Updates to *The Red Book* will be made as they occur throughout the academic year. *The Red Book* can be viewed online at [https://www.hamilton.edu/offices/dof/handbooks-and-forms/forms](https://www.hamilton.edu/offices/dof/handbooks-and-forms/forms)
# TABLE OF CONTENTS

## CALENDARS AND IMPORTANT DATES
- Academic Calendar: 1
- Religious Holidays: 2
- Faculty Calendar: 3
- Faculty Meeting Schedule: 4
- Trustee Meeting Schedule: 4

## WHO’S WHO AND AFFILIATES
- Faculty by Department: 5-6
- Off-campus Study Directors: 7
- Adjunct Faculty and Lecturers in Music: 8-9
- New Faculty Members: 10
- New Staff Members: 11
- Department Chairs: 12
- Program Directors: 13
- Endowed Chairs: 14
- Academic Office Assistants: 15

## COMMITTEE MEMBERSHIP/COMPOSITION
- Faculty Membership on Committees:
  - Officers and Standing Committees of the Faculty: 16-17
  - Committees and Boards with Faculty Members: 18
  - Interdisciplinary Program Committees: 19-20
  - Other Appointed Committees and Boards: 21
  - Academic Advisory Committees: 22-28
  - Faculty Representation on Trustee Committees: 29
- Hamilton Athletics Team Affiliate Program: 30

## MAJOR INSTITUTIONAL DIVISIONS
- President’s Staff: 31
- Offices of the Vice President for Academic Affairs and Dean of Faculty: 32-35
- Diversity & Inclusion: 36
- Library and Information Technology Services (LITS) Division: 37
- Division of Student Life: 38-41
- Maurice Horowitch Career Center: 42
- Division of Administration and Finance: 43

## POLICIES
- Class Attendance and End of Term Academic Procedures: 44-45
- Honor Code Information: 46
- Spousal/Partner Employment Assistance: 47
- Faculty Travel and Research Support:
  - Guidelines for Professional Travel and Research Support: 48
  - Guidelines for Endowed Chair/Start-up Funds/Research Funds: 49
  - Procedures for Acquiring Funds and Reporting Expenses: 49
- The Dean of Faculty’s Annual Salary Setting Process: 50-53
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving Expenses</td>
<td>54</td>
</tr>
<tr>
<td>Grants at Hamilton College</td>
<td>55</td>
</tr>
<tr>
<td>Speakers &amp; Event Scheduling</td>
<td>56</td>
</tr>
<tr>
<td>Print Shop</td>
<td>57-58</td>
</tr>
<tr>
<td>Guide to Other College Services</td>
<td>59-62</td>
</tr>
<tr>
<td>Other College Policies</td>
<td></td>
</tr>
<tr>
<td>• Class Attendance and Athletic Scheduling Policies</td>
<td>63-64</td>
</tr>
<tr>
<td>• Religious Observance</td>
<td>65</td>
</tr>
<tr>
<td>• Harassment and Sexual Misconduct Policy</td>
<td>66</td>
</tr>
<tr>
<td>• Pre-employment Screening Policy</td>
<td>67</td>
</tr>
<tr>
<td>• Policy and Procedures for Responding to Allegations of Misconduct in Research, Scholarship and Creative Activity</td>
<td>67</td>
</tr>
<tr>
<td>• Voluntary Phased Retirement for Faculty</td>
<td>68-69</td>
</tr>
<tr>
<td>• Effort Certification on Federal Grants</td>
<td>70-71</td>
</tr>
<tr>
<td>• Environmental Protection, Safety, and Sustainability</td>
<td>72</td>
</tr>
<tr>
<td>• Conflicts of Interest</td>
<td>73</td>
</tr>
<tr>
<td>• Student Employment on Campus</td>
<td>74</td>
</tr>
<tr>
<td>• Employment of Relatives</td>
<td>74</td>
</tr>
<tr>
<td>• Use of College Name or Logo</td>
<td>74</td>
</tr>
<tr>
<td>• Children in the Workplace</td>
<td>74-75</td>
</tr>
<tr>
<td>• Smoking Policy</td>
<td>74</td>
</tr>
<tr>
<td>• Dog Policy</td>
<td>74</td>
</tr>
</tbody>
</table>
### Modified Fall 2020 and Spring 2021

<table>
<thead>
<tr>
<th>Aug.</th>
<th>20-23</th>
<th>Thursday - Sunday</th>
<th>New student orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24</td>
<td>Monday</td>
<td>Fall semester classes begin, 8 a.m.</td>
</tr>
<tr>
<td>Sept.</td>
<td>4</td>
<td>Friday</td>
<td>Last day to add a course, 2 p.m.</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Wednesday</td>
<td>Academic warnings due</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Wednesday</td>
<td>Last day to exercise credit/no credit option, 3 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last day to drop a course without penalty, 3 p.m.</td>
</tr>
<tr>
<td>Oct.</td>
<td>7</td>
<td>Wednesday</td>
<td>Last day to declare leave of absence for spring semester 2021</td>
</tr>
<tr>
<td>Nov.</td>
<td>1-20</td>
<td>Registration period for spring 2021 courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Tuesday</td>
<td>Fall semester classes end</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Wednesday</td>
<td>Residence halls close for the semester</td>
</tr>
<tr>
<td></td>
<td>27-29</td>
<td>Friday - Monday</td>
<td>Reading period - all remote</td>
</tr>
<tr>
<td></td>
<td>30-Dec. 4</td>
<td>Monday - Friday</td>
<td>Final examinations - all given remotely</td>
</tr>
</tbody>
</table>

There will be 11 Saturdays designated as Wednesday, Thursday or Friday Class Meeting Dates during the modified term dates. Refer to course syllabi for specific dates.

<table>
<thead>
<tr>
<th>Jan.</th>
<th>29</th>
<th>Friday</th>
<th>New student orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb.</td>
<td>1</td>
<td>Monday</td>
<td>Spring semester classes begin, 8 a.m.</td>
</tr>
<tr>
<td>Mar.</td>
<td>3</td>
<td>Wednesday</td>
<td>Wellness Day</td>
</tr>
<tr>
<td>Apr.</td>
<td>6</td>
<td></td>
<td>Wellness Day</td>
</tr>
<tr>
<td>May</td>
<td>11</td>
<td>Tuesday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td></td>
<td>12-13</td>
<td>Wednesday - Thursday</td>
<td>Reading days</td>
</tr>
<tr>
<td></td>
<td>14-18</td>
<td>Friday - Tuesday</td>
<td>Final examinations. Non-senior students are expected to vacate residence halls 24 hours after their last exam</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Saturday</td>
<td>Baccalaureate service</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Sunday</td>
<td>Commencement</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Holiday</td>
<td>Religion</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------</td>
<td>-----------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>July 31 - Aug. 3</td>
<td>Friday - Monday</td>
<td>Eid-al-Adha*</td>
<td>Muslim</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Feast of Sacrifice, concludes the pilgrimage to Mecca)</td>
<td></td>
</tr>
<tr>
<td>September 19-20</td>
<td>Saturday - Sunday</td>
<td>Rosh Hashanah*</td>
<td>Jewish</td>
</tr>
<tr>
<td>September 28</td>
<td>Monday</td>
<td>Yom Kippur*</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 3-9</td>
<td>Saturday - Friday</td>
<td>Sukkot*</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 10</td>
<td>Saturday</td>
<td>Shemini Atzeret*</td>
<td>Jewish</td>
</tr>
<tr>
<td>October 11</td>
<td>Sunday</td>
<td>Simchat Torah*</td>
<td>Jewish</td>
</tr>
<tr>
<td>November 14</td>
<td>Saturday</td>
<td>Diwali (festival of Lights)</td>
<td>Hindu/Sikh</td>
</tr>
<tr>
<td>December 11-18</td>
<td>Friday - Friday</td>
<td>Hanukkah*</td>
<td>Jewish</td>
</tr>
<tr>
<td>December 25</td>
<td>Friday</td>
<td>Christmas</td>
<td>Christian</td>
</tr>
<tr>
<td>December 26 - January 1</td>
<td>Saturday - Friday</td>
<td>Kwanzaa</td>
<td>Interfaith</td>
</tr>
<tr>
<td>February 12</td>
<td>Friday</td>
<td>Chinese New Year</td>
<td>Buddhist</td>
</tr>
<tr>
<td>February 17</td>
<td>Wednesday</td>
<td>Ash Wednesday</td>
<td>Christian</td>
</tr>
<tr>
<td>February 26</td>
<td>Friday</td>
<td>Purim*</td>
<td>Jewish</td>
</tr>
<tr>
<td>March 28 - April 4</td>
<td>Sunday - Sunday</td>
<td>Passover*</td>
<td>Jewish</td>
</tr>
<tr>
<td>April 2</td>
<td>Friday</td>
<td>Good Friday</td>
<td>Christian</td>
</tr>
<tr>
<td>April 4</td>
<td>Sunday</td>
<td>Easter</td>
<td>Christian</td>
</tr>
<tr>
<td>April 13</td>
<td>Tuesday</td>
<td>First Day of Ramadan*</td>
<td>Muslim</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Daylight fasting until Eid-ul-Fitr)</td>
<td></td>
</tr>
<tr>
<td>May 14-16</td>
<td>Friday - Sunday</td>
<td>Eid-ul-Fitr*</td>
<td>Muslim</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Break the fast at the end of Ramadan)</td>
<td></td>
</tr>
<tr>
<td>May 16-18</td>
<td>Sunday - Tuesday</td>
<td>Shavuot*</td>
<td>Jewish</td>
</tr>
</tbody>
</table>

*Holidays begin at sundown the day before the date indicated.  
Rosh Hashanah and Yom Kippur are the Jewish high holidays of the year.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>Applications due for periodic leave for the 2021-22 academic year</td>
</tr>
<tr>
<td>August 21-22</td>
<td>Advising for first year students</td>
</tr>
<tr>
<td>August 24</td>
<td>Fall semester classes begin</td>
</tr>
<tr>
<td>September 1</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>October 6</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>November 1-20</td>
<td>Advising and registration period for spring 2021 semester</td>
</tr>
<tr>
<td>November 10</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>November 24</td>
<td>Fall semester classes end</td>
</tr>
<tr>
<td>November 27-29</td>
<td>Reading period - all remote</td>
</tr>
<tr>
<td>November 30 - December 4</td>
<td>Final examinations - all given remotely <em>(Grades due in Registrar’s office by December 11)</em></td>
</tr>
<tr>
<td>December 1</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>January 19</td>
<td>Spring semester classes begin</td>
</tr>
<tr>
<td>February 1</td>
<td>Annual report of tenured faculty members for calendar year 2020 due. <strong>Faculty Annual Review Process - Guidelines and Timetable</strong> can be found on the web at: <a href="https://my.hamilton.edu/offices/dof/faculty-review-development/guidelines-for-review-process">https://my.hamilton.edu/offices/dof/faculty-review-development/guidelines-for-review-process</a></td>
</tr>
<tr>
<td>February 2</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>March 1</td>
<td>Deadline for meeting between faculty member and chairperson to discuss annual report</td>
</tr>
<tr>
<td>March 2</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>April 1</td>
<td>Annual reviews of faculty members due from department chairs</td>
</tr>
<tr>
<td>April 1-25</td>
<td>Advising and registration period for fall 2021 semester</td>
</tr>
<tr>
<td>April 6</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>May 4</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>May 8-9</td>
<td>Reading period</td>
</tr>
<tr>
<td>May 10</td>
<td>Class and Charter Day. Spring term classes end at 4:00 p.m. Ceremony begins at 4:15 p.m.</td>
</tr>
<tr>
<td>May 11-12</td>
<td>Reading period</td>
</tr>
<tr>
<td>May 12-16</td>
<td>Final Examinations <em>(Grades due in Registrar’s office 72 hours after each exam)</em></td>
</tr>
<tr>
<td>May 19</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>May 23</td>
<td>Commencement</td>
</tr>
<tr>
<td>June 30</td>
<td>Departmental annual reports for 2020-21 due from department chairs</td>
</tr>
</tbody>
</table>
HAMILTON COLLEGE
SCHEDULE FOR 2020-21 FACULTY MEETINGS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, September 1</td>
<td>4:10 p.m.</td>
<td>Zoom Meeting</td>
</tr>
<tr>
<td>Tuesday, October 6</td>
<td>4:10 p.m.</td>
<td>Zoom Meeting</td>
</tr>
<tr>
<td>Tuesday, November 10</td>
<td>4:10 p.m.</td>
<td>Zoom Meeting</td>
</tr>
<tr>
<td>Tuesday, December 1</td>
<td>4:10 p.m.</td>
<td>Zoom Meeting</td>
</tr>
<tr>
<td>Tuesday, February 2</td>
<td>4:10 p.m.</td>
<td>TBD</td>
</tr>
<tr>
<td>Tuesday, March 2</td>
<td>4:10 p.m.</td>
<td>TBD</td>
</tr>
<tr>
<td>Tuesday, April 6</td>
<td>4:10 p.m.</td>
<td>TBD</td>
</tr>
<tr>
<td>Tuesday, May 4</td>
<td>4:10 p.m.</td>
<td>TBD</td>
</tr>
<tr>
<td>Wednesday, May 19</td>
<td>2:30 p.m.</td>
<td>TBD</td>
</tr>
</tbody>
</table>

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.

When a meeting will be hosted on Zoom, a link to join the meeting will be sent out ahead of time via email to all faculty members. On the day of the meeting, you will log in to Zoom with your Hamilton username and password by visiting [hamilton.zoom.us](http://hamilton.zoom.us). Once you are logged in you will click the link that was sent to you by email and this will bring you into the meeting.

**2020-21 Trustee Meetings Dates**

- October 2-3
- December 4-5 (New York City, Leadership weekend)
- March 5-6
- June 11-12 (Reunion weekend)
### FACULTY BY DEPARTMENT

#### 2020-21

<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Africana Studies</strong></td>
<td>Carter, Donald P</td>
</tr>
<tr>
<td></td>
<td>Cryer, Mark SOP</td>
</tr>
<tr>
<td></td>
<td>Franklin, Todd P</td>
</tr>
<tr>
<td></td>
<td>Haley, Shelley P</td>
</tr>
<tr>
<td></td>
<td>Merrill, Heather P</td>
</tr>
<tr>
<td><strong>Odamtten, Vincent P</strong></td>
<td>Westmaas, Nigel SOP</td>
</tr>
<tr>
<td><strong>Anthropology</strong></td>
<td>Carpenter, Lacey VASP fs</td>
</tr>
<tr>
<td></td>
<td>Dennis, Dannah VASP fs</td>
</tr>
<tr>
<td></td>
<td>Durrani, Mariam ASP FS</td>
</tr>
<tr>
<td>[Goodale, Nathan] SOP</td>
<td></td>
</tr>
<tr>
<td><strong>LaDousa, Chaise P</strong></td>
<td>Quinn, Colin ASP</td>
</tr>
<tr>
<td></td>
<td>Starr, Julie ASP</td>
</tr>
<tr>
<td></td>
<td>Wang, Chenyu VASP FS</td>
</tr>
<tr>
<td><strong>Art</strong></td>
<td>Brener, Amy ASP</td>
</tr>
<tr>
<td></td>
<td>Gant, Ella P</td>
</tr>
<tr>
<td></td>
<td>Knight, Robert SOP</td>
</tr>
<tr>
<td></td>
<td>Kuharic, Katharine PF</td>
</tr>
<tr>
<td></td>
<td>Murtaugh, Rebecca P</td>
</tr>
<tr>
<td><strong>Salsillo, William P</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Art History</strong></td>
<td>Bair, Nadya ASP $*$</td>
</tr>
<tr>
<td></td>
<td>Bloom, James VSOP fs</td>
</tr>
<tr>
<td></td>
<td>Goldberg, Steve VASP fs</td>
</tr>
<tr>
<td></td>
<td>Jarosi, Susan SOP FS</td>
</tr>
<tr>
<td></td>
<td>Lo, Ruth VASP fs</td>
</tr>
<tr>
<td></td>
<td>MacDonald, Scott P</td>
</tr>
<tr>
<td><strong>McEnroe, John P</strong></td>
<td>Menon, Arathi ASP</td>
</tr>
<tr>
<td><strong>Biology</strong></td>
<td>Bonacorsì, Nikole VASP fs</td>
</tr>
<tr>
<td></td>
<td>Chang, Wei-Jen P</td>
</tr>
<tr>
<td></td>
<td>Datta, Rhea ASP</td>
</tr>
<tr>
<td></td>
<td>Lehman, Herman P</td>
</tr>
<tr>
<td></td>
<td>Mancilla, Jaime VASP fs</td>
</tr>
<tr>
<td></td>
<td>McCormick, Michael SOP</td>
</tr>
<tr>
<td></td>
<td>Morenikeji, Olanrewaju VASP fs</td>
</tr>
<tr>
<td></td>
<td>Nannas, Natalie ASP FS</td>
</tr>
<tr>
<td></td>
<td>Reynolds, Patrick P</td>
</tr>
<tr>
<td></td>
<td>Townsend, Andrea SOP</td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td>Breuer, Karen P</td>
</tr>
<tr>
<td></td>
<td>Kramer, Wesley VASP fs</td>
</tr>
<tr>
<td></td>
<td>Majireck, Max SOP</td>
</tr>
<tr>
<td></td>
<td>Rosenstein, Ian SOP $*$</td>
</tr>
<tr>
<td></td>
<td>Spisak, Sarah VASP FS</td>
</tr>
<tr>
<td></td>
<td>Van Wynnberghe, Adam SOP</td>
</tr>
<tr>
<td></td>
<td>Welsh, Michael ASP</td>
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<tr>
<td><strong>Classics</strong></td>
<td>Feltovich, Anne SOP</td>
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<tr>
<td></td>
<td>Haley, Shelley P</td>
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<tr>
<td></td>
<td>Taylor, James VASP FS</td>
</tr>
<tr>
<td></td>
<td>Weiner, Jesse ASP</td>
</tr>
<tr>
<td><strong>Computer Science</strong></td>
<td>Bailey, Mark P</td>
</tr>
<tr>
<td></td>
<td>Campbell, Alistair SOP $*$</td>
</tr>
<tr>
<td></td>
<td>Helmhut, Thomas ASP</td>
</tr>
<tr>
<td></td>
<td>Perkins, David VASP FS</td>
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<tr>
<td></td>
<td>Strash, Darren ASP</td>
</tr>
<tr>
<td><strong>Dance and Movement Studies</strong></td>
<td>Heekin, Elaine P</td>
</tr>
<tr>
<td></td>
<td>Walczyk, Bruce P</td>
</tr>
<tr>
<td><strong>East Asian Languages</strong></td>
<td>Chen, Xi VP $*$</td>
</tr>
<tr>
<td></td>
<td>Huang, Tiao-Guan VASP</td>
</tr>
<tr>
<td></td>
<td>Jia, Jessie ASP $*$</td>
</tr>
<tr>
<td><strong>Kamiya, Masaaki SOP</strong></td>
<td>Nozaki, Sairi VASP FS</td>
</tr>
<tr>
<td></td>
<td>Omori, Kyoko SOP</td>
</tr>
<tr>
<td></td>
<td>Wang, Zhuoyi SOP</td>
</tr>
<tr>
<td></td>
<td>Wu, Fei TF $*$</td>
</tr>
<tr>
<td><strong>Economics</strong></td>
<td>Alloush, Mo ASP</td>
</tr>
<tr>
<td></td>
<td>Balkan, Erol P</td>
</tr>
<tr>
<td></td>
<td>Chaudhary, Sookti VASP</td>
</tr>
<tr>
<td></td>
<td>Chaudhuri, Pritha ASP</td>
</tr>
<tr>
<td></td>
<td>Conover, Emily SOP</td>
</tr>
<tr>
<td></td>
<td>Georges, Christophe P $*$</td>
</tr>
<tr>
<td></td>
<td>Hagstrom, Paul P</td>
</tr>
<tr>
<td></td>
<td>Jensen, Elizabeth P</td>
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<td></td>
<td>Jones, Derek P</td>
</tr>
<tr>
<td></td>
<td>Owen, Ann P</td>
</tr>
<tr>
<td><strong>Economics (con’t)</strong></td>
<td>Pereira, Javier ASP</td>
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**Note:** The above labels are for illustrative purposes and do not represent actual data.
### Mathematics and Statistics
- Boutin, Debra \textit{PFS}
- Bowman, Clark \textit{ASP}
- Ceniceros, Jose \textit{ASPE}
- **Cockburn, Sally \textit{P}**
- Coscia, Christopher \textit{VASPfs}
- Dykstra, Andrew \textit{SOP}
- Gibbons, Courtney \textit{SOP}
- Kantrowitz, Robert \textit{P}
- Kuruwita, Chinthaka \textit{SOP}
- LeMasurier, Michelle \textit{SOPFs}
- Sadigov, Tural \textit{VASPfs}

### Music
- Botha, Charlotte \textit{I}
- Buchman, Heather \textit{P}
- Carter, Ryan \textit{ASP}
- **Hamesley, Lydia \textit{P}**
- Hopkins, Robert \textit{SOPF}
- Woods, Michael \textit{Pfs}

### Philosophy
- Clark, Justin \textit{ASP}
- Doran, Katheryn \textit{SOP NY-S}
- Franklin, Todd \textit{P}
- Janack, Marianne \textit{Pfs}
- **Marcus, Russell \textit{SOP}**
- Plakias, Alexandra \textit{ASP}

### Physical Education
- Baker, Kristin \textit{ASP}
- Barnard, Scott \textit{SOP}
- Brisotti, Matthew \textit{I}
- Cupp, Lauren \textit{ASP}
- Geissinger, John \textit{ASP}
- Gilligan, Colette \textit{P}
- Green, Mahogany \textit{ASP}
- Haberbusch, Robert \textit{SOP}
- Hartquist, Stephanie \textit{ASP}
- **Hind, Jonathan \textit{P}**
- Hull, Brett \textit{P}
- Hull, Ellen \textit{P}
- King, James \textit{P}
- Kloidt, Patricia \textit{P}
- Lister, Jim \textit{ASP}
- Mariano, Melissa \textit{ASP}
- McNamara, Emily \textit{SOP}

### Physical Education (con’t)
- Murray, David \textit{SOP}
- Nizzi, Perry \textit{P}
- Stockwell, Adam \textit{SOP}
- Thompson, David \textit{P}

### Physics
- Brown, Katherine \textit{SOP}
- Burson, Kristen \textit{ASP}
- Collett, Brian \textit{Pfs}
- Horowitz, Viva \textit{ASP}
- Jones, Gordon \textit{P}
- **Major, Seth \textit{P}**
- Smith, Megan \textit{VASPfs}

### Psychology
- Augustine, Mairin \textit{VASPfs}
- Bejjanki, Vikranth \textit{ASP}
- **Borton, Jennifer \textit{P}**
- Dyer, Rebecca \textit{VASPfs}
- Faig, Kelly, \textit{VASPfs}
- Harrigan, Elaine \textit{VASPfs}
- List, Alexandra \textit{SOP [McKee, Tara]} \textit{SOP}
- Robinson, Siobhan \textit{SOPfs}
- Sanchez, Patricia \textit{VASPfs}
- White, Rachel \textit{ASP}
- Williams, Keelah \textit{ASPfs [Yee, Penny]} \textit{P}

### Religious Studies
- Amar, Abhishek \textit{SOP}
- Griffis, Sarah \textit{VI fs}
- **Newell, Quincy \textit{P}**
- Plate, Brent \textit{PSPfs}
- Raven, Heidi \textit{Pfs}
- Schermerhorn, Seth \textit{SOP}
- Shemesh, Yonatan \textit{VI fs}

### Sociology
- Chambliss, Daniel \textit{P}
- **Ellingson, Stephen \textit{P}**
- Grace, Matthew \textit{ASPfs}
- Karakaya, Yagmur \textit{VASPfs}
- Kucinskas, Jaime \textit{ASP}
- Manning, Alex \textit{ASP}
- Stewart, Mahala \textit{VASPfs}

### Theatre
- **Cryer, Mark \textit{SOP}**
- Latrell, Craig \textit{P}
- Walsh, Sara \textit{VASPfs}
- Willcoxon, Jeanne \textit{ASP}

### Women’s and Gender Studies
- Adair, Vivyan \textit{P}
- Barry, Joyce \textit{VASPFS fs}
- Gentry, Margaret \textit{Pfs}
- **Lacsamana, Anne \textit{SOP FS}**
- Singh, Taveeshi \textit{VI fs}
- Soderling, Stina \textit{VASPfs}

### Interdisciplinary Programs
- **Asian Studies**
  - Hamid, Usman \textit{I}

### Digital Arts
- Huff, Ann \textit{ASP}

### Environmental Studies
- Chandrasekaran, Priya \textit{VASPfs}
- Krop, Heather \textit{ASP}
- Strong, Aaron \textit{ASP}

### Theatre
- **Cryer, Mark \textit{SOP}**
- Latrell, Craig \textit{P}
- Walsh, Sara \textit{VASPfs}
- Willcoxon, Jeanne \textit{ASP}

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  - Hamid, Usman \textit{I}

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6
OFF CAMPUS STUDY DIRECTORS
2020-21

Associated Colleges in China          Yin Zhang
Academic Year in Spain               Edna Rodriguez-Plate - spring 2021
Hamilton in France                   Cheryl Morgan - spring 2021
New York City Program                Katheryn Doran - spring 2021
Term in Washington DC                Alan Cafruny - spring 2021

Note: All off campus programs have been cancelled for the fall 2020 semester due to the COVID-19 pandemic.
# ADJUNCT FACULTY
## 2020-21

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<th>Name</th>
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<td>George Baker</td>
<td>Government</td>
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<tr>
<td>Ken Bart</td>
<td>Biology</td>
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<td>Barbara Britt-Hysell</td>
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<td>Suraj Chaudhary</td>
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<td>Mario Andrés Colón</td>
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<td>Harvey Cramer</td>
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<td>Ralph Eannace</td>
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<td>Tracy Facchini</td>
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<td>Mohammad Islam</td>
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<td>Susan Mason</td>
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<td>Margaret Morgan-Davie</td>
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<td>Paris Wilcox</td>
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*Indicates Senior Lecturer
# Lecturers in Music

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<td>Jazz Guitar</td>
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<tr>
<td>Suzanne Beevers</td>
<td>Violoncello</td>
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<tr>
<td>Stephen Best</td>
<td>Organ; Keyboard Harmony</td>
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<tr>
<td>Cornelia Brewster</td>
<td>Flute</td>
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<tr>
<td>Michael Cirmo</td>
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<td>Adam Dudding</td>
<td>Folk Guitar</td>
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<td>John Garland</td>
<td>Horn</td>
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<td>Jim Johns</td>
<td>Jazz Percussion</td>
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<td>Jessica King</td>
<td>Bassoon</td>
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<td>Allan Kolsky</td>
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<td>Ursula Kwasnicka</td>
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<tr>
<td>Katie Martins</td>
<td>Oboe</td>
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<tr>
<td>Rick Montalbano</td>
<td>Jazz Piano</td>
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<tr>
<td>Kay Paulsen</td>
<td>Voice</td>
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<td>Colleen Pellman</td>
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<td>Spencer Phillips</td>
<td>Bass</td>
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<td>John Raschella</td>
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<td>Peter Rovit</td>
<td>Violin</td>
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<td>Monk Rowe</td>
<td>Saxophone; Director of Jazz Archive</td>
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<td>Tina Toglia</td>
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<td>Ubaldo Valli</td>
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<td>Jon Fredric West</td>
<td>Voice</td>
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<td>Sharon West</td>
<td>Voice</td>
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NEW FACULTY MEMBERS
2020-21

Nadya Bair
Assistant Professor of Art History, spring term

Nikole Bonacorsi
Visiting Assistant Professor of Biology

Charlotte Botha
Instructor of Music

Amy Brener
Assistant Professor of Art

Sookti Chaudhary
Visiting Assistant Professor of Economics

Christopher Coscia
Visiting Assistant Professor of Mathematics and Statistics

Kelly Faig
Visiting Assistant Professor of Psychology

Sarah Griffis
Visiting Instructor of Religious Studies

Elaine Pavarati Harrigan
Visiting Assistant Professor of Psychology

Emmy Herland
Visiting Assistant Professor of Hispanic Studies

Yağmur Karakaya
Visiting Assistant Professor of Sociology

Michael Klosson
Sol M. Linowitz Visiting Professor of International Affairs, spring term

Gregory Koutnik
Visiting Assistant Professor of Government

Heather Kropp
Assistant Professor of Environment Studies

Jaime Mancilla
Visiting Assistant Professor of Biology

Charles (Alex) Manning
Assistant Professor of Sociology

Arathi Menon
Assistant Professor of Art History

Anna (Huff) Mercovich
Assistant Professor of Digital Arts

Patricia Sanchez
Visiting Assistant Professor of Psychology

Steve Schillinger
Visiting Assistant Professor of Literature and Creative Writing

Ty Seidule
Chamberlain Project Retiring Officer Teaching Fellowship Visiting Professor of History

Yonatan Shemesh
Visiting Instructor of Religious Studies

Taveeshi Singh
Visiting Instructor of Women’s and Gender Studies

James Taylor
Visiting Assistant Professor of Classics

Rebecca Wall
Visiting Assistant Professor of History
NEW STAFF MEMBERS

Todd Clark      Associate Director of Advancement Services
Najee Evans     Area Director
Giovanna Fasanello  Assistant Field Hockey Coach
David Goldman   Registered Nurse
Colin Idzi      Alternate Safety Officer
Meghan Johnson  Registered Nurse
Louis LaValle   Art Installer
Lauren Marsh    Help Desk/Infrastructure Support Specialist
Luigi Nicastro  VR/AR/Immersive Technology Developer/Programmer
Amy Palmer-Ellis Executive Director of Individual Giving and Donor Relations
Noelle Relles   Laboratory Technician and Instructor in Biology
Cameron Segal   Assistant Dean of Admission
Katherine Wolfe Dean of Engaged Education
Ahra Wu         Data Science/Analysis Research Librarian
<table>
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<tr>
<th>Department</th>
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<tr>
<td>Africana Studies</td>
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<td>Anne Lacsamana (on leave, FS)</td>
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<td>Program</td>
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<td>John Bartle (on leave S)</td>
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<td>Shoshana Keller - Acting Director, S</td>
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Frank M. Anechiarico  Maynard-Knox Professorship of Law
David Bailey  Winslow Chair of Greek, Latin, or Modern Science
Erol Balkan  Leonard C. Ferguson Professorship
Debra Boutin  Samuel F. Pratt Professorship of Mathematics and Statistics
Karen S. Brewer  Silas D. Childs Professorship in Agricultural Chemistry
Heather Buchman  The Carolyn C. and David M. ’38 Ellis Distinguished Teaching Professorship
Alan W. Cafruny  Henry Platt Bristol Chair - International Relations
Daniel F. Chambliss  Eugene M. Tobin Distinguished Professorship
Sally Cockburn  William R. Kenan Jr. Professorship
Margaret Gentry  William R. Kenan Jr. Professorship
Christophre Georges  Elias W. Leavenworth Professorship
Colette Gilligan  Jerome Gottlieb ’64 Fellow for Exemplary Coaching
Kevin Grant  Edgar B. Graves Professorship in History
Naomi E. Guttman  Jane D. and Ellis E. Bradford ’45 Distinguished Writing Chair
Shelley P. Haley  Edward North Chair of Greek and Greek Literature
Maurice H. Isserman  Publius Virgilius Rogers Professorship in American History
Marianne Janack  John Stewart Kennedy Chair of Philosophy
Gordon L. Jones  Stone Professorship of Natural History
Robert Kantrowitz  Marjorie and Robert W. McEwen Chair
Philip A. Klinkner  James S. Sherman Memorial Professorship of Political Science
Chaise LaDousa  Christian A. Johnson Professorship of Teaching Excellence
Doran Larson  Walcott-Bartlett Chair of Ethics and Christian Evidences
Seth Major  Litchfield Professorship of Astronomy
Robert Martin  Sidney Wertimer Professorship for Excellence in Advising and Mentoring
David A. Murray  The Mary Janye Comey and Mac Bristol Football Coach
Rebecca S. Murtaugh  John and Anne Fischer Professorship in the Fine Arts
Onno Oerlemans  Elizabeth J. McCormack Professorship
Ann L. Owen  Henry Platt Bristol Chair - Public Policy
Todd W. Rayne  J.W. Johnson Family Professorship in Environmental Science
Patrick D. Reynolds  Stephen Harper Kirner Chair in Biology
Joana Sabadell-Nieto  Burgess Chair of Romance Languages and Literature
William Salzillo  Kevin W. Kennedy Professorship in Art
Barbara J. Tewksbury  Upson Chair for Public Discourse
Margaret O. Thickstun  Jane Watson Irwin Professorship in the Humanities
Thomas Wilson  Bates and Benjamin Professorship of Classical and Religious Studies
Michael Woods  Margaret Bundy Scott Professorship
Stephen Wu  Irma M. and Robert D. Morris Professorship
Steven G. Yao  Edmund A. LeFevre Professorship in English
Penny Yee  James L. Ferguson Professorship
## ACADEMIC OFFICE ASSISTANTS
### 2020-21

<table>
<thead>
<tr>
<th>Departments</th>
<th>Staff Member</th>
<th>Location/Contact Information</th>
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</thead>
</table>
| Africana Studies, Dance and Movement Studies, Music | Kimberly Carroll | List Arts Center 217, ext. 4261
| | Academic Office Assistant | kmcarrol@hamilton.edu |
| Anthropology, History, Sociology | Robin Vanderwall | Kirner-Johnson 240, ext. 4404
| | Academic Office Assistant | rvanderw@hamilton.edu |
| Art | Karin Murray | Kennedy Center Theatre/Arts 103, ext. 4269
| | Academic Office Assistant | kpmurray@hamilton.edu |
| Art History | Jackie Medina | Molly Root House, ext. 4258
| | Visual Resource Coordinator | jamedina@hamilton.edu |
| Biology, Chemistry, Computer Science, Geosciences, Physics, Psychology | Christine Depasquale | Science Center 2005, ext. 4701
| | Academic Office Assistant | cdepasqu@hamilton.edu |
| | Lana Makarchuk | Science Center 2005, ext. 4959
| | Academic Office Assistant | lmakarch@hamilton.edu |
| Classics, Religious Studies, Women’s and Gender Studies | Gayle James | Couper 104, ext. 4702
| | Academic Office Assistant | gjames@hamilton.edu |
| Literature and Creative Writing | OPEN | Root 116, ext. 4459
| | Academic Office Assistant | |
| Critical Languages, East Asian Languages, French and Francophone Studies, GRIA, Hispanic Studies | OPEN | Christian A. Johnson 202, ext. 4771
| | Academic Office Assistant | |
| Economics, Government, Semester in Washington DC | Joan Kane | Kirner-Johnson 122, ext. 4450
| | Academic Office Assistant | jkane@hamilton.edu |
| Mathematics and Statistics | Wanda Fuess | Christian A. Johnson 105, ext. 4782
| | Academic Office Assistant | wfuess@hamilton.edu |
| Philosophy, Theatre | Maria Maier | Kennedy Center Theatre/Arts 221, ext. 4057
| | Academic Office Assistant and Production Coordinator | mmaier@hamilton.edu |
| Physical Education | Kimberly Hutchins | Alumni Gym, ext. 4752
| | Sr. Assistant, Athletics | khutchin@hamilton.edu |
| | Vanessa Nelson | Alumni Gym, ext. 4751
| | Academic Office Assistant | vnelson@hamilton.edu |
2020-21
FACULTY MEMBERSHIP ON COMMITTEES
OFFICERS AND STANDING COMMITTEES OF THE FACULTY

Faculty Chair
Thickstun, Margie 2021

Faculty Secretary
Brown, Kate 2021

Parliamentarian
Gibbons, Courtney 2021

Faculty Appeals Board
Bailey, David 2021
Borton, Jen 2021
Franklin, Todd 2021
Grant, Kevin 2021
Keller, Shoshana 2021
List, Alex 2021
Oerlemans, Onno 2021
Owen, Ann 2021
Van Wynsbergh, Adam 2021
Widiss, Benj 2021
Wu, Steve 2021

Committee on Academic Policy
Keen, Suzanne  ex officio
McKee, Tara  ex officio
Keller, Shoshana 2021 (Chair)
Rodriguez-Plate, Edna 2021 (AYS)
Springer, Jane 2021
McCormick, Mike 2022
Gibbons, Courtney 2022
Latrell, Craig 2023
Jensen, Betsy 2023

Committee on Appointments
Brewer, Karen 2021 (Chair)
Kantrowitz, Rob 2021
Murtaugh, Rebecca 2021
Kuruwita, Chinthaka 2021
Hall, Tina 2022
Guyot-Bender, Martine 2022
Buchman, Heather 2023
Hagstrom, Paul 2023

Academic Council
Keen, Suzanne  ex officio (Chair)
Thickstun, Margie  ex officio
Brown, Kate  ex officio
Hamessley, Lydia 2021
Amar, Abhishek 2022
Bailey, Dave 2023

Faculty Committee on Admission and Financial Aid
Inzer, Monica  ex officio
Keen, Suzanne  ex officio
Yee, Penny  ex officio
Brown, Kate 2021 (Chair)
Rivera, Sharon 2022
Omori, Kyoko 2023
Bejjanki, Vik 2024

Faculty Committee on Budget and Finance
Keen, Suzanne  ex officio
Leach, Karen  ex officio
Burson, Kristen 2021
Pliskin, Jeff 2021
Durrani, Mariam 2022 (FS)
Moore, Celeste 2023

Committee on Academic Standing
Martinez, Terry  ex officio
McKee, Tara  ex officio (Chair)
Collett, Brian 2020
Hopkins, Rob 2021 (F)
Valente, Anne 2022
Jarosi, Susan 2022 (FS)
White, Rachel 2023

Library and Information Technology Committee
Shelley, Joe  ex officio
Keen, Suzanne  ex officio
Leach, Karen  ex officio
Friedel, Kristin  ex officio
Helmuth, Thomas 2021
Pereira, Javier 2022
Amar, Abhishek 2023
(2 students)
Committee on Athletics
Rayne, Todd ex officio
McKee, Tara ex officio
Hind, Jon ex officio
Hull, Ellen ex officio
Walczyk, Bruce 2022 (Chair)
(2 students appointed by Student Athlete Advisory Committee, and 1 student appointed by Student Assembly)
2020-21
FACULTY MEMBERSHIP ON COMMITTEES

ELECTIVE COMMITTEES AND BOARDS

Planning Committee
Wippman, David  Chair
Rosenstein, Ian  2022
King, Jaime  2022
Oerlemans, Onno  2023
(Dean of Faculty, Dean of Students, VP Administration and Finance, Representatives from the office of Advancement, and 2 students)

Honor Court
Sundar, Pavitra  2021
Horowitz, Viva  2022
Conover, Emily  2023
(7 students and non-voting student chair)

Judicial Board
Chaudhuri, Pritha  2021
Geissinger, John  2022
Quinn, Colin  2023
(9 students, 2 staff, and non-voting student chair)

Appeals Board
Datta, Rhea  2021
Marcus, Russell  2022
Willcoxon, Jeanne  2023
(2 students)
2020-21
FACULTY MEMBERSHIP ON COMMITTEES
INTERDISCIPLINARY PROGRAM COMMITTEES

American Studies Committee
Schmerhorn, Seth 2022 (Director)
Hamessley, Lydia 2022
Westmaas, Nigel 2022 (F)
Moore, Celeste 2023

Asian Studies Committee
Wilson, Thomas 2021 (Director)
Omori, Kyoko 2021
Kamiya, Masaaki 2021
Durrani, Mariam 2021 (FS)
Jia, Jessie 2021 (FS)
Amar, Abhishek 2022
Hamid, Usman 2022
Trivedi, Lisa 2023
Yao, Steve 2023
Wang, Zhuoyi 2023
Starr, Julie 2023
Chan, Alexsia 2023

Biochemistry/Molecular Biology Committee
Lehman, Herm 2021
Nannas, Natalie 2021 (FS)
Majireck, Max 2022 (Director)
Datta, Rhea 2022
Welsh, Michael 2022
Van Wynsberghe, Adam 2023

Chemical Physics
Jones, Gordon 2023
Burson, Kristen 2023
Van Wynsberghe, Adam 2023
Horowitz, Viva 2023 (Director)

Cinema and Media Studies
MacDonald, Scott 2021 (Director)
Knight, Rob 2021
Doran, Katheryn 2021 (NYP-S)
Wang, Zhuoyi 2023
Guyot-Bender, Martine 2023
Sundar, Pavitra 2023
Omori, Kyoko 2023

Digital Arts
Olsen, Bret ex officio
Espe, Graham ex officio
Larson, Jeff ex officio
Goodale, Nathan 2021 (Director)
Knight, Rob 2023
Grant, Kevin 2023
Carter, Ryan 2023
Huff, Anna 2023

Education Studies
LaDousa, Chaise 2021 (Director)
Ellingson, Steve 2021
Wu, Steve 2021
Gentry, Margaret 2021 (F)
Wang, Chenyu 2023

Environmental Studies Committee
Strong, Aaron 2021
Oerlemans, Onno 2022
Townsend, Andrea 2022 (Director)
Beck, Catherine 2022
Cooley, Mackenzie 2022 (S)
Rayne, Todd 2023

Geoarchaeology
Goodale, Nathan 2023 (Co-Director)
Beck, Cat 2023 (Co-Director)
Quinn, Colin 2023
Bailey, Dave 2023

German Studies Committee
Burwick, Chris 2021
Schweiger, Franziska 2021
Hopkins, Rob 2021 (F)
Bartle, John 2022 (S)
Eldevik, John 2022 (Director)
Cafruny, Alan 2022 (DC-S)

Jurisprudence, Law and Justice Studies
Johnson, Gbemende 2021 (Director) (SF)
Williams, Keelah 2021 (FS)
Nannas, Natalie 2022 (FS)
Larson, Doran 2023
Anechiarico, Frank 2023 (F)
2020-21
FACULTY MEMBERSHIP ON COMMITTEES
INTERDISCIPLINARY PROGRAM COMMITTEES

**Latin American Studies Committee**
Sullivan, Heather 2022 (Director)
Burke, Jessica 2023
Cooley, Mackenzie 2023 (S)

**Linguistics Committee**
Kamiya, Masaaki 2021 (Director)

**Medieval/Renaissance Studies Committee**
Eldevik, John 2021
Krueger, Bonnie 2021 (F)
Cooley, Mackenzie 2022 (S)
Thickstun, Margie 2023 (Director)
Terrell, Katherine 2023 (S)

**Middle East and Islamic World Studies**
Amar, Abhishek 2022 (Director)
Keller, Shoshana 2022
Guez, Anat 2022
Koukjian, Mireille 2022
Durrani, Mariam 2022 (FS)
Mouflard, Claire 2022
Hamid, Usman 2022
Jumet, Kira 2023 (F)

**Neuroscience**
List, Alex 2021 (Director)
Datta, Rhea 2022
Lehman, Herm 2023
Bejjanki, Vik 2023

**Public Policy**
Wyckoff, Gary 2023 (Director)

**Russian Studies Committee**
Bartle, John 2022 (Director) (S)
Cieply, Jason 2022
Keller, Shoshana 2023 (Acting Dir.-S)
Rivera, David 2023
Rivera, Sharon 2023
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<tr>
<td>Honorary Degree Campus Representatives</td>
<td>Thickstun, Margie ex officio</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>White, Rachel</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Haberbush, Rob</td>
<td>2022</td>
</tr>
</tbody>
</table>
Writing Advisory Committee
The Writing Advisory Committee consults with the CAP, offers mentoring to faculty incorporating writing assignments into their courses, and provides advisory support to the Writing Center Director.

Committee Members
Jennifer Ambrose, Director of the Nesbitt-Johnston Writing Center  
ex officio
Naomi Guttman, Jane D. and Ellis E. Bradford ’45 Distinguished Writing Chair  
ex officio
David Bailey, Winslow Chair of Modern Science  
2021
Stephanie Bahr, Assistant Professor of Literature and Creative Writing  
2021 (FS)
Benj Widiss, Associate Professor of Literature and Creative Writing  
2022 (Chair)
Jose Ceniceros, Assistant Professor of Mathematics and Statistics  
2022 (F)
Alan Cafruny, Henry Platt Bristol Chair of International Relations  
2023 (DC-S)

Quantitative and Symbolic Reasoning Advisory Committee
The Quantitative and Symbolic Reasoning Advisory Committee consults with the CAP, provides advisory support to the Quantitative and Symbolic Reasoning Center Director, and offers mentoring to those faculty who incorporate quantitative and symbolic reasoning assignments into their courses.

Committee Members
OPEN, Director, Quantitative and Symbolic Reasoning Center  
ex officio
Erica De Bruin, Assistant Professor of Government  
2021
Colin Quinn, Assistant Professor of Anthropology  
2021
Darren Strash, Assistant Professor of Computer Science  
2022
Andrew Dykstra, Associate Professor of Mathematics and Statistics  
2023 (Chair)

Speaking Advisory Committee
The Speaking Advisory Committee consults with the CAP, provides advisory support to Oral Communication Center Director, and offers mentoring to those faculty who incorporate speaking assignments into their courses.

Committee Members
Amy Gaffney, Director, Oral Communication Center  
ex officio
Jesse Weiner, Assistant Professor of Classics  
2021
Stephanie Bahr, Assistant Professor of Literature and Creative Writing  
2021 (FS)
Jeff Pliskin, Associate Professor of Economics  
2022 (Chair)
Jessie Jia, Assistant Professor of East Asian Languages and Literature  
2022 (FS)
Heather Merrill, Professor of Africana Studies  
2023

Advisory Committee on Academic Advising
The Committee on Academic Advising is responsible for assisting and advising the Dean of Faculty and Dean of Students on matters related to the academic advising of students, including providing expertise and insight on advising resources (e.g., online advising tours, advising websites), the assessment of advising, comprehensive training for academic advisors, and recognition of exemplary advising.

Committee Members
Tara McKee, Associate Dean of Students (Academics) and Associate Professor of Psychology  
ex officio (Co-Chair)
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology  
ex officio (Co-Chair)
Penny Yee, Associate Dean of Faculty and James L. Ferguson Professor of Psychology  
ex officio
Kathy Wolfe, Dean of Engaged Education  
ex officio
Cheryl Morgan, Professor of French and Francophone Studies  
2021 (HiF)
Quincy Newell, Professor of Religious Studies  
2021
Lauren Cupp, Head Coach, M & W Golf and Assistant Professor of Physical Education  
2022
Gbemende Johnson, Associate Professor of Government  
2022 (SF)
ALEX (Advise, Learn, EXperience) Advisory Committee

The ALEX Advisory Committee provides support to the Dean of Engaged Education and the ALEX team. The Committee advocates for and informs the community about the various aspects of the ALEX program, helps to articulate connections between ALEX mentoring and faculty advising, advises the Dean regarding ALEX funding opportunities and professional development opportunities for ALEX mentors, consults with CAP regarding experiential learning and academic support services, assists with assessment of the ALEX program, and helps to facilitate campus-wide conversations about quality and equity in advising, academic support, and experiential learning opportunities. The Advisory is convened by the DoEE twice a semester or as needed.

Committee Members
Kathy Wolfe, Dean of Engaged Education ex officio (Chair)
Terry Martinez, Vice President, Dean of Students and Chief Diversity Officer ex officio
Tara McKee, Associate Dean of Students (Academics) and Associate Professor of Psychology ex officio
Travis Hill, Assistant Dean of Students for Student Engagement ex officio
Maria Genoa-Homs, Associate Dean of Diversity & Inclusion ex officio
Penny Yee, Associate Dean of Faculty and James L. Ferguson Professor of Psychology ex officio
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology ex officio
Marianne Janack, John Stewart Kennedy Chair of Philosophy F’20
Frank Anechiarico, Maynard-Knox Professor of Law S’21
Desiree Pico ’22 2021
Joe Pucci ’18 2022
Allen Harrison, Assistant Dean for International Students and Accessibility 2023
Onno Oerlemans, Elizabeth J. McCormack Professor of Literature and Creative Writing 2023

Advisory Council on DEI (Diversity, Equity, and Inclusion)

The Advisory Council on DEI advises the Administration, President, and Trustees on ideas to advance diversity, equity, and inclusion within the Hamilton community.

Committee Members
Gill King, Chief of Staff and Secretary to the Board of Trustees ex officio
Amari Leigh ’21 2021 (Co-Chair)
Josie Collier ’97, P’14 2021 (Co-Chair)
Lisa Trivedi, Professor of History 2021
Todd Franklin, Professor of Philosophy 2021
Terry Martinez, Vice President, Dean of Students and Chief Diversity Officer 2021
Nick Osarenren ’22 2021
Maria Genoa-Homs, Associate Dean of Diversity & Inclusion 2021
David Saxe, Custodial Services Supervisor 2021

First-Year Course Advisory Committee

The First-Year Course (FYC) Advisory Committee provides support to the ADOF and CAP to advance the goals of the FYC program. The Committee advocates and informs the campus community about the FYC program; assesses the progress, outcomes, and needs of the program; helps to develop and articulate connections between the FYC and ALEX programs; designs and sponsors faculty development workshops to strengthen the FYC program; and consults with and makes recommendations to CAP regarding curricular modifications.

Committee Members
Penny Yee, Associate Dean of Faculty and James L. Ferguson Professor of Psychology ex officio (Chair)
Kathy Wolfe, Dean of Engaged Education ex officio
Paola Lopez, Director of the Days Massolo Center ex officio
Katherine Terrell, Professor of Literature and Creative Writing 2021 (S)
Martine Guyot-Bender, Professor of French and Francophone Studies 2022
Global Education Advisory Committee
The Global Education Advisory Committee provides support to the Assistant Dean of Off Campus Study. The Committee helps to advance the international signature of Hamilton College by coordinating with the CAP to ensure curricular integration of Off Campus Study with Hamilton's academic programs and departments and to stimulate engaged campus-wide conversations about international education that will ensure a globally relevant Hamilton education.

Committee Members
Kathy Wolfe, Dean of Engaged Education ex officio (Chair)
Carolyn North, Assistant Dean for Off-Campus Study ex officio
Aaron Strong, Assistant Professor of Environmental Studies 2022
Pavitra Sundar, Associate Professor of Literature and Creative Writing 2022
Jaime Kucinskas, Assistant Professor of Sociology 2022
Heather Merrill, Professor of African American Studies 2023

Levitt Council
The Levitt Council provides advisory support to the Levitt Center Directors Marianne Janack for the fall 2020 and Frank Anechiarico for the spring 2021.

Committee Members
Marianne Janack, John Stewart Kennedy Chair of Philosophy ex officio (Chair-F) (S)
Frank Anechiarico, Maynard-Knox Professor of Law ex officio (Chair-S) (F)
Jaime Kucinskas, Assistant Professor of Sociology 2021
John Bartle, Associate Professor of German, Russian, Italian and Arabic 2021 (S)
Erica De Bruin, Assistant Professor of Government 2022
Herm Lehman, Professor of Biology 2022
Mackenzie Cooley, Assistant Professor of History 2022 (S)
Mo Alloush, Assistant Professor of Economics 2022
Mark Cryer, Associate Professor of Theatre 2022
Julie Starr, Assistant Professor of Anthropology 2022
Kyoko Omori, Associate Professor of East Asian Languages and Literatures 2022
Alex Plakias, Assistant Professor of Philosophy 2023

The Levitt Center has four interdisciplinary programs that support faculty research as well as programs that complement and enrich classroom learning. Each program is directed by a member of the Levitt Council.

Program on Inequality and Equity at the Arthur Levitt Public Affairs Center; Director: John Bartle (S)
Program on Security at the Arthur Levitt Public Affairs Center; Director: Eric De Bruin
Program on Sustainability at the Arthur Levitt Public Affairs Center; Director: Alex Plakias
Program on Public Health and Wellbeing; Director: Herm Lehman

Opportunity Programs Advisory Committee
The Opportunity Programs Advisory Committee provides advisory support to the Interim Director of Opportunity Programs Brenda Davis.

Committee Members
Karen Brewer, Silas D. Childs Professor of Chemistry
Cynthia Domack, Professor of Geosciences
Todd Franklin, Professor of Philosophy (Chair)
Amy Gaffney, Director, Oral Communication Center
Jonathan Hind, Athletic Director and Professor of Physical Education
Robert Kantrowitz, Marjorie and Robert W. McEwen Professor of Mathematics and Statistics
Philip Klinkner, James S. Sherman Memorial Professor of Political Science (SF)
Jeff Landry, Associate Vice President for Student Affairs
Herm Lehman, Professor of Biology
Margaret Thickstun, Jane Watson Irwin Professor of the Humanities
David Walden, Director of Counseling Services

**Humanities Center Advisory Committee**
The Humanities Center Advisory Committee provides support to the Humanities Director. The Director and the Advisory Committee work to develop, and secure funding for, sustainable interdisciplinary structures in the Humanities, such as faculty and student collaborations and fellows programs, faculty workshops and seminars, interdisciplinary curricular initiatives, short-term visiting scholars, and public lectures. Committee members represent a range of disciplines in the Humanities at various stages of career.

**Committee Members**
Abhishek Amar, Assistant Professor of Religious Studies
Jessica Burke, Associate Professor of Hispanic Studies
Martine Guyot-Bender, Professor of French and Francophone Studies
Doran Larson, Walcott-Bartlett Chair of Ethics and Christian Evidences
Alexandra Plakias, Assistant Professor of Philosophy
Benjamin Widiss, Associate Professor of Literature and Creative Writing
Thomas Wilson, Bates and Benjamin Professor of Classical and Religious Studies (Director)
Nhora Serrano, Associate Director for Digital Learning and Research

**Assessment Working Group**
The Assessment Working Group is responsible for assisting and advising the Dean of the Faculty and the Office of Institutional Research and Assessment on matters related to the assessment of educational outcomes at Hamilton. The Group will provide expertise and insight on the wide range of assessment projects and activities emanating from those offices. Specifically, the Group will:
- Provide conceptual and methodological guidance on assessment-related projects
- Participate in selected assessment activities through data collection, analysis and/or reporting
- Communicate with the faculty on campus assessment activities

**Committee Members**
Tara McKee, Associate Dean of Students (Academics) and Associate Professor of Psychology
Chaise LaDousa, Christian A. Johnson Professor of Teaching Excellence
Steve Wu, Irma M. and Robert D. Morris Professor of Economics
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology

**Liberal Arts Collaborative (LACOL)**

**Committee Members**
Suzanne Keen, Vice President for Academic Affairs and Dean of Faculty  
ex officio
Claire Mouflard, Assistant Professor of French and Francophone Studies  
2023
Heather Kropp, Assistant Professor of Environmental Studies  
2023

**New York City Program Advisory Committee**
The New York City Program Advisory Committee advises the Dean of Faculty and supports the on-site directors of the program. They plan, in consultation with the Chair of the Economics Department (in the case of fall term faculty), by selecting future faculty, and they offer curricular oversight, in collaboration with CAP. They support the selection of students, assist in recruiting students to the program, and consider students’ program evaluations. They ensure the program’s consistent administration throughout the academic year, coordinating with the Off Campus
Study Office, Auxiliary Services, Career Services, Student Affairs, Financial Aid, and the Wellness Center, as needed. Katheryn Doran is the General Director of the New York City Program.

Committee Members
Emily Conover, Associate Professor of Economics ex officio
Kathy Wolfe, Dean of Engaged Education ex officio
Jeff Pliskin, Associate Professor of Economics 2022
Frank Anechiarico, Maynard-Knox Professor of Law 2022 (F)
Rob Knight, Associate Professor of Art 2022
Katheryn Doran, Associate Professor of Philosophy 2023 (NYP-S)

High Performance Computing Advisory Group

Committee Members
Mark Bailey, Professor of Computer Science
Wei-Jen Chang, Professor of Biology
Christophe Georges, Elias W. Leavenworth Professor of Economics (S)
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology
Alexandra List, Associate Professor of Psychology
Dave Roback, Director of Network and Telecommunication Services
Joe Shelley, Vice President for Libraries and Information Technology (Chair)
Adam Van Wynsberghe, Associate Professor of Chemistry

Language Center Advisory Committee
The Language Center Advisory Committee provides advisory support to Language Center Director Mary Beth Helderle.

Committee Members
Mary Beth Helderle, Director of the Critical Languages Program/Language Center ex officio (Chair)
Jessica Burke, Associate Professor of Hispanic Studies 2021
Masaaki Kamiya, Associate Professor of East Asian Languages and Literature 2022
Joseph Mwantuali, Professor of French Francophone Studies 2022 (S)

Kirkland Endowment Advisory Committee
The Kirkland Endowment Advisory Committee was established at the time of the merger of Hamilton and Kirkland colleges. It disburses funds from the unrestricted portion of the Endowment of Kirkland, in “the needs and interests of women at Hamilton College.”

Committee Members
Naomi Guttman, Jane D. and Ellis E. Bradford ’45 Distinguished Writing Chair (Chair)
Michelle LeMasurier, Associate Professor of Mathematics and Statistics (S)
Max Majireck, Associate Professor of Chemistry
Pavitra Sundar, Associate Professor of Literature and Creative Writing
Morolake Thompson ’14
Annie Halvorson K’76
Julie Weinstein K’75

ad hoc Calendar Subcommittee
The ad hoc Calendar Subcommittee shall bring a report (and potentially proposals to alter future academic calendars) to Academic Council by the end of 2019-20. The Committee has been convened to consider shortening orientation week (in order to avoid starting classes on a Thursday), shortening senior week, holding Commencement earlier (potentially on a weekday); and adding a December degree-awarding date with a modest ceremony for off-cycle graduates. Particular concerns that should be discussed by the Committee include: impact of mid-week fall term start on science classes with
labs; interruption of the spring reading days by a final Monday class; insufficient grading time for senior grades in spring (fewer than 72 hours); athletics competition schedules; and accommodation and assessment of senior thesis presentations. Opportunities to reduce the risks attendant on senior week should be considered in tandem with the potential benefits of a slightly lengthened spring reading period, a more compressed final exam schedule, and the needs of the Registrar in certifying graduates’ degree completion. No proposal may reduce the total number of hours per course, in order that Hamilton will continue to fulfill the expectations of New York State regarding class meeting time (minimum 3 hours per week for 15 weeks) and adhere to the Federal Credit Hour definition. Any proposed changes to future academic calendars will be brought by Academic Council to the faculty in due course.

Committee Members
Lydia Hamessley, Professor of Music (Chair)
Alistair Campbell, Associate Professor of Computer Science (S)
Caroline Paulson, Class of ‘21
Kristen Friedel, Registrar
Tessa Chefalco, Director of Orientation and First Year Programs
Lisa Magnarelli, Director of College Events and Scheduling
Adam Stockwell, Associate Professor of Physical Education

ad hoc Committee on Evaluating Teaching

Committee Members
Ann Owen, Henry Platt Bristol Chair of Public Policy (Chair)
Pavitra Sundar, Associate Professor of Literature and Creative Writing
John Geissinger, Head Coach, Men's & Women's Swimming and Assistant Professor of Physical Education
Susan Jarosi, Associate Professor of Art History (FS)
Lisa Trivedi, Professor of History
Steve Wu, Irma M. and Robert D. Morris Professor of Economics
Quincy Newell, Professor of Religious Studies
Courtney Gibbons, Associate Professor of Mathematics and Statistics
Chaise LaDousa, Christian A. Johnson Professor of Teaching Excellence
Sarah Walsh, Visiting Assistant Professor of Theatre
Mark Bailey, Professor of Computer Science
Erica De Bruin, Assistant Professor of Government
Aaron Strong, Assistant Professor of Environmental Studies
Jay Bloom, Visiting Associate Professor of Art History
Karen Brewer, Silas D. Childs Professor in Agricultural Chemistry
Kevin Grant, Edgar B. Graves Professor of History
Kristen Burson, Assistant Professor of Physics
Penny Yee, Associate Dean of Faculty and James L. Ferguson Professor of Psychology
Joel Winkelman, Visiting Assistant Professor of Government
Chenyu Wang, Visiting Assistant Professor of Anthropology
Gbemende Johnson, Associate Professor of Government (SF)
Wei-Jen Chang, Professor of Biology
Jason Cieply, Assistant Professor of German, Russian, Italian and Arabic
Rachel White, Assistant Professor of Psychology
Gordon Jones, Stone Professor of Natural History
Russell Marcus, Associate Professor of Philosophy
Vik Bejjanki, Assistant Professor of Psychology

ad hoc STEM Inclusive Excellence Leadership Team

Committee Members
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology ex officio (Co-Chair)
Siobhan Robinson, Associate Professor of Psychology 2021 (Co-Chair) (FS)
Todd Franklin, Professor of Philosophy 2021
Aaron Strong, Assistant Professor of Environmental Studies 2021
Karen Brewer, Silas D. Childs Professor of Chemistry 2021
Rhea Datta, Assistant Professor of Biology 2021
Cat Beck, Assistant Professor of Geosciences 2021
Jose Ceniceros, Assistant Professor of Mathematics and Statistics 2021

DiG (Dietrich inchworm Grant) Review Panel

Panel Members
Suzanne Keen, Vice President for Academic Affairs and Dean of Faculty ex officio (Chair)
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology ex officio
Rebecca Murtaugh, John and Anne Fischer Professor of the Fine Arts 2021
Tracy Adler, Johnson-Pote Director of the Wellin Museum of Art 2021
Bruce Walczyk, Professor of Dance and Movement Studies 2022

Middle States Accreditation Steering Committee (ASC)

Committee Members
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology Co-Chair, Steering Committee
Shari Whiting, Interim Director for Institutional Research and Assessment Co-Chair, Steering Committee
Tina Hall, Professor of Literature and Creative Writing Co-Chair, Standards I & II
Ian Rosenstein, Associate Professor of Chemistry (S) Co-Chair, Standards I & II
Penny Yee, Associate Dean of Faculty and James L. Ferguson Professor of Psychology Co-Chair, Standards III & IV
Onno Oerlemans, Elizabeth J. McCormack Professor of Literature and Creative Writing Co-Chair, Standards III & IV
Tara McKee, Associate Dean of Students (Academics) & Associate Professor of Psychology Co-Chair, Standard V
Chau Fang Lin, Assistant Director of Institutional Research and Assessment Co-Chair, Standard V
Joe Shelley, Vice President for Library and Information Technology Services Chair, Standard VI
Kevin Grant, Edgar B. Graves Professor of History Chair, Standard VII

Faculty Mentoring Committee

Committee Membership
Ann Owen, Henry Platt Bristol Chair of Public Policy
Adam Van Wynsberge, Associate Professor of Chemistry
Benj Widiss, Associate Professor of Literature and Creative Writing (Chair)
FACULTY REPRESENTATION ON TRUSTEE COMMITTEES

Committee on Academic Affairs
The Chairs of Committee on Appointments, Committee on Academic Policy, and the Academic Council, except the latter two would be replaced during discussions of personnel decisions by one member of the Committee on Appointments.

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 Advancement
One member of the Alumni Council

Committee on Enrollment
The Chair of the Faculty Committee on Admission and Financial Aid
HAMILTON ATHLETICS
TEAM AFFILIATE PROGRAM

The Team Affiliate Program at Hamilton is designed to strengthen the relationship between members of a sports team and the broader Hamilton community with the goal of fostering the success of student-athletes in both their athletic and academic endeavors. This program is an important part of integrating athletics and academics and demonstrating how athletics supports the College’s educational mission. The program is designed to be flexible to meet the specific and varying needs of teams and team members. In consultation with the team, the coach of each sport invites a faculty member to be the team affiliate.

**Faculty Team Affiliates**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Head Coach</th>
<th>Affiliate(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Tim Byrnes</td>
<td>Herm Lehman</td>
</tr>
<tr>
<td>Basketball, M</td>
<td>Adam Stockwell</td>
<td>Todd Franklin</td>
</tr>
<tr>
<td>Basketball, W</td>
<td>Mahogany Green</td>
<td>Kira Jumet (F)</td>
</tr>
<tr>
<td>Crew, M &amp; W</td>
<td>Jim Lister</td>
<td>Robert Knight</td>
</tr>
<tr>
<td>Cross Country, Track &amp; Field, M</td>
<td>Brett Hull</td>
<td>Mike McCormick, Colin Quinn</td>
</tr>
<tr>
<td>Cross Country, Track &amp; Field, W</td>
<td>Ellen Hull</td>
<td>Cat Beck</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Melissa Mariano</td>
<td>Siobhan Robinson (FS)</td>
</tr>
<tr>
<td>Football</td>
<td>David Murray</td>
<td>Bruce Walczyk</td>
</tr>
<tr>
<td>Golf</td>
<td>Lauren Cupp</td>
<td>Paul Hagstrom, Cheryl Morgan (HiF)</td>
</tr>
<tr>
<td>Hockey, M</td>
<td>Rob Haberbusch</td>
<td>Onno Oerlemans</td>
</tr>
<tr>
<td>Hockey, W</td>
<td>Emily McNamara</td>
<td>OPEN</td>
</tr>
<tr>
<td>Lacrosse, M</td>
<td>Scott Barnard</td>
<td>Frank Anechiaric (F)</td>
</tr>
<tr>
<td>Lacrosse, W</td>
<td>Patty Kloidt</td>
<td>Michelle LeMasurier (S)</td>
</tr>
<tr>
<td>Soccer, M</td>
<td>Perry Nizzi</td>
<td>Betsy Jensen, Todd Rayne</td>
</tr>
<tr>
<td>Soccer, W</td>
<td>Colette Gilligan</td>
<td>Betsy Jensen, Todd Rayne</td>
</tr>
<tr>
<td>Softball</td>
<td>Stephanie Hartquist</td>
<td>Herm Lehman</td>
</tr>
<tr>
<td>Squash, M &amp; W</td>
<td>Jamie King</td>
<td>Chris Georges (S), Sally Cockburn</td>
</tr>
<tr>
<td>Swimming, M &amp; W</td>
<td>John Geissinger</td>
<td>Phil Klinkner (SF)</td>
</tr>
<tr>
<td>Tennis, M &amp; W</td>
<td>Matt Brisotti</td>
<td>Vik Bejjanki</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Kristin Baker</td>
<td>Wei-Jen Chang</td>
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</tbody>
</table>

30
PRESIDENT'S STAFF

President

The President holds office at the pleasure of the Board and is designated by the by-laws of the Board as having responsibility for the administration of the College and its educational program. The President has the authority to appoint members of the faculty and staff of the College.

Chief of Staff and Secretary to the Board of Trustees

The Chief of Staff and Secretary to the Board coordinates executive level decision-making for the College, oversees the Office of the President and all major ceremonial events, and manages the work of the Board of Trustees.

Vice President, Administration and Finance

The Vice President, Administration and Finance, oversees the College’s budget, financial planning, and facilities management. Under the Vice President’s jurisdiction are the Controller and Budget offices, Human Resources, Facilities Management, Investments, Auxiliary Services, and Environmental Protection, Safety, and Sustainability.

Vice President for Academic Affairs and Dean of Faculty

The Vice President for Academic Affairs and Dean of Faculty oversees the faculty and the curriculum and has responsibility for the execution of educational policy. Reporting to the Dean are ALEX (academic support services, advising, experiential learning, off-campus study, opportunity programs), Athletics, Levitt Public Affairs Center, the Registrar, Sponsored Programs, and the Wellin Museum of Art.

Vice President and Dean of Students

The Dean of Students oversees resources, guidance and support for students throughout their undergraduate life. Under the Dean’s jurisdiction are Accessibility Services; Campus Safety; Chaplaincy; Counseling Services; Days-Massolo Center; Diversity, Equity and Inclusion; Student Health Services; Outdoor Leadership; Residential Life; and Student Activities.

Vice President for Enrollment Management

The Vice President for Enrollment Management is responsible for overseeing student recruitment strategies and the admission selection process; awarding student financial aid; and managing the overall college enrollment. Under the Vice President’s jurisdiction are the Admission and Financial Aid offices, the Enrollment Management Committee, and the Student Emergency Aid Society.

Vice President for Advancement

The Vice President for Advancement is responsible for planning and executing the College’s fundraising and constituent engagement programs. Under the Vice President’s jurisdiction are annual and capital giving; alumni and parent programs; foundations and corporation grant initiatives; and the Maurice Horowitch Career Center.

Vice President for Libraries and Information Technology

The Vice President for Libraries and Information Technology oversees computing, networking, electronic information resources, and all aspects of Burke Library. Institutional Research reports to the Vice President for LITS but serves the whole College.

Vice President of Communications and Marketing

The Vice President of Communications and Marketing leads the communications professionals who develop, implement, and market the College’s brand, vision, and overall communications strategy, with direct responsibility for publications and periodicals; media relations and College news; social media and digital communications; College photography and videography; graphic design; web communications; crisis communications; and community relations.
Vice President for Academic Affairs and Dean of Faculty
Suzanne Keen is the chief academic officer of the College. She 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. She 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 ALEX (academic support services, advising, experiential learning, off-campus study, opportunity programs), Athletics, Levitt Public Affairs Center, the Registrar, Sponsored Programs, and the Wellin Museum of Art. Suzanne is assisted by the Associate Deans of Faculty, the Associate Dean of Faculty for Institutional Research and Assessment, and the Assistant Dean for Academic Finances and Resources. Suzanne is a Professor of Literature and Creative Writing.

Associate Deans of Faculty
The Associate Deans of Faculty oversee personnel matters such as recruitment, reappointment, tenure, and promotion procedures, as well as curricular development and review. They also support the pedagogical, scholarly, creative, and administrative development for faculty members, with approval authority for the funding that supports faculty development, including travel, start-up needs, external grants and fellowships, teaching innovation, endowed professorships, and research. The Associate Deans approve speaker requests and oversee student academic support, including Hamilton’s Centers for Writing, Oral Communication, Quantitative and Symbolic Reasoning, Languages, and English for Speakers of other Languages.

Penny Yee serves as the Associate Dean for departments and programs in the Humanities, Social Sciences, and Physical Education. She also coordinates the FYC Program, and serves as the Affirmative Action Officer for the College. Penny is the James L. Ferguson Professor of Psychology.

Nathan Goodale serves as the Associate Dean for departments and programs in the Arts and Sciences, as well as Art History, Environmental Studies, and Education Studies. He also supports academic advising with the Associate Dean of Students for Academics. Nathan is an Associate Professor of Anthropology.

Dean of Engaged Education
Kathy Wolfe leads the ALEX Initiative (Advise, Learn, Experience). Kathy will by collaborating with staff and faculty across campus to develop and implement our ALEX initiative. The goal of ALEX is to support students developmentally by integrating academic and co-curricular advising, learning centers, and high-impact educational experiences. She chairs the Global Education Committee and is a member of the NYC Program Advisory Board and the Advisory Committee for Academic Advising. Reporting to Kathy are the Academic Resource Centers, Off-Campus Study, Opportunity Programs, the Levitt Center, the Community Outreach and Opportunity project (COOP), and Student Fellowships.

Director of the Critical Languages Program/Language Center
Mary Beth Helderle 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 Center.

Director 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 Nesbitt-Johnston Writing Center**
Jennifer Ambrose 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 https://www.hamilton.edu/academics/centers/writing.

**Director of the Oral Communication Center**
Amy Gaffney is the Director of the Oral Communication Center. The OCC supports students and faculty in achieving the College’s standard for effective oral communication. The OCC offers courses (see Catalogue “Oral Communication”), customized course support, communication skills workshops, and one-on-one tutoring and group consultations. Contact Amy to discuss ways to design, develop, and deliver discipline-specific communication-based instruction.

**Director of the Quantitative and Symbolic Reasoning Center**
The Director of the QSR Center coordinates the Peer Tutoring Program, which offers peer tutoring and academic skills support for all students, and monitors the quantitative literacy requirement. The Director also offers one course designed to provide general and introductory exposure to issues in quantitative and symbolic reasoning. The Director recruits, trains, and supervises the tutors and coordinates the scheduling of tutoring. The Director 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.

**Assistant Dean for Off-Campus Study**
Carolyn North coordinates support for Hamilton programs (e.g. Beijing, Madrid, New York, Paris, Washington DC) and the development of new programs. She coordinates efforts in the curricular integration of the many off-campus study opportunities availed of by Hamilton students. Assisting Carolyn in the Off-Campus Study Office is Mary Sisler, who serves as a study abroad advisor.

**Assistant Director of Off-Campus Study**
Madeleine La Cotera coordinates student advising, assists with recruitment, pre-departure, re-entry programs, office services and logistics, and assists with the development of new approved study abroad programs.

**Administrative Director, Associated Colleges in China Program**
Yin Zhang has administrative responsibility for program marketing and outreach, and oversight of staff and operations in the Beijing center for the ACC Program. She coordinates staff training, program development, and compliance and risk management training.

**Coordinator, Associated Colleges in China**
Elenitsa (Nitsa) Weld is the Coordinator of the Associated Colleges in China Program. Nitsa is the primary contact person for Hamilton and non-Hamilton colleagues. She is responsible for recruiting students for the ACC Program and coordinating application materials.
Coordinator, Hamilton College Programs Abroad
Gena Hasburgh is the Coordinator for the Hamilton College Academic Year in Spain and Hamilton in France Programs. She recruits students from on- and off-campus, compiles and reviews students' application materials, serves as a contact person for students, their families, and for study abroad colleagues from 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 ensure that students are productive during their experiences abroad.

Interim Director of the Opportunity Programs
Brenda Davis is the Interim Director of the Opportunity Programs. Brenda is responsible for Opportunity Programs at Hamilton College, which are comprised of two academic programs: The Arthur O. Eve Higher Education Opportunity Program (HEOP), and the Hamilton College Scholars. These programs are designed for students whose academic profiles do not fit the traditional Hamilton student profile, but who demonstrate an ability to compete at this institution. HEOP is a state funded program with strict socioeconomic guidelines. Opportunity Program students are provided a structured and supportive environment that facilitates degree attainment. Program 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.

Assistant Director of the Opportunity Programs
The Assistant Director works closely with the director to ensure that the program runs effectively. She is available to assess students' needs, provide direction and be an immediate resource. She is also responsible for the Academic Center for Excellence, overseeing tutors and student employees.

Director of the Arthur Levitt Public Affairs Center
Marianne Janack, John Stewart Kennedy Chair of Philosophy, will serve as the Director of the Arthur Levitt Public Affairs Center during the fall 2020 semester. Frank Anechiarico, Maynard-Knox Professor of Law, will serve as the Director for the spring 2021 semester. The Arthur Levitt Public Affairs Center is a co-curricular center that supports programming in the areas of public scholarship, social innovation, transformational leadership, and engaged citizenship. More information about specific Levitt programs can be found at http://www.hamilton.edu/levitt, including information about course development grants, summer research and social innovation funding, service-learning programs, a faculty Research and Innovation program, a speakers series, and many other forms of curricular and co-curricular support. Other Levitt Center staff includes Christina Willemsen, Associate Director, and Sharon Topi, Coordinator for Leadership Programs.

Senior Fellowship Director
Alan Cafruny, Henry Platt Bristol Chair - International Relations, is the Senior Fellowship Director. Alan works with the Dean of Faculty and Academic Council each spring in reviewing proposals and selecting up to seven academically outstanding members of the junior class as Senior Fellows. The director is responsible for each student’s faculty adviser and the process in which the written thesis is presented with a public lecture to the College community as well as evaluations by an examination committee. Additional information can be found at http://www.hamilton.edu/seniorfellows.

Assistant Dean for Academic Finances and Resources
Nicolas de la Riva oversees the administrative and financial affairs of the office of the Dean. He 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.

Johnson-Pote Director, Wellin Museum of Art
Tracy L. Adler, the Johnson-Pote Director of the Wellin Museum of Art, is in charge of overseeing all aspects of the facility, which opened in 2012. She works closely with academic, development, and alumni representatives, with a focus on planning programming and exhibitions that enhance the academic offerings on campus. Tracy's staff includes:
Registrar
Kristin Friedel is responsible for registration and preregistration, the tracking of students’ progress toward meeting graduation requirements and their certification for a Bachelor’s degree, the maintenance of all academic records and transcripts, and 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.
DIVERSITY AND INCLUSION

Days-Massolo Center Director
Paola Lopez Fincannon serves as the Director of the Days-Massolo Center. The Days-Massolo Center (DMC) has been established to embrace the importance of supporting a diverse campus community. The Center’s mission is to advance diversity awareness, provide opportunities to promote and sustain dialogues across difference, and build collaborations and partnerships that help make Hamilton College a welcoming inclusive environment for faculty, staff, and students. With students at the center of activities, the DMC works with faculty and staff to meet its goal through a circular approach to programming that keeps acceptance, understanding, appreciation, academic value and social enrichment, as well as current issues and information, at the core of activity.

The DMC welcomes and encourages campus constituents to collaborate with us on events or activities that help promote the College’s equity and access goals, and focus on building community. The DMC also provides a gathering space for diverse student groups and hosts the Womyn’s Center and the Queer Student Union (formerly Rainbow Alliance and LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning), and is open to the entire campus for use. For more information, including a list of upcoming events, please visit: http://www.hamilton.edu/days-massolo-center.

Hamilton College POSSE Program
The POSSE Program gives students who exhibit excellent leadership abilities the opportunity to excel academically while being advocates of change. Currently, Hamilton College has a partnership with Miami. Each annual cohort of POSSE Scholars works closely, during their first two years on campus, with a faculty POSSE Mentor to receive structured academic support. 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. Brenda Davis is the liaison between the College and the POSSE Foundation.

POSSE Faculty Mentors

Class of 2021
Sharon Rivera (Miami), Professor of Government, srivera@hamilton.edu, Tel: 315-859-4223
Frank Anechiarico (Boston), Maynard-Knox Professor of Law, fanechia@hamilton.edu, Tel: 315-859-4342

Class of 2022
Michael “Doc” Woods (Miami), Leonard C. Ferguson Professor of Music, mwoods@hamilton.edu, Tel: 315-859-4335
Peter Cannavò (Boston), Professor of Government, pcannovo@hamilton.edu, Tel: 315-859-4829

Class of 2023
Max Majireck (Miami) Associate Professor of Chemistry, mmajirec@hamilton.edu, Tel: 315-859-4742

Class of 2024
Herm Lehman (Miami) Professor of Biology, hlehman@hamilton.edu, Tel: 315-859-4298

36
LITS empowers students, faculty and staff to use information and technologies to engage in intellectual exploration, make informed decisions, and create and share knowledge. By developing and supporting information and technology environments, we further teaching, learning, and the administrative operations of the College.

Delivering excellent services begins with understanding the information and technology needs of the community. Members of the LITS strategic leadership team are readily available to provide personalized assistance with any question you might have about our services or resources.

Joe Shelley, VP for Libraries and Information Technology, jshelley@hamilton.edu, 315-859-4166. If you have any general questions about the operation of LITS or ideas for how we might enhance our services, please contact Joe.

Beth Bohstedt, Director, Learning and Research Services, bbohsted@hamilton.edu, 315-859-4485. Beth’s teams oversees the operation of the Burke and Music Libraries, acquires new information resources for our collection, puts materials on reserve for courses and borrows materials from other libraries for faculty, staff and students.

Dave Roback, Director, Technology Infrastructure, droback@hamilton.edu, 315-859-4987. Dave’s unit oversees the campus network, advanced support for desktop and laptop computers and audio/visual support for events and the technology in classrooms.

Martin Sweeney, Director, Enterprise Information Systems, msweeney@hamilton.edu, 315-859-4164. Marty’s unit oversees the variety of information systems that provide support to administrative offices and the institutional web site. Among the systems supported by this unit of particular importance to faculty are WebAdvisor, My Hamilton and Sitemanager.

Shay Foley, Director, Metadata and Digital Strategies, shfoley@hamilton.edu, 315-859-4490. Shay’s unit catalogs and describes library materials, oversees the library information systems, and consults with faculty on metadata for research collections.

Director of Institutional Research and Assessment
Reporting to the Vice President of Libraries and Information Technology, the Director serves as a key partner for strategic planning, decision making, and effectiveness across the institution. The Director supports functions including student success, strategic planning, enrollment, academic programming, college advancement, and more through analyses, dashboards, research, and reporting. The Director promotes a data-friendly campus culture by leading data governance, ensuring the availability and integrity of institutional analyses, improving access to information through automation, serving on key campus committees, and working in partnership with data stewards across the institution. The Director is a member of the Library and IT Strategic Leadership team and collaborates across the division to achieve objectives. The Director 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 Director 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.

Detailed information about the services offered by LITS can be found at http://www.hamilton.edu/lits.
Vice President for Student Affairs and Dean of Students
As Vice President for Student Affairs, Terry Martinez reports directly to the President as a member of the College’s senior staff. Terry leads the staff of the Division of Students Life with a focus on student leadership and engagement, intellectual and personal growth, a safe living and learning environment, and community building activities. In these efforts, she is assisted by a team whose responsibilities are delineated below. Terry chairs the Committee on Student Fellowships, and is the liaison to the Trustee committee on Student Affairs. She is supported by Assistant to the Dean of Students Cindy Reynolds.

Associate Vice President for Student Affairs
Jeff Landry represents the interests and resources of the Division of Student Life in a variety of contexts with numerous constituents and provides input and support for the strategic direction and assessment of the Division. As AVP, he is responsible for the day-to-day operations of the division and provide direction and leadership. In addition, Jeff provides oversight and direction for the following departments:

Director of Community Standards
Catherine Berryman serves as the College’s Title IX Coordinator and Judicial Coordinator. Catherine oversees all aspects of the College’s Title IX process, the Harassment and Discrimination Policy, and Code of Student Conduct, and coordinates the trainings and activities of the Harassment and Sexual Misconduct Board and the Judicial Board.

Assistant Director of Community Standards
Dayna Campbell is responsible for developing and implementing Hamilton’s sexual assault prevention and education curriculum. The curriculum includes a wide range of programming focused on affirmative consent, sexual health, sex positivity, bystander intervention, and the role of alcohol/drugs in relation to sexual assault. She is also responsible for coordinating student, faculty and staff engagement in our ongoing prevention and education programs and ensuring Hamilton’s compliance regarding state and federal Title IX regulations and will oversee the administrative functions of the College’s Student Code of Conduct and the Judicial Board.

Director of Campus Safety
Francis Coots develops, implements, and evaluates personnel, policies and programs that promote a safe and orderly campus environment. Frank oversees campus parking, chairs the College Safety Committee, and works closely with the Chair of the Hamilton Emergency Response Team (HERT) to ensure proper emergency preparedness. He supervises the following staff:

Assistant Directors of Campus Safety
Wayne Gentile provide administrative support to the department as well as supervision and leadership to the patrol and dispatch officers. Wayne Gentile is the Assistant Director for the 3:00 pm to 11:00 pm shift.

Campus Safety Investigator
Anthony Scalise investigates incidents reported to Campus Safety, manages relationships with external Emergency Responders, and oversees investigations conducted by the patrol division.

Director of Counseling Center
David Walden directs a multidisciplinary team that provides comprehensive mental health services, including individual and group psychotherapy, psychiatric services, dietitian services, acupuncture, Peer Counseling, and 24/7/365 on-call services. The Counseling Center also houses a wellness room with biofeedback and a massage chair,
as well as the resources students may borrow such as weighted blankets and full-spectrum "happy lights". Additionally, the Center provides outreach on issues related to mental health, assists with Orientation and Resident Advisor training, and provides consultation to all members of the Hamilton community.

**Assistant Director of the Counseling Center**
Rebecca Dayton assists in the daily operations of the Counseling Center, coordinates with Residence Life and the Students of Concern Team, and is available for consultation on issues related to student care or concern.

**Director of Student Health Services**
Barb Fluty, RPAC, Director of Student Health Services, and Kristin Rutherford, RN, MS, FNP-C, attend to all aspects of student health needs and share responsibility for overseeing and administering student health services. Dr. Toby Taylor, MD is a consulting physician on-site in the health center a half-day each week. Diann Lynch, RN, provides nursing care, coordinates the student EMT program, and provides immunizations and education for students traveling abroad. Maureen Hughes, RN, provides triage, lab services support and nursing care. Other staff members include Betty Burkhart LPN, and Office Coordinator, Stacie Lyn Wallace.

**Associate Dean of Students for Academics**
Associate Professor of Psychology, Tara McKee, 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. Tara works with faculty and other associate deans to help students resolve a variety of academic issues, and consults with the Chair of the Honor Court on cases. She is supported by Staff Assistant Karen Prentice-Duprey.

**Associate Dean of Students for Student Support Services**
Lorna Boyer Chase provides leadership and oversight for a campus-wide student case management program that addresses the needs of students who are experiencing significant difficulties related to mental health, physical health, and/or psycho-social adjustment. Lorna will provide direct case management services including interventions, referrals, and follow-up services. She works in close collaboration with faculty, faculty advisors, health care providers, Student Affairs colleagues and parents and manage relationships with internal and external stakeholders.

**Associate Dean of Students for Diversity and Inclusion**
Maria Genao-Homs reports to the Chief Diversity Officer and oversees three key staff members: the Assistant Dean for International Students and Accessibility, the Director of the Days-Massolo Center, and the College Chaplain. Together with these colleagues and with students, faculty, staff, and other leaders across campus and at all levels, the Associate Dean provides catalyzing energy and insightful vision for the collective work of ensuring a campus climate in which all can thrive and succeed.

**Assistant Dean for International Students and Accessibility**
Allen Harrison works to strategically address diversity and inclusion efforts that advance the College’s mission and vision; collaborates with key campus constituencies to develop and implement initiatives that contribute to the achievement of international students and students with disabilities; serves as an advocate for international students and students with disabilities; contributes to the recruitment, retention, and success of international students and students with disabilities; and serves as a resource for students, student organizations, faculty, and staff about related matters.

**Director of Days-Massolo Center**
Paola Lopez-Fincannon oversees all programming for the Days-Massolo Center (DMC), whose mission includes offering broad, innovative and relevant programs to the entire community; and is primarily responsible for management, development, and assessment of programs focusing on identity development and understanding of issues on diversity, inclusiveness, and social justice.
**College Chaplain**
Jeffrey McArn coordinates religious groups and activities on campus, conducts Protestant chapel services, interfaith discussions and experiences, offers confidential counseling for students, faculty and staff, and coordinates the efforts of the Newman and Jewish Chaplains and the Muslim Student Association Advisor.

**Newman Chaplain**
John 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, providing leadership and counseling for Jewish students on campus.

**Muslim Student Association Advisor**
Jeff McArn serves as the advisor to the Muslim Students Association, providing counseling and support to the Muslim students on campus.

**Assistant Dean of Students for Student Engagement**
Travis Hill reports to the Vice President and Dean of Students and serves as a member of the Student Life Leadership team. The Assistant Dean supervises the Directors in the Office of Residential Life, Orientation and First Year Programs, Outdoor Leadership, Student Activities, and Community Outreach. The Assistant Dean serves as a judicial hearing officer and serves on a variety of committees including HERT, Students of Concern, Trans Advocate Team, and Enrollment Management.

**Director of Housing and Residential Life**
Ashley Place is responsible for the overall direction of the residential program and new student orientation, and serves as judicial hearing officer for one-half of campus. She and her staff coordinate housing assignments, the opening and closing of residence halls, and the recruitment and training of student Resident Advisors. These efforts are supported by Staff Assistant Jean Burke.

**Assistant Director**
Tanith Sherman is responsible for student housing including the selection process, room changes and maintaining accurate records. She is also a hearing officer and assists in all other initiatives and efforts within Residential Life.

**Area Directors**
Two Area Directors, Najee Evans and Jae Jaeger, are professional staff who live in the residence halls and train, supervise, evaluate, and provide ongoing support for the student Resident Advisors, who provide individual counseling and referral for students with personal or academic concerns, conduct health and safety inspections, and mediate roommate conflicts.

**Director of Orientation and First Year Programs**
Tessa Chefalo develops and implements the "Exploration Adventure" trips for Hamilton’s orientation program for all new students. In addition, she coordinates the on-campus portion of new student orientation, and manages activities related to the First-Year Experience program, including co-curricular programming opportunities in first-year residence halls.

**Director of Outdoor Leadership**
Andrew Jillings is responsible for coordinating a comprehensive adventure-based education experience for the College community. He oversees the Outdoor Leadership Center and Adirondack Adventure, Hamilton’s wilderness orientation trips. Andrew primarily leads whitewater kayaking, marathon canoe racing, sea kayaking, and ice climbing trips.
**Assistant Director of Outdoor Leadership**
Sarah Jillings manages the Bruce Climbing Wall, directs the Mark Cox Memorial Challenge Course, and oversees the Hamilton Outing Club. Sarah leads telemark skiing, outdoor climbing, winter camping, and flat water canoeing trips.

**Director of Student Activities**
Noelle Niznik is responsible for coordinating a comprehensive program of campus activities that promote student engagement and leadership development. Her specific responsibilities include serving as advisor to the Student Media Board, the Student Assembly, and the Inter-Society Council and chairing the Campus Activities Coordinating Committee (CACC.) Her office also directs operations for the Beinecke Student Activities Village and the Sadove Student Center. In addition to Staff Assistant Lisa Nassimos, she supervises the following:

**Assistant Director of Student Activities**
Kaity Werner advises the Campus Activities Board (CAB) and the College radio station (WHCL), coordinates the recognition process for all student organizations, supports the Student Assembly budget process and allocations, and coordinates all programming in the Sadove Student Center.
Robert (Sam) Samuel Welch ’86, Assistant Vice President/Executive Director

Phone 315-859-4346

The mission of the Maurice Horowitz Career Center is to help students integrate their liberal arts education into a lifetime of career achievement and satisfaction.

Career Exploration and Development

Director of Career Development
David Bell provides career advising to students of all class years. He also leads the Center’s outcomes and assessment efforts. David provides career advising to students of all class years.

Associate Director of Career Development
Heather Wixson provides career advising to students of all class years. Heather also oversees the Career Center’s Advisor Continuing Education program.

Associate Director of Career Development
Janine Oliver provides career advising to students of all class years. Janine also oversees our Discovery Team, focused on student outreach across campus, workshop facilitation and coordination of special programs, with an emphasis on our youngest students. Janine also oversees the Center’s Joan Hinde Stewart Career Development Program.

Associate Director Hamilton Career Network
Shauna Hirshfield oversees our alumni and student Hamilton Career Network, including our Student-focused Connect Team. The Connect Teams provide industry-specific education for all students, across a broad range of industries.

Career Advisor
Lisa Baker provides career advising to students of all class years.

Director of Health Professions Advising
Leslie Bell advises current students and alumni interested in medicine, dentistry, and other health professions. Leslie chairs the Health Professions Advisory Committee.

Employer Relations and Communications

Director, Engagement Strategy
Abby Taylor manages all recruiting and employer relations operations of the Career Center and oversees our outreach and marketing strategies to maintain and build recruiting opportunities for Hamilton students and alumni.

Assistant Director, Health Professions Advising and Employer Relations
Cheney Cronin directly supports both our Health Professions Advising efforts and our Employer Relations efforts. This position works directly with employers and alumni as it relates to student hiring and internships, job postings, etc. The position additionally involves oversight of the Handshake recruiting system. In addition, this position assists in all capacities of the Health Professions Advising Office and aspects of the medical/dental school application cycle and processes.

Assistant Director, Advancement Promotion
Shannon Shannon manages all aspects of the communication strategy of the office. She manages event logistics for employer and alumni recruiting visits and also drives both the print and social media publicity strategy for Career Center events.

Office Coordinator
Rebecca King manages the operational nuances of the office, overseeing our student staff focused on student and employer intake and logistics.
Karen Leach, Vice President

Jan Rishel, Secretary to the Vice President, phone 315-859-4524

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

Facilities Management
Facilities Management, 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 procurement support, real estate management (rental and owned), insurance/risk management, travel service support, contract operations (College store, food service, vending). This office also oversees the Mail Center and Print Shop and directs operations for the Bristol Center, Hill Card (campus ID card) program and summer programs/conference 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.
Policies and procedures outlined here are for normal academic operations, the College may alter these in the event of an emergency.

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. An instructor is encouraged to submit an Attendance Notification form for any student whose attendance pattern has changed (e.g., was attending regularly, but is now much more sporadic), whose number of missed classes is of concern (e.g., three missed classes in a row, total number of absences equivalent to two weeks of class or more), or whose attendance is in any way a cause for concern. 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.

Examinations
Evening exams are limited to two hours and are planned with the expectation that capable students would complete their exams within 75 minutes. 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.

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

Final Exam Period
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.

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 Chair of the Committee on Academic Standing and the Associate Dean of Students for Student Support. If you think that an "incomplete" is appropriate for one of your students, contact either the Associate Dean of Students for Academics or the Associate Dean of Students for Student Support. Such approval is given rarely and only in circumstances beyond a student’s control, such as a medical or family emergency. Approval permits the student to complete the required work for the course no later than four weeks from the end of the semester for which the grade of incomplete was assigned, unless completing the work requires being on campus. If all remaining work is not submitted by the deadline, the grade will automatically be changed to F. The regulations do not permit individual faculty members to grant students additional time to complete the course. Deadlines for incompletes will be extended only for documented, compelling extenuating circumstances and only with approval from the Chair of the Committee on Academic Standing in consultation with the Associate Dean of Students for Student Support and the instructor. Extensions, if granted, will normally be for another four weeks.

An instructor may not change a grade, other than the removal of a previously approved incomplete within the deadline, without the approval of the chair of 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.
Hamilton College’s Honor Code covers academic integrity; all incoming first-year and transfer students must sign the Honor Code Pledge before they begin classes. Students who suspect or witness violations of the Honor Code are expected to take appropriate action, which can include confronting the student who is violating the code, asking an instructor to proctor an exam, or reporting the suspected dishonesty to the instructor in the course, to the Chair of the Honor Court, or to the Dean of Students. For the complete Honor Code Policy please log onto https://my.hamilton.edu/academics/study-what-you-love/advising/faculty/honor-code-information.
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 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.

Additional information can be found at http://bit.ly/1tArCaB.

Candidates should be given the name, address and phone number of a contact in Human Resources (Mike Thayer, 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.

Hamilton College participates in the M3 Placement & Partnership Relocation Program. M3 provides community and career transition resources, options for housing, local volunteer opportunities, and leisure activities and interests. M3 is a member of the American Staffing Association, and was awarded to New York State Minority and Women Business Enterprises (MWBE) Certification. More information can be found at www.m3placement.com, email aspp@m3placement.com, or by phone at 315-624-2210.
As a result of COVID-19, no travel will be approved this fall 2020 (with reassessment for the spring 2021). For DOF specific guidelines related to travel and other restrictions, please visit https://my.hamilton.edu/documents/CV-19%20Spending%20Guidelines%20AY%202020-21.pdf. The College will continue to support the professional development of the faculty by providing grants for attending a conference virtually and for research purposes. The policies and procedures for expenses incurred on official Hamilton business can be found under Policies on www.hamilton.edu/business. To maximize the funds available for professional development, however, certain guidelines and procedures have been established. (See also Faculty Handbook, page 74.)

**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 75 of the Faculty Handbook, ... the College underwrites certain of the expenses involved. The funds available for this purpose are modest and, where possible, faculty members are urged to seek reimbursement for such expenses from other sources. Subject to the foregoing, members of the Faculty shall be reimbursed for their actual expenses incurred for travel and attendance to one approved professional meeting a year. Occasionally a faculty member may 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 shall 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.

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. Information on student employment on campus can be found on page 74 of this book.

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: http://www.hamilton.edu/business/payroll/policies/independent-contractor-vs-employee.
**Guidelines for Endowed Chair/Start-up Funds/Research Funds**

If you are a faculty member who has funds dedicated for your specific use (e.g., endowed chair, postdoc with funding, faculty with start-up funds), the Dean of Faculty’s office will fund your requests for virtual conferences, research, small equipment, etc. from those earmarked monies first. After you have spent all the funds in your allotted stipend, you may ask for funding from the general funds available for all faculty. Most endowed chair stipends do not roll over from year to year and must get spent during the year for which they are allocated; consequently, using chair funds first ensures you spend all your allocated money before asking for money from the pool of funds available for other faculty members to share. Start-up funds are available as budgeted on a year-to-year basis for up to the first four years ([https://www.hamilton.edu/offices/dof/research-support/guidelines-for-start-up-funds](https://www.hamilton.edu/offices/dof/research-support/guidelines-for-start-up-funds)).

The expenditure of funds must conform to the guidelines listed above. All expenditures must be approved by the Associate Dean of Faculty prior to spending the money.

The complete policy can be found on the Dean of Faculty webpage [https://www.hamilton.edu/offices/dof/faculty-support-resources/grants/guidelines-for-endowed-chair-funds](https://www.hamilton.edu/offices/dof/faculty-support-resources/grants/guidelines-for-endowed-chair-funds).

**Procedures for Acquiring Funds and Reporting Expenses**

**Travel Approval**

No travel will be approved using Hamilton funds this fall 2020 due to the pandemic. However, faculty may attend a conference virtually. For DOF specific guidelines related to travel, please visit [https://my.hamilton.edu/documents/CV.19%20Spending%20Guidelines%20AY%202020-21.pdf](https://my.hamilton.edu/documents/CV.19%20Spending%20Guidelines%20AY%202020-21.pdf). For virtual conferences, a Faculty Travel Funding Authorization form, available on the Dean of Faculty website as Travel Request Form at [https://my.hamilton.edu/dof/handbooks-and-forms/forms](https://my.hamilton.edu/dof/handbooks-and-forms/forms) must be completed in full and submitted to Associate Deans Penny Yee or Nathan Goodale well in advance of proposed expenditures. Notice of approval of funding will be sent back to the faculty member via email. Requests will be considered on a rolling basis.
THE DEAN OF FACULTY’S ANNUAL SALARY SETTING PROCESS

I. The annual budget process at the College includes the establishment of a salary pool for the faculty.

A. Beginning in the fall semester, the Dean regularly consults with the Committee on Budget and Finance, and the Vice President for Administration and Finance, regarding the overall College budget, including the salary pool.

B. In late February or early March, the Dean consults with the Associate Dean of Faculty for Institutional Research and Assessment on comparative faculty salary data (rank among selected peer institution group by average salary in each rank; Physical Education data not available) and, when they become available, reports them to faculty.

C. In March, the College budget comes before the Board of Trustees for approval. When approved, estimates of relative distribution of available pool to each rank, based upon progress to general salary goals (middle 5 ranks of 25-peer institution group, i.e., 11–15th rank) are made in consultation with Associate Dean of Faculty for Institutional Research and Assessment and Assistant Dean for Budget and Finance.

General salary goals for Physical Education faculty are determined in consultation with the Director of Athletics with a view to maintaining competitiveness with peer institutions. Physical Education faculty are eligible for merit raises.

II. Salaries of tenure-track and tenured faculty are adjusted annually based on merit. Faculty doing satisfactory work, continuing visitors, and faculty in non-tenure-track positions can expect to receive a modest raise outside the merit evaluation.

A. Determination of Merit

1. Merit is established based on the annual review process https://my.hamilton.edu/offices/dof/faculty-reviewdevelopment/guidelines-for-review-process and the department chair’s annual merit recommendations.

2. Merit is assessed based upon the same criteria used for tenure and promotion, though service may be given more weight in setting salaries than in personnel decisions. As well, deficient or unproductive performance in any one area may affect overall salary merit determination negatively in a given year.

3. When the chair meets with the Dean to discuss annual reviews and make merit recommendations, the Dean welcomes the input of chairs on level of merit for each criterion for each faculty member in the department, including her or himself.

4. Salary letters are accompanied by a memorandum from the Dean detailing the process and any information the Dean considers helpful in understanding salary determinations that year.

B. Distribution of Merit Raises

1. A small group of faculty members receive the highest percentage raises (“superior merit”);

2. A large group of faculty members receive higher-than-average increases (“high merit”);

3. A large group of faculty members receive increases at or slightly above the raise pool percentage (“merit”);

4. A small group of faculty members receive increases as close to the raise pool percentage as possible (“good”).

50
III. Salary adjustments (e.g., promotion in rank, market equity, corrections for underestimation of merit over a multi-year view), are made after merit increases have been calculated.

The following provides a summary of faculty activities associated with teaching, scholarship, and service criteria. The four-level scale—good, merit, high merit, and superior merit—is based on comparative accomplishment in these three areas of effort, though each faculty member receives a single rating that combines the evaluations into a single gestalt score. Accomplishments shared by all faculty, such as teaching a full 5-course load, or advising students effectively, do not contribute to differentiating contrasts among faculty. Teaching and scholarship are weighted more heavily than service, but a merely satisfactory or unsatisfactory effort in service can result in a lower raise. Faculty should expect an ebb and flow in merit levels, as no one person typically achieves at the highest level in all three categories year in, year out.

**Teaching**

**General principles:** A teaching release awarded for any reason other than chairing a department reduces the opportunity for a faculty member to receive the highest level of attainment in teaching. A paid overload is separately remunerated with additional salary per section taught. With the exception of faculty in the first year of teaching, a five-course load is the baseline, though the potential of teaching four courses in a calendar year (a 3-2 academic year followed by 2-3) is understood. Merit categories recognize the degree of investment in additional contributions to the curricular work of the College, including: senior project supervision when not counted as part of the calendar year’s teaching load; new preparations or substantially revised courses; pedagogical innovation supporting strategic initiatives such as experiential learning and digital pedagogy; implementation of inclusive pedagogical methods; supervision of independent studies and student research; guest lecturing in colleagues’ classes; and significant effort on curricular innovation in the department, program, or interdisciplinary area, including emerging subjects.

**Good:** teaching is having mixed success, or may be facing challenges in certain respects. May involve low enrollments, and few or no teaching extras (as specified above).

**Merit:** teaching exhibits the excellence normally associated with the Hamilton professoriate, across all courses or modes of teaching. May also reflect work on early career teaching development, or development of new courses. Should show at least medium enrollments, calibrated to intended class size, and some teaching extras (as specified above).

**High merit:** teaching is outstanding among department, program, or disciplinary colleagues. In addition to at least medium enrollments, calibrated to intended class size, will show several teaching extras (as specified above).

**Superior merit:** teaching is distinguished on a college-wide basis, for instance by successfully instituting a field of study, re-training to teach in a new discipline, carrying especially high course enrollments in one or both terms, or receiving national recognition for pedagogical innovation. Will show at least medium enrollments, calibrated to intended class size, and many teaching extras (as specified above).

**Scholarship**

**General principles:** When the passages below refer to “peer-reviewed publications,” these should be understood to encompass juried exhibitions and off-campus public performances. All merit categories for scholarship require an active research or creative program, with marked progress from the prior reported year of work. Departmental tenure and promotion guidelines indicate disciplinary preferences for some forms of dissemination over others, and may extend to public scholarship and digital scholarship or creative work, but peer-reviewed publication remains the primary marker of distinction, in accordance with the Faculty Handbook. The highest merit categories should be understood as unusual levels of attainment, rarely achieved year after year. In 2018, 52% of Hamilton College academic faculty published at least one peer-reviewed article or its performance or exhibition equivalent.
Good: research or creative work that is building toward peer-reviewed publication or performance. This may include conference presentations; publication of conference abstracts, encyclopedia entries, or book reviews; fieldwork; laboratory research results-gathering; or creative activity in progress, yet to be performed or exhibited. A new research program or collaboration may be launched or in development.

Merit: research or creative work that is characterized by peer-reviewed publication of an article, on-campus performance of creative projects, or a group exhibition of artistic projects off-campus. Several non-peer-reviewed publications may be recognized at this level of scholarly accomplishment. Submissions of new work or grant proposals, revision and resubmission, acceptance(s), reviews of previously published work and/or citations, and invited lectures may result in the “Merit” level even in a year with no new peer-reviewed publication (or performance or exhibition equivalent).

High merit: research or creative work that is characterized by an edited volume of contributions, by more than one peer-reviewed publication, or off-campus performance of a new creative project, or solo exhibition or multiple group exhibitions of artistic projects. Submitting a winning grant or fellowship proposal; submitting, revising and/or resubmitting work resulting in acceptance; receiving reviews of previously published work and/or citations; and giving invited lectures: activities such as these may combine with a single new publication (or its performance or exhibition equivalent) for the “High Merit” level even in a year with just one peer-reviewed publication. Must also show signs of the activities associated with the “Good” or “Merit” level.

Superior merit: research or creative work that is characterized by publication of multiple articles, a monograph, or a book-length co-authored project; particular multi-year culminating accomplishments in creative fields (e.g., larger solo exhibition or published compositions) are similarly recognized. Winning a major grant or fellowship, receiving acceptances for future peer-reviewed publications, receiving significant scholarly recognition, giving invited lectures, and other attainments indicating high impact work may severally combine with a few publications (or their performance or exhibition equivalents) for the “Superior Merit” level. Will also show signs of the activities associated with the “Good” or “Merit” level.

Service

General Principles: Except in a leave year or in the first year of service, advising students attentively is expected of all faculty members. An ad hoc committee or group convened for temporary purposes may, in a given year, be considered a major committee, depending on the work carried out. Service to students, drawn to a faculty member by shared identity or affinity, that requires a significant amount of time and effort, receives recognition. Faculty at all ranks are encouraged to serve not only their departments, but also the College and their professions, in order to receive recognition as contributors.

Good: largely limited to departmental duties, including advising, with perhaps some service to the profession (e.g., article peer review, judging student conference presentations, etc.).

Merit: includes both departmental work and light college-wide service, such as on a committee that meets less than weekly and which carries lesser administrative responsibility than committees with the heaviest workloads. Informal mentoring of colleagues and community service may contribute to a “Merit” level service profile.

High merit: in addition to typical departmental duties, service includes unusual effort in the department or program, and two or three college-wide responsibilities, such as participation on several lighter committees, or one of the heavier committees (such as CAP, COA, or Academic Council). Informal mentoring of colleagues and community service may contribute to a “High Merit” level service profile, in combination with committee work.

Superior merit: in addition to departmental duties, service on many (four or more) lighter committees or other college-wide duties; or service on one or more major campus-wide committees accompanied by other lighter college service. Here, too, informal mentoring and additional community service count.
The dean employs the standards above to evaluate all three areas of effort in the annual review and salary determination process. Recognizing the nuances distinguishing among levels of merit is not easy; faculty annual reports and their chair’s (or senior member’s) input help to inform the dean’s decisions about merit increases. The above characteristics are, however, easily illustrated by ample examples among our faculty members at every rank.

Rev. SK November 2019
MOVING EXPENSES

Allowances against moving expenses are authorized at the time of initial appointment for new members of the faculty. These allowances are intended to make a contribution toward the cost of relocation and are normally less than the expenses incurred. The amount of the allowance is determined by the distance of the old residence from the College and is set forth in the letter of appointment to the faculty member. Current guidelines for moving allowances for faculty are as follows:

<table>
<thead>
<tr>
<th>Distance</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 250 miles</td>
<td>$1,500</td>
</tr>
<tr>
<td>250 - 500 miles</td>
<td>$2,000</td>
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<tr>
<td>500 - 1,000 miles</td>
<td>$2,500</td>
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<td>1,000 - 1,500 miles</td>
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<tr>
<td>2,000 - 2,500 miles</td>
<td>$4,000</td>
</tr>
<tr>
<td>2,500 +</td>
<td>$4,500</td>
</tr>
<tr>
<td>International</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

The moving allowance for a less than full time faculty member will be prorated. The Tax Cut and Jobs Act suspended the exclusion for qualified moving expense reimbursements. Starting on January 1, 2018, all moving expense reimbursements will be considered taxable income to the employee and added to the employee’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 to that end. 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 Advancement Office; the Dean of Faculty Office; and the Business Office. Guidelines and timetable are available at www.hamilton.edu/offices/dof/research-support/External/submitting-your-proposal-at-hamilton. Detailed grants-related information, including institutional statistics, budgetary guidelines, links to funding sources and an on-line database, and proposal writing tutorials can be found at www.hamilton.edu/offices/dof/research-support/External/grant-application-resources.

Dean of Faculty Office

- The Director of Sponsored Programs, Jeff Ritchie, reports to the Dean of Faculty. Jeff is responsible for assisting faculty with all aspects of external grant funding, including research funding opportunities, preparing proposals and proposal budgets, and providing support for post-award grant administration. In addition, The Jeff provides guidance and support on federal and state compliance issues and serves as Chair of the Institutional Review Board and ex officio member of the IACUC.
- All requests for institutional support from faculty in the arts & sciences should be approved by Associate Dean Nathan Goodale, and from faculty in the humanities and social sciences requests should be approved by Associate Dean Penny Yee. The use of matching funds should be documented on the Internal Grant Transmittal Form, available on the Office of Sponsored Programs website www.hamilton.edu/offices/dof/research-support/External.
- The Dean of Faculty Office will make the selection in cases where the number of proposals that can be submitted from an institution is limited.
- Approvals, by way of signature, are required prior to submission. Please send a draft of the proposal and budget at least five days before the submission deadline to Associate Dean Nathan Goodale for proposals from the arts & sciences, and to Associate Dean Penny Yee for proposals from the humanities and social sciences.
- All grant activity is monitored by the Office of Sponsored Programs.

Advancement Office

- Krista Campbell provides all pre-award support for Private and Company Foundations and performs background research on funding sources and programs, assists with proposal development, proposal review, budgets, submissions, and acts as the Foundations research office.
- Krista also provides limited post-award support, by way of assistance with annual and final progress reports.

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 inviting speakers from outside the Hamilton community. For information about using these funds contact your department chair or academic office assistant. Speaker requests are submitted online and handled by the Associate Dean of Faculty and the Assistant to the Dean of Faculty. Due to COVID-19, no on campus speakers but virtual speakers will be allowed with advanced approval. Specific DOF guidelines for utilizing speakers this academic year 2020-21 can be found at https://my.hamilton.edu/documents/CV-19%20Spending%20Guidelines%20AY%202020-21.pdf. Additional information regarding the speaker policy, including request deadlines and budget guidelines, are available on the DOF website on the Forms and Handbooks page or at: https://my.hamilton.edu/dof/request-for-public-speaker-form.

A W-9 form is required for each speaker and is available online at: https://my.hamilton.edu/business/forms/w-9-blank

Please note: payments to foreign nationals are complicated due to immigration and tax laws. **Tax status should be determined prior to submitting a speaker form for approval.** Note that payments to foreign nationals who participate from abroad (not in the U.S.) are not subject to U.S. tax. However, any speaker whether U.S. or foreign who participates virtually while physically in the U.S. is subject to tax withholding and reporting.

GLACIER Online Tax Compliance System collects, transmits, and stores information securely for Hamilton College for the purposes of tax withholding and reporting for foreign nationals.

All non-U.S. citizens and non-permanent resident aliens who receive payments from Hamilton College, including honoraria or guest speaker fees, are required to use this system if they participate virtually while physically in the U.S.

These individuals will receive an email from support@online-tax.net that contains login information. The subject line will be “Payments from Hamilton College.” Access GLACIER and provide the requested information within 10 days of receiving the GLACIER login information email. **Information and forms must be provided prior to any payment. Failure to do so may result in delayed payment.** For questions regarding GLACIER contact Roxanne Jeffers at X4306 or rjeffers@hamilton.edu.

More information on payment to foreign nationals is available online at: https://my.hamilton.edu/business/payroll/policies/payments-to-foreign-visitors

**Event Scheduling/Room Reservations**

Due to COVID-19, all large scale campus events are suspended until further notice in accordance with NYS mandates. Please reference DOF guidelines regarding on campus gatherings/events for this academic year 2020-21 at https://my.hamilton.edu/documents/CV-19%20Spending%20Guidelines%20AY%202020-21.pdf.
The Print Shop provides copying and printing services to all offices on campus and is located in the basement of Commons Dining Hall. Visit the Print Shop website at [www.hamilton.edu/printshop](http://www.hamilton.edu/printshop) for copyright 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 on anything more than one chapter. (The College allows one chapter from a book.)

**Black & White and Color 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-served basis. Jobs must 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 x4626 for time estimates. Course packets being sold at the College Store, need a completed Print Shop Course Packet/Manual Request Form. Stop in to fill out a form (requires a signature).

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, academic office assistant, or the Print Shop. The Print Shop will not supply this number to student workers.

Color copies are available with the same processing time as other copy jobs. These are more expensive than black and white, so please call (x4626) for a price quote or refer to the Print Shop website.

**Printing**
The Print Shop has two offset presses for the production of booklets, programs, business cards, letterhead and envelopes. **A Print Shop Service Request Form must be completed for each printing request.** For details on printed orders, pricing, etc. refer to the Print Shop website or call x4626. Printed jobs should be turned in with the expectation of at least one-week turnaround to allow for ink drying and finishing.

**Paper Supplies**
Refer to our website or check with an academic office assistant for paper products available from the Print Shop and how to order them. Copy paper for your office machines is ordered through W.B. Mason, although the Print Shop does have paper on hand in an emergency.

**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, etc. can be used. But, **PDF files with a minimum of 300dpi are preferred** as some fonts used are not available on Print Shop computers. Originals may be brought to the Print Shop (hard copy or thumb drive), sent as an email attachment, or if the file is large, it can be put into the Print Shop Dropbox on the ESS server. The dropbox is not available from off-campus computers. On a PC, the dropbox can be found on the P-drive under “My Computer,” and on a Mac, the dropbox is under the “Campus” connection. If a copy is sent via the drop box, please send an email to printshop@hamilton.edu with details of the order and a completed electronic service request form (number of copies, paper size and color, binding, account number, etc.).
Typesetting & Design
The Print Shop is happy to assist with poster, post card, brochure or flyer design and typesetting. Hamilton College business cards, letterhead, envelopes and invitations are all typeset at the Print Shop following the College Style Guide. Call Yvonne Schick at x4626 with questions.

Scanning
Scanning to PDF for electronic use is available, as well as burning files (PDF or other) to a thumb-drive (for a nominal fee). Be aware that copyright still applies to electronic material.

Laminations
The Print Shop can laminate documents from 2x3.5” up to 11x17”. Call x4626 or check our website for pricing.

Personal Orders
The Print Shop can fill private orders (i.e. business cards, invitations, stationery, programs, etc.), although College work takes priority. Blackout times when personal orders cannot be accepted include two weeks prior to the start of each semester, as well as the month of May through the second week of June.

Hamilton College Print Shop Service Request Form
Email: printshop@hamilton.edu  Phone: 315-859-4626
Please allow at least 24 hours for copy jobs and at least one week for printing orders.  ☑ Digital Copy Service  ☑ Offset Printing Service

Date In: ___________________  Date & Time Needed: ___________________
Number of Originals: ______  Number of Copies: ______
(Note: Single sided original & 2 originals)  ☑ Making: ______  Postcard: ______  Cut: ______
Description of Materials:
Please include a sample when possible.
☑ Black Ink Copies  ☑ Color Copies  ☑ Printing (2MS Ink Colors)

Size: 11x17”  ☑ 8.5 x 11”  ☑ 5.5 x 8.5”  ☑ 5 x 4”  ☑ 4 x 6”  ☑ 6 x 9”  ☑ 9 x 12”
Paper: ☑ White  ☑ White Glossy  ☑ White Matte  ☑ Other:
Card Stock: ☑ Strathmore white (smooth)  ☑ Strathmore bright white  ☑ Strathmore natural white (smooth)  ☑ Other:
Color: ☑ White  ☑ Black  ☑ Yellow  ☑ Cyan  ☑ Other:
Envelopes:  ☑ Black  ☑ White  ☑ Other:
Print Type: ☑ Plain Text  ☑ Double-Sided  ☑ Single-Sided  ☑ Other:
Font/Style: ☑ 12  ☑ 10  ☑ 8  ☑ 6  ☑ Other:
Format: ☑ Plain Text  ☑ Word  ☑ Publisher  ☑ Other:
Collated: ☑ Yes  ☑ No  ☑ Reduce % ☑ Other:
ColorCopied: ☑ Yes  ☑ No  ☑ Other:
Number of Pages: ______  Number of Sheets per Pad: ______  NCR: ______
Special Instructions:

□ One-Sided  □ Two-Sided  □ Staple: ______
Finishing:  □ Hole: ______  □ Hole & Fold: ______  □ Other:
□ Comb: ______  □ Wire: ______  □ Other:
□ Fold: ______  □ Dog: ______  □ Dog & Fold: ______
□ Staple: ______  □ Double: ______  □ Single: ______
□ Color: ______  □ 1 Color: ______  □ Black & White: ______  □ Other:
□ NCR: ______  □ 1 Up: ______  □ 2 Up: ______  □ Other:
□ Label: ______  □ Envelope: ______  □ Other:
□ Booklet: ______  □ Book: ______  □ Other:
□ Tri-Fold: ______  □ 4 Fold: ______  □ Other:
□ Gate Fold: ______
□ Perfect: ______  □ Perfect: ______
□ Case-Bound: ______  □ Other:
□ Dust Jacket: ______  □ Dust Jacket: ______
□ Special Instructions: ______  □ Special Instructions: ______
□ Other:
□ To be taken to the Mail Center: ______
□ Misc. Supplies: ______
□ Proof: ______
□ Offset: ______

TO MY KNOWLEDGE, THE MATERIAL TO BE COPIED OR PRINTED FALLS WITHIN THE GUIDELINES OF THE HAMILTON COLLEGE COPYRIGHT POLICIES.

SIGNED

Service Request Form
The Print Shop Service Request form (pictured here) must be filled out for all jobs sent to the Print Shop. You must first download the fillable PDF file to your desktop, then fill it in and save it with the name of your job and attach it to an email with your file to be copied or printed. Do not fill in the form While in Web browser, as it will come to us blank. Once you download the file, you can use it for any future jobs sent to the Print Shop – just remember to clear out old information and rename it with each subsequent use.

If you are new to campus, please stop in and say hello to the Print Shop crew!
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, including 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. Agents at BTI may be reached by phone at 800-472-7447, or email corporate@btttravel.com.

Campus Dining Options
All dining areas are open to faculty, staff, administrators, and students. Meals may be purchased using the Hill Card, provided funds are deposited on your Hill Card account. Bon Appétit Management Company is the campus food service provider (X4975). Bon Appétit operates McEwen and Commons dining halls, as well as the Howard Diner.
- Cafe Opus and O2: Cafe 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. Cafe Opus also offers catering service for various events on campus (X4577).
- Euphoria Smoothies: Located on the first floor of the Sadove Student Center, Euphoria Smoothies offers a wide variety of smoothies, frappes, bubble teas, and gourmet stuffed pretzels. They accept all major credit cards as well as the Hill Card (X4559).
- Howard Diner: Located in the Fillius Events Barn, the Diner offers various combo options from the 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 Cafe: 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 Cafe: 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 Phylidia Cronin, Assistant Registrar at X4638.

Clinton Early Learning Center
The Clinton Early Learning Center is a non-profit organization providing quality care for children aged 12 months through 5 years. The Center is located at the Clinton Elementary School at 75 Chenango Ave. Further information about the Center can be found online at https://my.hamilton.edu/celc or by calling 315-557-2340 or 315-557-2341.

College Store
The College Store is located in the Sadove Student 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
Apple and Dell products may be purchased through the College at reduced educational prices (contact Jennifer Hackett, X4242).

Direct Deposit for Reimbursable Expenses
To receive reimbursement of expenses by direct deposit, an enrollment form, located on the WebAdvisor site, must be completed. Login to WebAdvisor (https://webadvisor.hamilton.edu), select Employees and then Bank Information (U.S.) under Financial Information. Enter your bank information, read the Terms & Conditions, check “Agree,” then click Submit. After successful enrollment you will receive an immediate confirmation in WebAdvisor followed by an email confirmation. Direct deposit may take at least one disbursement cycle to take effect. You will receive email notifications when payments are sent to your bank. Accounts payable direct deposit enrollment does not modify your payroll direct deposit account. You can change your bank account or end direct deposit for accounts payable at any time through WebAdvisor. If you have any questions you may call Roxanne Jeffers at X4306, or Amanda Gleasman at X4320.

Disability Services for Students
Services for students with disabilities are coordinated by the Dean of Students Office, with Allen Harrison, Associate Dean of Students for Multicultural Affairs, having primary responsibility. Allen may be reached at X4021.

Ruth and Elmer Wellin Museum of Art
The Wellin Museum is opened to the public as well as the College community. The Museum hosts a number of art exhibitions throughout the year, including traveling exhibits from other museums and galleries, as well as exhibits originated by the Museum’s staff. Pieces from the College’s collection are also on permanent display. The Museum is located at the corner of College Hill and Griffin Road. Hours are Tuesday - Sunday from 11am - 5pm; closed Mondays. For further information, please call X4396.

Facilities Management
Facilities Management personnel will move heavy boxes, packages, furniture, etc., in addition to any special work needed in an office area. A Work Order Request, available at webtma.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 Facilities Management at X4500 with the request.

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.

Grants
For information, assistance, and ideas for grants to support either general College programs or individual research, please contact Jeff Ritchie, Director of Sponsored Program Grants, at X4678.

Hill Cards
The Hill Card serves as your College ID card, Library card, door access card (residence hall exterior doors, all night reading room in Burke Library, Days-Massolo Center, Sadove Student Center, Kennedy Center for Theatre and Studio Arts, Kirner-Johnson, Science Center), and ID for entrance to the Fitness Center. The Hill Card can be used as a prepaid on-campus debit card for purchases at the College Bookstore, all dining locations on campus, vending machines, public copiers, and for personal purchases at the Mail Center and the Print Shop. The deposit tool for the Hill Card is known as eAccounts. Cardholders have the ability to both freeze and unfreeze their lost or stolen Hill Card. Cardholders can safely store credit card information for ease of depositing and can set up scheduled and
recurring deposits to the Hill Card. eAccounts mobile apps are available for Apple phones/tablets and Android phones. More information is available at https://www.hamilton.edu/offices/hillcard/information-for-employees-new. Hill Cards are issued at the Hill Card office on the first floor of Bristol Campus Center. For more information, contact the Hill Card office at X4372 or online at https://www.hamilton.edu/offices/hillcard.

**Keys**
Lost or stolen keys should be reported to Security (X4141). To replace a key, please contact Frank Ostrosky at X4500.

**Library Studies**
A limited number of carrels are available for faculty use in the Library. Contact Kelly Walton in the Dean’s Office (X4615) for information on availability. 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. Stamp window hours are Monday-Friday from 10 am - 4:30 pm. Package window hours are Monday - Friday from 10 am - 4:30 pm. Summer hours for both windows are Monday - Friday from 10 am - noon and 1 - 4 pm. For more information contact Rich Alexander at 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 or call X4680. Please refer to the Web site at http://hamilton.edu/news/working-with-the-media 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:

Amy Ariglio, Philip Spencer House X4317 Lisa Nassimos, Sadove Student Center X4193
Samantha Campione, Philip Spencer House X4042 Anne Riffle, Elihu Root House X4613
Betsy Hemmel, Philip Spencer X4324 Yvonne Schick, Print Shop X4626
Ben Madonia, Alumni Center X4412 Patricia Whitford, Alumni Center X4018

**Parking and General Security Matters**
Please refer to the Campus Safety web site at: https://my.hamilton.edu/safety or direct inquiries to Francis Coots, Director of Campus Safety, at X4144.

**Psychological Services**
David Walden, Director of Counseling and Psychological Services, and his staff provide individual and group counseling for students, and referral services for members of the Hamilton community. They can be reached at X4340.
**Student Emergency Aid Society (SEAS)**
The Student Emergency Aid Society provides one-time, emergency support (a flight home to be with a sick parent, unmet medical expenses, purchasing a suit for job interviews, etc.), for students who have extremely limited financial resources. If a request is approved and the need cannot be met through financial aid or some other means, a grant or loan will be issued to cover the expense. Any member of the SEAS Committee may be contacted if a student needing assistance is identified. Members of the SEAS Committee are:

- Mary Ann Atkinson, Admission & Financial Aid X4433
- Brenda Davis, Opportunity Programs X4399
- Cameron Feist, Admission & Financial Aid X4658
- Maria Genao-Homs, Diversity & Inclusion X4021
- Allen Harrison, Dean of Students Office X4021
- Monica Inzer, Admission & Financial Aid X4425
- Terry Martinez, Dean of Students X4020
- Sarah Solomon, Student Support Services X4600
- Marty Sweeney, LITS X4164
- Abby Taylor, Director of Employer Relations X4386
- Dave Vore, Associate Director of Finance X4603

**Student Entertainment**
Faculty and administrators who teach students are entitled to a student entertainment allowance of $100 per semester. To obtain reimbursement, original receipts should be stapled to a completed check request form and sent to Kim Reale in the Dean of Faculty Office.

**Travel to Professional Meetings**
Please refer to pages 52-54 of this book. Faculty in the arts & sciences should submit Travel Funding Authorization forms to Associate Dean Nathan Goodale, and faculty in the humanities and social sciences should submit forms to Associate Dean Penny Yee. 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://www.hamilton.edu/events/van-scheduling](http://www.hamilton.edu/events/van-scheduling). Students must go through a three-step process to become an authorized van driver. Certification to drive the 12-passenger travel vans consist of an on-line vehicle safety training which is set up through the Student Transportation Office, they must complete a road test given by the Student Transportation Coordinator, and have a clean driving record for the last three years. The Student Transportation Coordinator completes a MVR check of their license annually. Students who wish to become certified for any other college owned vehicle must complete the same steps as above except a road test is not required. 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://www.hamilton.edu/auxiliarservices/travel/personal-vehicles](http://www.hamilton.edu/auxiliarservices/travel/personal-vehicles).
POLICIES REGARDING CLASS ATTENDANCE AND ATHLETIC SCHEDULING

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.
SEXUAL MISCONDUCT and
HARASSMENT AND DISCRIMINATION POLICIES

Sexual Misconduct Policy
All members of the Hamilton College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Hamilton seeks to provide an environment whereby students, faculty, staff, and guests can work, study, and enjoy the College community without experiencing sexual misconduct, domestic violence, dating violence, or stalking. In addition to being antithetical to Hamilton community values, these acts are prohibited under College policy, New York State law and by federal laws such as Title IX. When such actions are brought to its attention, the College is committed to providing prompt and thorough responses to actions that adversely impact, or have the potential to adversely impact, the educational or workplace environment of any member of the Hamilton community.

The College strongly encourages all members of its community to report any prohibited act of sexual misconduct which they experience (including dating violence, domestic violence, stalking, and/or related retaliatory behavior, as more fully defined in Article XII) (“Sexual Misconduct”) to the College and to immediately seek appropriate support and health care. In addition, many College employees are considered Responsible Employees who if they learn of Sexual Misconduct directed at another are required to report that information to the College’s Title IX Coordinator (see Definitions, Responsible Employees). The College also encourages all community members to contribute to the creation of a safe, welcoming, and respectful environment on campus. This includes taking reasonable and prudent actions to prevent or stop an act of Sexual Misconduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who choose to positively intervene will be supported by the College and protected from retaliation.

This Policy has been developed to provide recourse for individuals who believe their rights have been violated, and serves as a means to determine, after the fact, if specific behaviors constitute violations of this Policy. For the complete Sexual Misconduct Policy please log onto: https://www.hamilton.edu/offices/hsmb/draft-sexual-misconduct-policy-1

Harassment and Discrimination Policy
All members of the Hamilton College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Hamilton seeks to provide an environment whereby students, faculty, staff and guests can work, study, and enjoy the College community without harassment or discrimination. The College prohibits harassment and discrimination on the basis of race, gender, sexual orientation, gender identity, ethnicity, religion, disability, age, veteran status, or any other characteristics protected by law, in its programs and activities. In addition to being antithetical to Hamilton's community values, harassment and discrimination are prohibited by this Policy, the College’s Sexual Misconduct Policy, and by state and federal laws. Therefore, the College commits to providing a prompt and thorough response to actions that adversely impact, or have the potential to adversely impact, the educational or workplace environment of any member of the Hamilton community.

This Harassment and Discrimination Policy (“Policy”) has been developed to provide recourse for individuals who believe their rights as protected by this Policy have been violated, and serves as a means to determine, after the fact, if specific behaviors constitute violations of this Policy.
For the complete Harassment and Discrimination Policy please log onto https://www.hamilton.edu/hsmb/harassment-and-discrimination-policy
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 screenings on new employees. An employee may not begin work until all appropriate background screenings have been completed.

New faculty hires will be subject to a background screening consisting of reference spot-checking, degree verification, and a search for felony convictions.

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.

Once an oral offer of employment is made, the Dean of Faculty’s office initiates a background screening to verify educational credentials and to screen for convictions of felonies.

The formal letter of appointment will not be in effect for the candidate until the background screening 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](http://www.hamilton.edu/pdf/BackgroundScreening.pdf)

POLICY AND PROCEDURES FOR RESPONDING TO ALLEGATIONS OF MISCONDUCT IN RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY

Hamilton College expects its community to honor the highest principles of responsible and ethical behavior in connection with research, scholarship and creative activity conducted by its members. These procedures have been formulated to address any complaints that suggest that such principles may have been violated. This statement of policy and procedures applies to scholarship derived from all research and creative work conducted by individuals employed by Hamilton College, including work funded by external agencies. Allegations of misconduct that are reported to have occurred more than six years prior to the time of the report, or at a time prior to the individual’s employment by Hamilton College, will not be investigated under this policy. All actions carried out under this policy, unless otherwise specified, will be carried out by the Research Integrity Officer (RIO) or his/her official delegate.

This Policy applies to any person who, at the time of the alleged misconduct, was employed by or was affiliated by contract or agreement with the College. Allegations relating to faculty-student collaborative work will be investigated pursuant to this Policy. Allegations regarding students of the College will be forwarded to the Dean of Students for adjudication in accordance with procedures of the Honor Court or Judiciary Board. For the complete text of the College's policy on responding to allegations of misconduct in research, scholarship, and creative activity, applicable to all new employees, see: [https://www.hamilton.edu/documents/Research_Misconduct_Policy_April2019FINAL.pdf](https://www.hamilton.edu/documents/Research_Misconduct_Policy_April2019FINAL.pdf)
VOLUNTARY PHASED RETIREMENT FOR FACULTY

This policy outlines the parameters of phased retirement available to eligible Hamilton College tenured faculty members; it also articulates certain provisions available through the Dean of Faculty Office to all emeriti (i.e., post-retirement) faculty members. Agreements are made between the faculty member and the Dean of Faculty, in consultation with the Department Chair. A departmental plan to ensure adequate curricular coverage must be in place before approval of a phased retirement agreement by the Dean of Faculty.

Teaching Expectations
The normal five-course annual teaching load may be reduced to a four- or three-course obligation for a limited period of time, not to exceed three years. Likewise, work schedule classification would be reduced to 80%, 60%, or 50%, depending on the number of courses and the number of semesters over which a three-course load is taught.

Salary and Benefits
Reduced teaching loads of four courses will be taught over two semesters at 80% salary and schedule. Reduced teaching loads of three courses will be taught over two semesters at 60% salary and schedule, or over one semester at 50% salary and schedule.\(^1\) Part-time work schedules assume a commensurate reduction in total employment activities (teaching, scholarship, or service). Despite the latitude part-time faculty members have in distributing non-teaching duties across the academic year (i.e., potentially within one semester), duties are assumed to be spread to some extent over the entire academic year, thus retaining Hamilton employee status and access to benefits.

During the reduced teaching load period, a faculty member’s salary will continue to be adjusted through the normal annual process of setting faculty salaries. Increases will be prorated commensurate with the agreed part-time salary and schedule. Policies regarding supplementary compensation described in the Faculty Handbook continue to apply during the phased retirement period.

Benefits will be calculated with respect to part-time schedules as described in the Faculty Handbook. Human Resources should be consulted on all details of benefits.

Other Expectations
Scholarship and service will continue as part of the expectation for the position, in commensurate proportion to the percentage work schedule. Service duties may include advising and committee service.

Commitment
The faculty member must commit irrevocably to a specific retirement date, not to exceed three years from the beginning of the reduced teaching load. On retirement, tenure is relinquished and emeritus/emerita status conferred.\(^2\)

\(^1\) In circumstances where a 60% schedule is previously agreed but proximate departmental needs require all three courses to be taught in one semester, contingency plans for distribution of work schedule over an academic year that preserves the agreed 60% salary will be considered.

\(^2\) Post-retirement, teaching opportunities may arise, and carry appointment as either an adjunct or as a part- or full-time temporary (i.e., visiting) faculty member. Such opportunities are occasioned by curricular need, and require approval by the Dean of Faculty as per normal adjunct or visiting faculty hiring procedures.
**Allocation of Retiree’s FTE Position**

After a signed, formal agreement of a retirement date has been reached, and ideally two years prior to the retiree beginning a 60% or less part-time schedule for the remainder of employment at the College, allocation of the retiree’s FTE position will be considered by CAP and the Dean of Faculty as per normal procedures. Once allocated, the FTE position may be filled during the year prior to the reduced teaching period of the retiring faculty member. This planning would allow a newly hired faculty member to begin their appointment coincident with the retiring member’s phased retirement period.

Normally there will be no teaching replacement for the courses lost through the reduced teaching load of the retiring faculty member. Typically, the courses offered by the part-time retiring faculty member, being in addition to the normal teaching resources regardless of allocation decision, will serve as replacement for courses lost to the department through regular periodic leaves of other faculty members.

**Eligibility**

Faculty members must normally be 59 to be eligible for the phased retirement program. No minimum length of service is required for the phased reduction of teaching load. Service requirements for various benefits as described in the *Faculty Handbook* and relevant Human Resources documents still pertain regardless of a phased retirement period.

**Periodic Leaves**

Periodic (sabbatical) leaves are awarded on the basis of accumulation of semesters of full-time teaching, in order that faculty members may pursue scholarly and professional goals that enhance their effectiveness as teaching scholars, with the expectation that faculty members will return to full-time teaching upon their return. Once they have entered into the phased retirement period, faculty members are therefore not eligible for periodic (sabbatical) leaves.

**Facilities**

Faculty members will have use of an office, and studio or laboratory space as appropriate, while teaching reduced course loads during the phased retirement period. Studio and laboratory facilities may be available only on a shared basis. Access to general College facilities as an employee of the College is not affected.

**College Support for Scholarly Activities**

Faculty members within the phased retirement program may apply to the Dean of Faculty for research and conference travel support as per normal.\(^3\)

**Process**

All faculty members considering retirement should contact the Dean of Faculty as soon as possible in advance of the planned phased retirement period; adequate time for department and program planning is essential. Hamilton College reserves the right to amend or terminate this program at any time, but any changes will not affect agreements with individual faculty members in place at the time of amendment or termination.

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3 Post-retirement, emeriti faculty members may request travel funds for one professional conference annually, provided that the retiree is presenting results of scholarly activity and that Hamilton affiliation is indicated in the conference program. Availability of funds is dependent on overall faculty travel budget constraints.
EFFORT CERTIFICATION ON FEDERAL GRANTS

Purpose
The purpose of this policy is to ensure that Hamilton College complies with the federal standards regarding the certification of effort on federally sponsored grants.

Summary
Employees who work on federally sponsored grants, either paid by the grant or provided as committed cost sharing to the project, must certify their effort.

OMB provides the standards to which federal grants must conform in 2 CFR 200 “Uniform Administrative Requirements, Cost Principles and Audit Requires for Federal Awards.”

It is the responsibility of the individual employee to provide certification once per semester. It is the responsibility of the Principal Investigator to ensure that effort certification for his/her project remains current.

Definition
Effort is defined as the total professional activity for which the employee receives compensation from the college. These activities include teaching and advising students, service such as committee meetings, and participating in research and scholarly activity.

1. Effort reports and payroll distributions are not the same. Payroll distributions are the distributions of an individual’s salary, while effort reports describe the actual time and effort expended on specific projects, whether or not reimbursed by the sponsor.
2. Effort is defined as all professional activities encompassed by college appointments, without regard to the number of hours expended on those activities. 100% effort is not defined as a set number of hours per week (e.g., 40 or 50 hours per week).
3. The Effort report must represent, in percentages totaling 100%, a reasonable estimate of an employee’s effort for the period being reported.
4. Effort reporting shall reasonably reflect the percentage distribution of effort expended by individuals involved in federally funded grants. These reports shall reasonably reflect the activity for which the employee is compensated.

Responsibilities
1. Each exempt employee whose time is committed to a federally sponsored project shall complete an effort report. Non-exempt employees whose time is committed to a federally sponsored project shall fill out a timesheet, which certifies their time worked on the federally sponsored project. Committed cost sharing, either voluntary or mandatory, must be included in effort reports.
2. The Office of Sponsored Programs is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data will be made available only to authorized auditors.

Procedure
1. When a PI receives an award from an external sponsor, he/she will prepare a projected distribution of effort for the expected duration of the grant in consultation with the Office of Sponsored Programs. This will be based on the budget proposed to the sponsor.
2. Each exempt employee working on federally funded projects during the academic year will be required to report at the end of Spring Semester, no later than June 30. Exempt employees working on such projects during the summer will report by September 30.
3. The Office of Sponsored Programs shall provide a blank effort report to each exempt employee working on a sponsored project(s) 15 days before a report is required.
4. Each employee receiving this form shall complete the actual percentage of effort for the given time period and submit the report to the Principal Investigator.

5. Verification: All employees must sign their own individual effort reports. In addition, the PI must review and verify all effort reports associated with a sponsored project using suitable means of verification that the reported work was performed.

6. PIs are required to return appropriately completed and signed effort reports to the Office of Sponsored Programs by the due date.

7. Any salary reallocations or adjustments resulting from time and effort reports will be made as determined between the Office of Sponsored Programs and the Business Office.

Calculating Percent Effort
The percent effort is calculated by dividing the individual’s average amount of time spent on a sponsored project by the average amount of time the individual works in a week over the course of the academic year or summer term.

Example: 10 hours of grant activity per week ÷ 40 hours per week = 25% effort
Example: 10 hours of grant activity per week ÷ 50 hours per week = 20% effort

Tips:
1. Do not assume a 40-hour work week. If your average week (including work done at home) is more than 40 hours, use the number that most accurately depicts your average effort.
2. Do not include temporary phenomenon such as sick days or snow days.
3. The percent effort should reflect your effort over the entire academic year or summer term, so brief periods of intense activity may typically be cancelled out by periods of lesser activity.
When the Director of Environmental Protection, Safety, and Sustainability identifies something of concern with respect to a potential hazard to our students or staff or a potential issue with respect to our compliance with environmental policies, regulations, or laws, s/he will first bring this to the attention of the student or faculty member involved. The role of the Director of Environmental Protection, Safety, and Sustainability is not as an enforcer but as a provider of information about the potential hazard or violation and as someone who can provide training.

If the Director of Environmental Protection, Safety, and Sustainability is not satisfied that the issue is receiving due attention, s/he will then bring this to the attention of the student's or employee's immediate supervisor (e.g., department chair).

If the Director of Environmental Protection, Safety, and Sustainability does not believe that the supervisor is providing due attention to the situation, s/he will bring it to the attention of an Associate Dean of Faculty. The Associate Dean of Faculty (after consulting with the Dean) can, if necessary, require that the activity be suspended. If necessary, the Associate Dean can arrange for restriction of access to the space where the problematic activity occurs.

This set of protocols supports the role of the Director of Environmental Protection, Safety, and Sustainability as an educator and advocate for safe practices, while leaving enforcement, if necessary, in the hands of officers in academic affairs. The safety of our students and employees is always a paramount concern.
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.
STUDENT EMPLOYMENT ON CAMPUS

Hamilton College has developed a Student Employment office to assist students with finding employment. The mission of this office is to provide both students and hiring supervisors with a central resource that supports the communication and hiring of students for on-campus jobs as well as remote openings due to COVID-19. Centralized employment provides all students with an equal opportunity to view job openings and assures that work-study students have the means to locate employment opportunities. Specific DOF guidelines for student employees this academic year 2020-21 can be found at https://my.hamilton.edu/documents/CV-19%20Spending%20Guidelines%20AY%202020-21.pdf. Additional information for hiring supervisors and students can be found at https://www.hamilton.edu/studentemploymentoffice/student-employment-office-home.

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 that 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 the 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 AND VAPING POLICY**

Smoking and vaping are 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, pipe or any other matter or substance that contains tobacco. Vaping is defined as the use of an electronic cigarette.

**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. However, the Americans with Disabilities Act (ADA) permits persons requiring service animal assistance to “generally” have complete and unfettered access to facilities. Accordingly, the purpose of these guidelines are to outline Hamilton’s ADA conformance strategy and any qualifying exceptions to existing policy in a manner that: 1. Supports persons in need of service animal assistance; 2. Does not subject service animals themselves or other persons to undue risk/harm based upon the sensitive nature of the activities performed in certain areas (laboratories, food preparation areas, etc.), and; 3. Does not threaten to invalidate current or future teaching/research activities by the presence of service animals. (See https://www.hamilton.edu/documents/Hamilton%20College%20Service%20Animal%20Guidelines_F2018.pdf.) 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.