by this Policy. These grievance procedures apply to complaints regarding incidents taking place either on the Hamilton College campus or at College-sponsored events off campus.

The Harassment and Sexual Misconduct Board stands ready to respond to complaints in a variety of ways. Anyone who wishes to discuss a concern may approach any individual member of the Board. The confidentiality of all parties to a complaint of harassment or sexual misconduct must be strictly observed by the Board and by supervisory College officers, except insofar as it interferes with the College's obligation to fully investigate the allegations and to record statistics in keeping with the law. Where confidentiality is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Campus clergy and professionals in the Counseling and Health Centers, including emergency medical technicians (EMTs), are the only Hamilton College employees who can offer legally protected confidentiality.

The College will not inform students' parents or guardians of their involvement in a complaint of harassment or sexual misconduct unless they are in major medical, disciplinary, or academic jeopardy, but students are strongly encouraged to inform their parents or guardians. College officials will directly inform parents or guardians when requested to do so by a student.

For all complaints of harassment or sexual misconduct, the College officer will consult with the Chair of the Harassment and Sexual Misconduct Board. The Harassment and Sexual Misconduct Board lacks jurisdiction when a complaint involves an employee as respondent and that employee faces dismissal.

The complainant has the option of three levels of response by the Harassment and Sexual Misconduct Board, which are briefly described below.

#### **A. Information**

A member of the community may talk with any member of the Board about harassment or sexual misconduct. Complainants may, if they wish, have a friend or advisor accompany them when they discuss a problem with a Board member. Information about options available under this policy to address allegations of harassment or sexual misconduct and their possible outcomes will be discussed. No written records will be kept. The Board member will report to the Chair of the Board only that someone sought information regarding harassment or sexual misconduct, and identities will remain confidential. However, if a threat or danger to the victim or community is apparent, the College has the obligation to investigate a reported alleged violation of this policy.

#### **B. Mediation**

In the case of harassment a complainant may request a referral to a campus mediator (e.g. a member of the counseling center staff) who will try to facilitate understanding of the nature of the complaint by the respondent, clear up misunderstanding, and resolve the complaint while maintaining confidentiality. Mediation is particularly appropriate when the complainant wants help in addressing the issue without pursuing formal action.

Allegations of non-consensual sexual intercourse are not addressed through mediation.

A person who desires mediation should write a letter to the Chair and/or the appropriate College Officer outlining the complaint and requesting mediation. The Dean of Students will respond, with the Chair of the Board, to complaints brought by one student against another. The Dean of Faculty will respond, with the Chair, to complaints against members of the faculty. The supervising College

Officer will respond, with the Chair, to complaints brought against a member of the staff or administration. The Chair and College Officer will meet with the complainant and refer the complaint to a trained campus mediator. A person seeking mediation must agree to be identified to the respondent. A campus mediator will begin mediation efforts promptly and will report to the Chair that the mediation occurred. Complainants are strongly encouraged not to discuss the complaint with other members of the community except as required by the need for psychological counseling.

At the conclusion of a successful mediation, both parties will sign a statement agreeing that the mediation was successful. If the mediation is unsuccessful, the complainant can proceed to a formal complaint and hearing within six months of the mediation. A copy of the signed statement will constitute the record of the mediation.

### **C. Formal Complaint**

An individual may file a formal complaint by submitting to the Chair a signed written statement, including the time, place and nature of the alleged offense and the name of the respondent, at a minimum.

This will activate procedures outlined in the *Harassment and Sexual Misconduct Board Procedures* and will involve the Chair of the Board, the appropriate College Officer and the Hearing Committee of the Board. The Dean of Students will respond, with the Chair of the Board, to complaints brought by one student against another. The supervising Officer will respond, with the Chair, to complaints involving members of the faculty, staff, or administration.

For the complete Harassment and Sexual Misconduct Policy, please log onto:  
[http://www.hamilton.edu/college/Student\\_Handbook/HarassmentPolicy.html](http://www.hamilton.edu/college/Student_Handbook/HarassmentPolicy.html)

## **PRE-EMPLOYMENT BACKGROUND SCREENING POLICY**

The College seeks to provide a safe and secure environment for students, faculty, and staff, and protection for the financial and material assets of the College. To accomplish this goal, the College performs background checks on new employees. An employee may not begin work until all appropriate background checks have been completed.

New faculty hires will be subject to a background check consisting of reference spot-checking and degree verification.

Prior to extending an oral offer of appointment, the hiring department chair is responsible for checking one or more reference letters by means of telephone conversations with referees. More than one check should normally be completed for tenure-track hires.

The candidate for appointment is responsible for providing a letter verifying the degree(s) attained, or, if still a candidate for the degree(s), a letter verifying good standing at the graduate institution.

In addition, the candidate for appointment is responsible for completing an attestation form provided by the Dean's Office. This form affirms that the candidate has not been convicted of a felony in the past seven years and that their application dossier is true and accurate.

The formal letter of appointment will not be conveyed to the candidate until these background checking procedures have been satisfactorily completed.

For the complete text of the College's background screening policy, applicable to all new employees, see: <http://www.hamilton.edu/pdf/BackgroundScreening.pdf>.

## TIME AND EFFORT REPORTING POLICY

Per the Office of Management and Budget (OMB) Circular A-21, Section J.10.a, Hamilton College is required to document effort spent on externally-sponsored activity. This time and effort reporting policy is intended to meet this requirement. The system is an “After-the-Fact Activity” system, under which the distribution of salaries and wages by Hamilton College will be supported by activity reports as described below:

- A. “Time and Effort Reporting Forms” will reasonably reflect the percentage distribution of efforts expended by Hamilton College faculty and professional staff involved in federally-funded and state-funded grants, contracts and cooperative agreements.
- B. For each federally-funded or state-funded project, a “Time and Effort Reporting Form” will be completed and signed by each faculty member and professional staff member working on the project, provided that the approved grant, contract or cooperative agreement commits Hamilton College personnel time to the project, regardless whether such time is paid by external funds or is an unpaid contribution, i.e., an “in-kind” match.
- C. “Time and Effort Reporting Forms” do not need to be completed for clerical staff or students who utilize weekly time sheets.
- D. “Time and Effort Reporting Forms” will be confirmed by a person having firsthand knowledge of the employee’s activities. Confirmation is indicated by a countersignature on the form.
  - 1. If a form documents a faculty member’s effort and he/she is the Project Director, the form will be countersigned by the Department Chair (or immediate supervisor in non-academic divisions).
  - 2. If a form documents a faculty member’s effort and he/she is not the Project Director, the form will be countersigned by the Project Director.
  - 3. If a form documents a professional staff member’s effort and he/she is the Project Director, the form will be countersigned by the Department Chair (or immediate supervisor in non-academic divisions).
  - 4. If a form documents a professional staff member’s effort and he/she is not the Project Director, the form will be countersigned by the Project Director.
- E. “Time and Effort Reporting Forms” will be completed at the end of each semester and summer and will document the percentage distribution of effort expended during the semester or summer.
- F. “Time and Effort Reporting Forms” must be returned to Academic Budget Manager in the Dean of Faculty’s Office.

Time and Effort Reporting Forms are available on the web at:

[https://my.hamilton.edu/college/communications\\_development/OFCGR/Time%20&%20Effort%20Reporting%20Form.doc.pdf](https://my.hamilton.edu/college/communications_development/OFCGR/Time%20&%20Effort%20Reporting%20Form.doc.pdf)

Completed Time and Effort Reporting Forms will be filed in the Dean of Faculty Office.

## CONFLICTS OF INTEREST

The College recognizes that many employees participate in non-College activities that are recreational or that increase personal or professional development. The College encourages such activities as long as they do not constitute or appear to constitute a conflict of interest.

Simply stated, a conflict of interest occurs whenever an employee engages in activities that interfere with the performance of job responsibilities at the College or where the prospect of direct or indirect personal gain could influence an employee's judgment or action.

No gift, loan or favor will be made to or accepted by employees or their immediate families involving any supplier, customer, or others with whom Hamilton does business if it is intended to influence a business decision. This will not prohibit casual entertainment, business entertainment consistent with the College's usual practices, or gifts which are reasonably viewed under the circumstances in which they are given or received to be of nominal value. For this purpose, any gift in kind of less than \$100 would be considered of nominal value. Acceptance of cash or cash equivalents is not acceptable under any circumstances. By way of example, attendance at a professional sporting event as a guest of a supplier or customer would constitute business entertainment consistent with the College's usual practices; however, the receipt of tickets to the same event from a supplier or customer without the attendance of the supplier or customer would be viewed as a gift which must be of nominal value.

Employees must also inform their supervisor and receive approval before engaging in any outside activities that pose a potential for conflict of interest. Examples of potential conflict of interest include, but are not limited to:

- outside employment;
- working for the College as an outside vendor;
- use of College facilities, supplies or equipment for outside business, philanthropic, community, political or other interests or activities;
- outside interests of the employee, or of close family members, with or related to suppliers of goods and services to the College;
- allowing unauthorized use of College facilities by friends, family members or community associates;
- direct or indirect participation in purchases for personal use for less than the full value or utilizing discounts allowed to the College for personal gain;
- using information that the College considers privileged or confidential, for non-College purposes;
- using the name of the College for monetary profit or acting as a private person in a way that could create the impression that the employee is speaking for the College.

Failing to report such activity or continuing an activity if a supervisor has disapproved it, is grounds for disciplinary action, including termination of employment.

## **EMPLOYMENT OF RELATIVES**

Spouses and relatives of employees are encouraged to explore employment opportunities with the College and will be considered on the basis of professional criteria and qualifications for specified positions. At the same time, we recognize the sensitive nature of having family members employed by the same institution. In an effort to ensure fair and equitable treatment of all employees, situations where the possibility of favoritism or conflicts of interest might exist will not be allowed. The employment of two individuals of the same family is permissible, but under no circumstances may they be placed in a line of supervision resulting in one relative supervising the activities of, or having management decisions over, another relative. This policy applies to all classifications of employees, including temporary and part-time.

For purposes of administering this policy, a relative is considered to be a spouse or domestic partner, parent, child, sibling, grandparent, or grandchild, and may also include –in-law, nephew, niece, cousin, aunt or uncle.

## **USE OF COLLEGE NAME OR LOGO**

The Hamilton College trademarks and service marks, including the name, seal, and logo of the College and its various departments and programs may not be used without the prior specific written consent of the College for any purpose, including: in conjunction with any private or commercial enterprise, in tandem with the advertisement of any product, or by any individual or group promoting itself.

Use of the College's name, seal or logo on letterhead and business cards is standardized and regulated by the Office of Communications and Development.

Any questions regarding the use of the College's trademarks and service marks, including the name, seal, or logo of the College and its various departments and programs, in circumstances other than the ones listed above should be referred to the Vice-President for Communications and Development.

## **CHILDREN IN THE WORKPLACE**

When an employee brings a child or children onto campus, it is the employee's responsibility to provide appropriate care and supervision and to ensure that consideration is given to others. This is particularly necessary and important during normal business hours, Monday through Friday, 8:30 a.m. – 4:30 p.m., in offices and other work environments.

Employees planning to bring a child or children into a workplace should discuss with their supervisors the department's or office's ability to accommodate children, and should seek and receive their supervisor's approval. Normally employees should bring children into workplace environments only occasionally or when an emergency arises.

If employees have concerns about children in their workplace, they should contact their immediate supervisor.

## **Guidelines for Children on Campus**

What constitutes appropriate supervision will depend upon both the age of the child and the child's individual maturity and responsibility. Here are some general principles:

Children under 12 may not be in the athletic facilities unless accompanied by an adult who has a Hamilton College I.D. card.

Children should not be in the science laboratories, art studios, or any other location where there are hazardous materials unless they are under the direct supervision of one individual who has no other responsibility than to see that the child is safe.

For their protection, children are not allowed in any area where hazardous materials are stored or in use or electrical/mechanical hazards are present.

Children who are old enough to be out and about campus without direct supervision—for example, observing athletic competitions, using the library or athletic facilities, riding bikes—should be courteous of others and mindful of their own safety.

Children who cannot be depended on to be courteous and mindful are not old enough no matter their chronological age. Parents are responsible for instructing their children in appropriate behavior and for assuming the risks to their children's physical safety. Parents should also be aware and respectful of the psychological burden on others of keeping an eye on unsupervised children and avoid creating such burdens.

## **SMOKING POLICY**

Smoking is not allowed indoors on the Hamilton College campus, in building entranceways, or in College-owned vehicles. Smoking is defined as the burning of a lighted cigar, cigarette or pipe.

## **DOG POLICY**

Every dog on campus must be leashed at all times and in the company of its owner (it may not be tied to trees or signposts). Dogs are not permitted in College buildings. All dogs must be registered, tagged and vaccinated in accordance with New York State Law. Any dog found wandering unleashed should be reported to Campus Safety immediately so that it may be removed from campus.