



Hamilton

The Red Book General Information for Faculty

2018-19

Updates to *The Red Book* will be made as they occur throughout the academic year. *The Red Book* can be viewed online at <http://www.hamilton.edu/offices/dof/handbooks-and-forms/the-red-book>

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HAMILTON COLLEGE ACADEMIC CALENDAR 2018-19

Aug.	14-22	Tuesday - Wednesday	New student orientation
	21	Tuesday	Residence halls open for upper class students, 9 a.m.
	23	Thursday	Fall semester classes begin, 8 a.m.
	31	Friday	Last day to add a course, 2 p.m.
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Sept.	14	Friday	Last day to exercise credit/no credit option, 3 p.m.
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Oct. 2019	5	Friday	Last day to declare leave of absence for spring semester
	10	Wednesday	Fall Recess begins, 4 p.m. Academic warnings due
	15	Monday	Classes resume, 8 a.m.
	17	Wednesday	Last day to drop a course without penalty, 3 p.m.
	25-28	Thursday - Sunday	Fallcoming and Family Weekend
<hr/>			
Nov.	1-16		Registration period for spring 2019 courses
	16	Friday	Thanksgiving recess begins, 4 p.m.
	26	Monday	Classes resume, 8 a.m.
<hr/>			
Dec.	7	Friday	Fall semester classes end
	8-10	Saturday - Monday	Reading period
	10-14	Monday - Friday	Final examinations
	15	Saturday	Residence halls close, 12 noon
<hr/>			
Jan.	19-21	Friday - Monday	New student orientation
	20	Sunday	Residence halls open, 9 a.m.
	21	Monday	Martin Luther King, Jr. Day holiday
	22	Tuesday	Spring semester classes begin, 8 a.m.
	30	Wednesday	Last day to add a course, 2 p.m. Last day for seniors to declare a minor
<hr/>			
Feb.	8	Friday	Last day to exercise credit/no credit option, 3 p.m.
	11-15	Monday - Friday	Sophomores declare concentration
<hr/>			
Mar.	1	Friday	Last day to declare a leave of absence for fall semester 2019
	8	Friday	Academic warnings due
	15	Friday	Spring recess begins, 4 p.m. Last day to drop a course without penalty, 3 p.m.
<hr/>			
Apr.	1	Monday	Classes resume, 8 a.m.
	2-26		Registration period for fall 2019 courses
<hr/>			
May	11-12	Saturday - Sunday	Reading Days
	13	Monday	Class and Charter Day; spring semester classes end at 4:00 p.m.
	14-15	Tuesday - Wednesday	Reading days
	15-19	Wednesday - Sunday	Final examinations. Non-senior students are expected to vacate residence halls 24 hours after their last exam
	26	Sunday	Commencement
	27	Monday	Residence halls close for seniors, 12 noon

RELIGIOUS HOLIDAYS 2018-19

<u>Date</u>	<u>Day</u>	<u>Holiday</u>	<u>Religion</u>
August 22-25	Wednesday - Saturday	Eid-al-Adha* (Feast of Sacrifice, concludes the pilgrimage to Mecca)	Muslim
September 10-11	Monday - Tuesday	Rosh Hashanah*	Jewish
September 19	Wednesday	Yom Kippur*	Jewish
September 24-30	Monday - Sunday	Sukkot*	Jewish
October 1	Monday	Shemini Atzeret*	Jewish
October 2	Tuesday	Simchat Torah*	Jewish
November 7	Wednesday	Diwali (festival of Lights)	Hindu/Sikh
December 3-10	Monday - Monday	Hanukkah*	Jewish
December 25	Tuesday	Christmas	Christian
December 26 - January 1	Wednesday - Tuesday	Kwanzaa	Interfaith
February 5	Tuesday	Chinese New Year	Buddhist
March 6	Wednesday	Ash Wednesday	Christian
March 21	Thursday	Purim*	Jewish
April 19	Friday	Good Friday	Christian
April 20-27	Saturday - Saturday	Passover*	Jewish
April 21	Sunday	Easter	Christian
May 6	Monday	First Day of Ramadan* (Daylight fasting until Eid-ul-Fitr)	Muslim
June 5-7	Wednesday - Friday	Eid-ul-Fitr* (Break the fast at the end of Ramadan)	Muslim
June 9-10	Sunday - Monday	Shavuot*	Jewish

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

FACULTY CALENDAR 2018-19

August 1	Applications due for periodic leave for the 2020-21 academic year
August 20-21	Advising for first year students
August 23	Fall semester classes begin
September 4	Faculty Meeting
October 2	Faculty Meeting
November 1-16	Advising and registration period for spring 2019 semester
November 6	Faculty Meeting
December 4	Faculty Meeting
December 7	Fall semester classes end
December 8-10	Reading period
December 10-14	Final examinations (Grades due in Registrar's office 72 hours after each exam)
January 22	Spring semester classes begin
February 1	Annual report of tenured faculty members for calendar year 2018 due (summary of activities, vita, personal statement). Faculty Annual Review Process - Guidelines and Timetable can be found on the web at: https://my.hamilton.edu/offices/dof/faculty-review-development/guidelines-for-review-process
February 5	Faculty Meeting
March 1	Deadline for meeting between faculty member and chairperson to discuss annual report
March 5	Faculty Meeting
April 1	Annual reviews of faculty members due from department chairs
April 1-26	Advising and registration period for fall 2019 semester
April 2	Faculty Meeting
May 7	Faculty Meeting
May 13	Class and Charter Day. Spring term classes end at 4:00 p.m. Ceremony begins at 4:15 p.m.
May 14-15	Reading period
May 15-19	Final Examinations (Grades due in Registrar's office 72 hours after each exam)
May 22	Faculty Meeting
May 26	Commencement
June 30	Departmental annual reports for 2018-19 due from department chairs

**HAMILTON COLLEGE
SCHEDULE FOR 2018-19 FACULTY MEETINGS**

<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday, September 4	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, October 2	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, November 6	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, December 4	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, February 5	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, March 5	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, April 2	4:10 p.m.	Fillius Events Barn, Beinecke Village
Tuesday, May 7	4:10 p.m.	Fillius Events Barn, Beinecke Village
Wednesday, May 22	2:30 p.m.	Science Auditorium, Science Building

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

FACULTY BY DEPARTMENT

2018-19

Africana Studies

Carter, Donald *P*
 Cryer, Mark *SOP*
Franklin, Todd *PS*
 Haley, Shelley *P*
 Merrill, Heather *P*
 Odamtten, Vincent *PE*
 Westmaas, Nigel *SOP*

Anthropology

Carpenter, Lacey *VASP fs*
 Durrani, Mariam *ASP*
 [Goodale, Nathan] *SOP*
LaDousa, Chaise *P*
 Quinn, Colin *ASP*
 Shankar, Arjun *VASP fs*
 Starr, Julie *ASP*

Art

Ferro, Maximiliano *VASP fs*
 Gant, Ella *PS*
 Knight, Robert *SOP*
 Kuharic, Katharine *PEFS*
 Muirhead, Bruce *P*
 Murtaugh, Rebecca *P*
Salzillo, William *P*

Art History

Bloom, James *VSOP fs*
 Ferguson, Brigit *VASP fs*
 Goldberg, Steve *SOP*
 Jarosi, Susan *SOP*
 MacDonald, Scott *P*
 McEnroe, John *P*
Pokinski, Deborah *SOP*

Biology

Chang, Wei-Jen *SOP*
 Datta, Rhea *ASP*
 Downs, Cynthia *ASPEFS*
 Lehman, Herman *PS*
McCormick, Michael *SOP*
 Nannas, Natalie *ASP*
 Pfitsch, William *SOP*
 Reynolds, Patrick *P*
 Townsend, Andrea *ASP*

Chemistry

Blum, Angela *ASP*
Brewer, Karen *P*
 Dawood, Farah *ASPEFS*
 Kramer, Wesley *VASP fs*
 Majireck, Max *ASP*
 Rosenstein, Ian *SOP*
 Spisak, Sarah *VASPE fs*
 Van Wynsberghe, Adam *SOP*

Classics

Feltovich, Anne *ASP*
Haley, Shelley *P*
 Koenig, Amy *VASP fs*
 Weiner, Jesse *ASP*

Communication

Phelan, Catherine *PE*
 Pluretti, Roseann *VASP fs*

Computer Science

Bailey, Mark *P*
 Campbell, Alistair *SOP*
 Decker, Richard *P*
 Helmuth, Thomas *ASP*
 Hirshfield, Stuart *P*
 Perkins, David *VASP fs*
 Strash, Darren *ASP*

Dance & Movement Studies

Heekin, Elaine *P*
Walczyk, Bruce *P*
 Wilcox, Paris *VI fs*

East Asian Languages

Chen, Xi *VI fs*
 Chou, Chen-An *VI fs*
 Huang, Tiao-Guan *VASPEFS*
 Jia, Jessie *ASP*
Kamiya, Masaaki *SOP*
 Kern, Chris *VASP fs*
 Nozaki, Saori *VI fs*
 Omori, Kyoko *SOPFS*
 Saito, Yumi *TF fs*
 Wang, Meng *TF fs*
 Wang, Sharon *VASP fs*
 Wang, Tiffany *TF fs*
 Wang, Zhuoyi *SOPFS*

Economics

Balkan, Erol *P*
 Conover, Emily *SOPFS*
 Georges, Christophre *PNYF*
 Hagstrom, Paul *P*
 Jensen, Elizabeth *P*
 Jones, Derek *P*
Owen, Ann *P*
 Owen, Robert *VPs*
 Pereira, Javier *ASPEFS*
 Pliskin, Jeffrey *SOPFS*
 Saxon, Tyler *VASP fs*
 Videras, Julio *PE*
 Wu, Stephen *P*
 Yuen, Jonah *VASP fs*
 Zhan, Wei *ASP*

French & Francophone Studies

Guyot-Bender, Martine *PHiF*
 Krueger, Roberta *P*
 Loescher, Rebecca *VASP fs*
 Morgan, Cheryl *P*
 Mouflard, Claire *ASP*
Mwantuili, Joseph *P*
 Schmitt, William *TF fs*

Geosciences

Bailey, David *P*
 Beck, Catherine *ASPEFS*
 Domack, Cynthia *P*
 Murray, Kendra *VASP fs*
 Rayne, Todd *PS*
 Tewksbury, Barbara *P*

German & Russian

Bartle, John *SOP*
 Burwick, Chris *VASP fs*
 Demos, Melissa *VASP fs*
 Schweiger, Franziska *VASP fs*
 Sciacca, Frank *SOP*
 Sisler, Mary *VASP fs*

Government

Anechiarico, Frank *P*
 Cafruny, Alan *PDCS*
 Cannavò, Peter *P*
 Carson, Johnnie *VPs*
 Chan, Alessia *ASP*
 De Bruin, Erica *ASPS*
 Johnson, Gbemende *ASP*
 Jumet, Kira *ASP*
Klinkner, Philip *P*
 Martin, Robert *P*
 Orvis, Stephen *PDC-E; S*
 Rivera, David *VASP fs*
 Rivera, Sharon *P*
 Sullivan, Heather *ASP*
 [Wippman, David] *P*
 Wyckoff, Gary *P*

Hispanic Studies

Ambio, Marissa *ASP*
Burke, Jessica *SOP*
 Carosi, Marcelo *VASP fs*
 Corujo Martin, Inés *VASP fs*
 Hwangpo, Cecilia *SOPFS*
 Martinez Arias, Jack *VASP fs*
 Portal, Maria Gabriela *VI fs*
 Rodriguez-Plate, Edna *SOP*
 Sabadell-Nieto, Joana *P*
 Tubau, Xavier *SOPAYS*

History

Ambrose, Douglas *PS*
 Cooley, Mackenzie *ASP*
 Eldevik, John *SOP*
Grant, Kevin *P*
 Isserman, Maurice *PADK-F*
 Keller, Shoshana *P*
 Moore, Celeste Day *ASPE*
 Paquette, Robert *P*
 Simons, Peter *VASP fs*
 Trivedi, Lisa *P*
 Wilson, Thomas *P*

<i>I</i> = Instructor	<i>ASP</i> = Assistant Professor	<i>SOP</i> = Associate Professor
<i>P</i> = Professor	<i>V</i> = Visiting	<i>TF</i> = Teaching Fellow
BOLD = Chair/Acting Chair	fs = Term(s) of Service	DC = Term in Washington D.C. Program
[] = Administrator	FS = Term(s) of Leave	NY = Term in New York City Program
ADK = Adirondack Program	AYS = Academic Year in Spain	HiF = Hamilton in France

FACULTY BY DEPARTMENT

2018-19

Literature & Creative Writing

Bahr, Stephanie *ASP*
 Carmody, Todd *VASP fs*
 Guttman, Naomi *P*
 Hall, Tina *PFS*
 [Keen, Suzanne] *P*
 Larson, Doran *PFS*
 Mullaney, Clare *VASP fs*
 Ngo, Hoa *VASP fs*
 Odamtten, Vincent *PE*
 [Oerlemans, Onno] *P*
 Rabinowitz, Nancy *P*
 Rabinowitz, Peter *P*
 Schillinger, Steve *VASP fs*
 Springer, Jane *SOP*
 Sundar, Pavitra *ASP*
 Taylor, Suzanne *VASP fs*
 Terrell, Katherine *SOP*
Thickstun, Margaret *P*
 Valente, Anne *VASP fs*
 Widiss, Benjamin *SOP*
 Yao, Steven *PFS*

Mathematics

Bedient, Richard *Pf*
 Boutin, Debra *P*
 Cenicerros, Jose *ASP*
Cockburn, Sally *P*
 Dykstra, Andrew *SOP*
 Gibbons, Courtney *ASP*
 Kantrowitz, Robert *P*
 Kelly, Timothy *SOPf*
 Kuruwita, Chinthaka *SOP*
 LeMasurier, Michelle *SOP*
 Stone, Branden *VASP fs*

Music

Buchman, Heather *P*
 Carter, Ryan *VASP fs*
 Hamessley, Lydia *P*
 Hopkins, Robert *SOP*
 Kolb, G. Roberts *P*
 Saplan, Jace *ASPFS*
 Tsan, Danan *VASP fs*
 Woods, Michael *P*

Philosophy

Barrantes, Manuel *VASP fs*
 Bohrer, Ashely *VASP fs*
 Clark, Justin *ASP*
Doran, Katheryn *SOP*
 Franklin, Todd *PS*
 Hadisi, Reza *VASP fs*
 Janack, Marianne *P*
 Marcus, Russell *SOPFS*
 Plakias, Alexandra *ASPE*

Physical Education

Baker, Kristin *I*
 Barnard, Scott *SOP*
 Brisotti, Matthew *I*
 Cupp, Lauren *ASP*
 Geissinger, John *ASP*
 Gilligan, Colette *P*
 Green, Mahogany *ASP*
 Habermusch, Robert *SOP*
 Hartquist, Stephanie *ASP*

Hind, Jonathan *P*

Hull, Brett *P*
 Hull, Ellen *P*
 King, James *SOP*
 Kloidt, Patricia *P*
 Lister, Jim *ASP*
 Mariano, Melissa *I*
 McNamara, Emily *ASP*
 Merrill, Miriam, *SOP*
 Murray, David *SOP*
 Nizzi, Perry *P*
 Stockwell, Adam *SOP*
 Thompson, David *P*

Physics

Brown, Katherine *ASP*
 Burson, Kristen *ASP*
 Collett, Brian *P*
 Horowitz, Viva *ASP*
 Jones, Gordon *P*
Major, Seth *P*

Psychology

Bejjanki, Vikranth *ASP*
Borton, Jennifer *P*
 Grysman, Azriel *VASP fs*
 List, Alexandra *ASP*
 [McKee, Tara] *SOP*
 Robinson, Siobhan *ASP*
 Thiruchselvam, Ravi *ASP*
 White, Rachel *ASP*
 Williams, Keelah *ASP*
 Yee, Penny *PFS*

Religious Studies

Amar, Abhishek *SOPFS*
 Freidrich, Philip *VI fs*
 Humphries-Brooks, Steve *P*
 Newell, Quincy *SOP*
 Plate, Brent *VSOP*
Raven, Heidi *P*
 Schermerhorn, Seth *ASP*

Sociology

Chambliss, Daniel *PNY-S*
Ellingson, Stephen *P*
 Grace, Matthew *ASP*
 Kim, Jinwon *VASP fs*
 Kucinskas, Jaime *ASPFS*
 Zylan, Yvonne *SOPf, E*

Theatre

Cryer, Mark *SOP*
 Finque, Susan *VASP fs*
 Latrell, Craig *P*
 Walsh, Sara *VASP fs*

Women's & Gender Studies

Adair, Vivyan *P*
 Barry, Joyce *VASP fs*
 Blackston, Dylan *VASP fs*
 [Gentry, Margaret] *P*
Lacsamana, Anne *SOP*

Interdisciplinary Programs

Education Studies

Madden, Meredith *VASP fs*

Environmental Studies

Strong, Aaron *ASP*

I = Instructor
P = Professor
BOLD = Chair/Acting Chair
 [] = Administrator
ADK = Adirondack Program

ASP = Assistant Professor
V = Visiting
fs = Term(s) of Service
ES = Term(s) of Leave
AYS = Academic Year in Spain

SOP = Associate Professor
TF = Teaching Fellow
DC = Term in Washington D.C. Program
NY = Term in New York City Program
HiF = Hamilton in France

**OFF CAMPUS STUDY DIRECTORS
2018-19**

Associated Colleges in China

Yin Zhang

Academic Year in Spain

Xavier Tubau

Adirondack Program

Janelle Schwartz

Hamilton in France

Martine Guyot-Bender

New York City Program

Chris Georges - fall 2018 term
Dan Chambliss - spring 2019 term

Term in Washington DC

Steve Orvis - fall 2018 term
Alan Cafruny - spring 2019 term

ADJUNCT FACULTY 2018-19

<u>Name</u>	<u>Department/Program</u>	<u>Term of Service</u>
Ken Bart	Biology	Fall and Spring
Chris Briggs	Environmental Studies/Biology	Fall/Spring
Barbara Britt-Hysell	English for Speakers of Other Languages	Fall and Spring
Amy Buchholz	Art	Fall
Harvey Cramer	Biology	Spring
Tracy Facchini	Education Studies	Spring
Jon Gaffney	Physics	Fall
Dave Gapp	Biology	Fall
Anat Guez	German & Russian	Fall and Spring
Richard Hunt	Education Studies	Spring
Mohammad Islam	Biology	Spring
Jean Jacobson	Psychology	Spring
Alfred Kelly	History	Fall
Thomas Knauer	Literature & Creative Writing	Spring
Larry Knop	Mathematics	Fall
Ntokozo Kunene	Theatre	Spring
Richard Lloyd	Dance & Movement Studies	Fall and Spring
Rita Lombardi	Art	Spring
Alma Lowry	Environmental Studies	Fall
Susan Mason	Levitt Center	Spring
Sarah Mattes	Art	Spring
Mason McDowell	Theatre	Spring
Jeremy Medina	Hispanic Studies	Fall
Phil Memmer	Literature & Creative Writing	Spring
Margaret Morgan-Davie	Economics	Spring
Jean Morris	Psychology	Fall
Meredith Moss	Religious Studies/Linguistics	Fall/Spring
Omobolaji Olarinmoye	Government	Fall and Spring
John O'Neill	Literature & Creative Writing	Fall
Stephen Owen	Economics	Fall
Jennifer Pashley	Literature & Creative Writing	Spring
Greg Rahn	Chemistry	Fall
Sarah Rosenstein	Chemistry	Spring
Joseph Stanco	Chemistry	Fall
Sandra Stanton	Dance & Movement Studies	Fall and Spring
Phil Terrie	Environmental Studies	Spring
Jason Townsend	Environmental Studies	Fall and Spring
Derek Van Heel	Theatre	Spring
David Walden	Psychology	Spring
Rick Werner	Philosophy	Fall
Kim Wieczorek	Education Studies	Spring
Joel Winkelman	Government/Philosophy	Fall/Spring

ADJUNCT FACULTY 2018-19

Lecturers in Music

<u>Lecturer</u>	<u>Area of Specialization</u>
Rick Balestra	Jazz Guitar
Suzanne Beevers	Violoncello
Stephen Best	Organ; Keyboard Harmony
Cornelia Brewster	Flute
Paul Charbonneau	Classical Guitar
Adam Dudding	Folk Guitar
John Garland	Horn
Eric Gustafson	Viola
Jillian Honn	Oboe
Nancy James	Voice
Jim Johns	Jazz Percussion
Jessica King	Bassoon
Lauralyn Kolb	Voice
Allan Kolsky	Clarinet
Ursula Kwasnicka	Harp
Erik Lutters	Percussion
Rick Montalbano	Jazz Piano
Kay Paulsen	Voice
Colleen Pellman	Piano
Darryl Pugh	Bass
John Raschella	Trumpet
Peter Rovit	Violin
Monk Rowe	Saxophone; Director of Jazz Archive
Jeff Stockham	Jazz Trumpet
Sar-Shalom Strong	Piano
Ubaldo Valli	Violin
Jon Fredric West	Voice
Sharon West	Voice

NEW FACULTY MEMBERS 2018-19

Manuel Barrantes	Visiting Assistant Professor of Philosophy
Dylan Blackston	Elihu Root Peace Fund Postdoctoral Fellow and Visiting Assistant
Professor	of Women's & Gender Studies
James Bloom	Visiting Associate Professor of Art History
Chris Burwick	Visiting Assistant Professor of German & Russian
Todd Carmody	Visiting Assistant Professor of Literature & Creative Writing
Marcelo Carosi	Visiting Assistant Professor of Hispanic Studies
Lacey Carpenter	Visiting Instructor of Anthropology
Johnnie Carson	Sol M. Linowitz Visiting Professor of International Affairs, spring term
Justin Clark	Assistant Professor of Philosophy
Mackenzie Cooley	Assistant Professor of History
Inés Corujo Martin	Visiting Assistant Professor of Hispanic Studies
Rhea Datta	Assistant Professor of Biology
Maximiliano Ferro	Visiting Assistant Professor of Art
Susan Finque	Visiting Assistant Professor of Theatre
Philip Friedrich	Visiting Instructor of Religious Studies
Mahogany Green	Head Coach, Women's Basketball and Assistant Professor of Physical Education
Reza Hadisi	Visiting Assistant Professor of Philosophy
Stephanie Hartquist	Head Coach, Softball and Assistant Professor of Physical Education
Susan Jarosi	Associate Professor of Art History
Suzanne Keen	Vice President for Academic Affairs and Dean of Faculty and Professor of Literature & Creative Writing
Chris Kern	Visiting Assistant Professor East Asian Languages & Literature
Jinwon Kim	Visiting Assistant Professor of Sociology
Amy Koenig	Visiting Assistant Professor of Classics
Wesley Kramer	Visiting Assistant Professor of Chemistry
James Lister	Head Coach, Men's & Women's Crew and Assistant Professor of Physical Education
Clare Mullaney	Visiting Assistant Professor of Literature & Creative Writing
Kendra Murray	Visiting Assistant Professor of Geosciences
Robert Owen	Visiting Professor of Economics, spring term
Roseanne Pluretti	Visiting Assistant Professor of Communication
Tyler Saxon	Visiting Assistant Professor of Economics
William Schmitt	Teaching Fellow of French & Francophone Studies
Franziska Schweiger	Visiting Assistant Professor of German & Russian
Branden Stone	Visiting Assistant Professor of Mathematics
Darren Strash	Assistant Professor of Computer Science
Aaron Strong	Assistant Professor of Environmental Studies
Danan Tsan	Visiting Assistant Professor of Music
Sharon Wang	Visiting Assistant Professor of East Asian Languages & Literature
Tiffany Wang	Teaching Fellow of Chinese
Jonah Yuen	Visiting Assistant Professor of Economics

NEW STAFF MEMBERS 2018-19

Christopher Alter	Custodian
Brogan Barr	Assistant Men's and Women's Swimming and Diving Coach
John Brady	Director of Data and Analytics
Stephanie Brady	Major Gift Officer
Jennifer Campagna	Psychiatrist
Nicole Dean	Academic Office Assistant, Science Center
Hannah Dillon	Mail Services Assistant
Richard Doherty	Alternate Safety Officer
Katelyn Faulkner	Psychologist
Michael Fiore	Wellin Safety Officer
Hannah Fleckenstein	Assistant Men's and Women's Tennis Coach
Glen Garnsey	Alternate Safety Officer
Maria Genao-Homs	Associate Dean of Diversity and Inclusion
Samuel Haimann	Assistant Women's Volleyball Coach
Bennett Hambrook	Assistant Men's Hockey Coach
Antonio Harris	Alternate Safety Officer
Karmen Hutchinson	Empirical Research Specialist
Crystal Jadwick	Staff Assistant, Registrar's Office
Jae Jaeger	Area Director
Sebastian Lissarrague	Engaged Learning Fellow - Levitt Center
Briana Mahoney	Associate Director of Advancement Marketing
Kira McClusky	Alternate Safety Officer
Nanyamka Moore	Assistant Women's Basketball Coach
Julia Perdue	Costume Coordinator
Emma Pfeifer	Office Assistant, Wellin Museum of Art
Jeffrey Pierce	Assistant Strength & Conditioning Coach
Martha Redmond	Assistant Dean of Admission
Bethany Romesser	Assistant Athletic Trainer
Christopher Tower	Preventative Maintenance Mechanic
William Wainwright	Wellin Safety Officer
Amir Zeric	Maintenance Mechanic Level 1

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 Executive Director of the Office of the President 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 academic support services, the Registrar, Institutional Research, Athletics, Opportunity Programs, Off-Campus Study, Sponsored Programs, and the Wellin Museum.

Vice President and Dean of Students

The Dean of Students oversees undergraduate life and housing. Under the Dean's jurisdiction are the Director of Diversity and Inclusion, Chaplaincy, Counseling and Psychological Services, Student Health Center, Campus Safety, Diversity and Accessibility, Residential Life, Outdoor Leadership and Student Activities.

Vice President for Enrollment Management

The Vice President for Enrollment Management is responsible for planning recruitment strategies and overseeing the selection process for prospective students and the financial aid budget. Under the Dean's jurisdiction are the Admission and Financial Aid offices.

Vice President for Advancement

The Vice President for Advancement, is responsible for planning and executing the College's fundraising and communications programs. Under the Vice President's jurisdiction are annual and capital giving, alumni affairs, foundations, corporations and government relations, communications, 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.

**DEPARTMENT CHAIRS
2018-19**

<u>Department</u>	<u>Chair</u>
Africana Studies	Todd Franklin (on leave S)
Anthropology	Chaise LaDousa
Art	Bill Salzillo
Art History	Deborah Pokinski
Biology	Mike McCormick
Chemistry	Karen Brewer
Classics	Shelley Haley
Communication	Catherine Phelan
Computer Science	Mark Bailey
Dance and Movement Studies	Bruce Walczyk
East Asian Languages and Literatures	Masaaki Kamiya
Economics	Ann Owen
French	Joseph Mwantuali
Geosciences	Dave Bailey
German & Russian Languages and Literatures	John Bartle
Government	Phil Klinkner
Hispanic Studies	Jessica Burke
History	Kevin Grant
Literature & Creative Writing	Margie Thickstun
Mathematics	Sally Cockburn
Music	Heather Buchman
Philosophy	Katheryn Doran
Physical Education	Jon Hind
Physics	Seth Major
Psychology	Jennifer Borton
Religious Studies	Heidi Ravven
Sociology	Steve Ellingson
Theatre	Mark Cryer
Women's Studies	Anne Lacsamana

PROGRAM DIRECTORS 2018-19

<u>Program</u>	<u>Director</u>
American Studies	Joyce Barry
Asian Studies	Thomas Wilson
Biochemistry/Molecular Biology	Wei-Jen Chang
Chemical Physics	Adam Van Wynsberghe
Cinema & Media Studies	Scott MacDonald
Digital Arts	Ella Gant (on leave S) Ryan Carter - Acting Director, S
Education Studies	Chaise LaDousa
Environmental Studies	Todd Rayne (on leave S) Bill Pfitsch - Acting Director, S
Geoarchaeology	David Bailey - Co-Director Nathan Goodale - Co-Director
German Studies	John Bartle
Jurisprudence, Law, and Justice Studies	Gbemende Johnson
Latin American Studies	Heather Sullivan
Linguistics	Masaaki Kamiya
Medieval/Renaissance Studies	Katherine Terrell
Middle East and Islamic World Studies	Shoshana Keller
Neuroscience	Alexandra List
Public Policy	Gary Wyckoff
Russian Studies	John Bartle

ENDOWED CHAIRS 2018-19

Douglas Ambrose	The Carolyn C. and David M. '38 Ellis Distinguished Teaching Professorship
Frank M. Anechiarico	Maynard-Knox Professorship of Law
Richard E. Bedient	William R. Kenan Jr. Professorship
Karen S. Brewer	Silas D. Childs Professorship in Agricultural Chemistry
Alan W. Cafruny	Henry Platt Bristol Chair - International Relations
Daniel F. Chambliss	Eugene M. Tobin Distinguished Professorship
Brian Collett	Winslow Chair of Modern Science
A. Todd Franklin	Christian A. Johnson Professorship of Teaching Excellence
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
Martine Guyot-Bender	Margaret Bundy Scott Professorship
Shelley P. Haley	Edward North Chair of Greek and Greek Literature
Stuart H. Hirshfield	Stephen Harper Kirner Chair in Computer Science
Maurice H. Isserman	Publius Virgilius Rogers Professorship in American History
Marianne Janack	John Stewart Kennedy Chair of Philosophy
Derek C. Jones	Irma M. and Robert D. Morris Professorship
Gordon Jones	Litchfield Professorship of Astronomy
Timothy Kelly	Samuel F. Pratt Professorship of Mathematics
Philip A. Klinkner	James S. Sherman Memorial Professorship of Political Science
G. Roberts Kolb	Marjorie and Robert W. McEwen Chair
Roberta L. Krueger	Burgess Chair of Romance Languages & Literature
Doran Larson	Walcott-Bartlett Chair of Ethics and Christian Evidences
Robert Martin	Sidney Wertimer Professorship for Excellence in Advising and Mentoring
John C. McEnroe	John and Anne Fischer Professorship in the Fine Arts
David A. Murray	The Mary Janey Comey and Mac Bristol Football Coach
Ann L. Owen	Henry Platt Bristol Chair - Public Policy
Heidi Ravven	Bates and Benjamin Professorship of Classical and Religious Studies
Todd W. Rayne	J.W. Johnson Family Professorship in Environmental Studies
Patrick D. Reynolds	Stone Professorship of Natural History
Barbara J. Tewksbury	Upton Chair for Public Discourse
Margaret O. Thickstun	Jane Watson Irwin Professorship in the Humanities
Thomas A. Wilson	Elizabeth J. McCormack Professorship
Michael Woods	Leonard C. Ferguson Professorship
Steven G. Yao	Edmund A. LeFevre Professorship in English
Penny Yee	James L. Ferguson Professorship

ACADEMIC OFFICE ASSISTANTS 2018-19

<u>Departments/Programs</u>	<u>Staff Member</u>	<u>Location/Contact Information</u>
Africana Studies, Dance & Movement Studies, Music	Kimberly Carroll Academic Office Assistant	List Arts Center 217, ext. 4261 kncarrol@hamilton.edu
Anthropology, History, Sociology, Communication	Robin Vanderwall Academic Office Assistant	Kirner-Johnson 240, ext. 4404 rvanderw@hamilton.edu
Art	Karin Murray Academic Office Assistant	Kennedy Center Theatre/Arts 103, ext. 4269 kpmurray@hamilton.edu
Art History	Jackie Medina Visual Resource Coordinator	Molly Root House, ext. 4258 jamedina@hamilton.edu
Biology, Chemistry, Computer Science, Geosciences, Physics, Psychology	Nicole Keith Academic Office Assistant Lana Makarchuk Academic Office Assistant	Science Center 2005, ext. 4701 nkeith@hamilton.edu Science Center 2005, ext. 4959 lmakarch@hamilton.edu
Classics, Religious Studies, Women's and Gender Studies	Gayle James Academic Office Assistant	Couper 104, ext. 4702 gjames@hamilton.edu
Literature & Creative Writing	Carolyn Mascaro Academic Office Assistant	Root 116, ext. 4459 cmascaro@hamilton.edu
Critical Languages, East Asian Languages, French, German & Russian, Hispanic Studies	Christine Depasquale Academic Office Assistant	Christian A. Johnson 202, ext. 4771 cdepasqu@hamilton.edu
Economics, Government, Semester in Washington DC	Joan Kane Academic Office Assistant	Kirner-Johnson 122, ext. 4450 jkane@hamilton.edu
Mathematics	Wanda Fuess Academic Office Assistant	Christian A. Johnson 105, ext. 4782 wfuess@hamilton.edu
Philosophy, Theatre	Maria Maier Academic Office Assistant and Production Coordinator	Kennedy Center Theatre/Arts 221, ext. 4057 mmaier@hamilton.edu
Physical Education	Kimberly Hutchins Sr. Assistant, Athletics Vanessa Nelson Academic Office Assistant	Alumni Gym, ext. 4752 khutchin@hamilton.edu Alumni Gym, ext. 4751 vnelson@hamilton.edu

2018-19
FACULTY MEMBERSHIP ON COMMITTEES

OFFICERS AND STANDING COMMITTEES OF THE FACULTY

		<u>Academic Council</u>	
<u>Faculty Chair</u>		Keen, Suzanne	ex officio
Grant, Kevin	2019	(Chair)	
		Grant, Kevin	ex officio
<u>Faculty Secretary</u>		Campbell, Alistair	ex officio
Campbell, Alistair	2019	Major, Seth	2019
		Doran, Katheryn	2020
<u>Parliamentarian</u>		Hamesley, Lydia	2021
Hopkins, Rob	2020		
		<u>Faculty Committee on Admission and Financial Aid</u>	
<u>Faculty Appeals Board</u>		Inzer, Monica	ex officio
Cockburn, Sally	2019	Keen, Suzanne	ex officio
Doran, Katheryn	2019	Cockburn, Sally	2019
Grant, Kevin	2019	McCormick, Mike	2019
Jensen, Betsy	2019	Murtaugh, Rebecca	2020 (Chair)
Jones, Gordon	2019	Rivera, Sharon	2022
Keller, Shoshana	2019		
Knight, Rob	2019		
LeMasurier, Michelle	2019		
Owen, Ann	2019		
Thickstun, Margie	2019		
Widiss, Benj	2019		
		<u>Faculty Committee on Budget and Finance</u>	
		Keen, Suzanne	ex officio
		Leach, Karen	ex officio
		Bailey, Dave	2019 (Chair)
		Hagstrom, Paul	2020
		Boutin, Deb	2021
<u>Committee on Academic Policy</u>			
Keen, Suzanne	ex officio	<u>Committee on Academic Standing</u>	
McKee, Tara	ex officio	Martinez, Terry	ex officio
Widiss, Benj	2019	McKee, Tara	ex officio
Van Wynsberghe, Adam	2019 (Chair)	(Chair)	
Knight, Rob	2020	Ravven, Heidi	2019
Martin, Rob	2020	Collett, Brian	2020
Keller, Shoshana	2021	Hopkins, Rob	2021
Rodriguez-Plate, Edna	2021		
<u>Committee on Appointments</u>		<u>Committee on the Library and Information Technology</u>	
McEnroe, John	2019	Shelley, Joe	ex officio
Borton, Jen	2019	Keen, Suzanne	ex officio
Chang, Wei-Jen	2019	Leach, Karen	ex officio
Krueger, Bonnie	2019	Friedel, Kristin	ex officio
Trivedi, Lisa	2020	Chambliss, Dan	2018 (Chair-F)
Wu, Steve	2020	Thickstun, Margie	2019
Brewer, Karen	2021	Amar, Abhishek	2020
		Helmuth, Thomas	2021
		(2 students)	
Kantrowitz, Robert	2021 (Chair)		

2018-19
FACULTY MEMBERSHIP ON COMMITTEES
OFFICERS AND STANDING COMMITTEES OF THE FACULTY

Committee on Athletics

Rayne, Todd	ex officio (S)
McKee, Tara	ex officio
Hind, Jon	ex officio
Merrill, Miriam	ex officio
Beck, Cat	2019 (FS)
Balkan, Erol	2019 (Chair)

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

2018-19
FACULTY MEMBERSHIP ON COMMITTEES
INTERDISCIPLINARY PROGRAM COMMITTEES

Planning Committee

Wippman, David	Chair
Haberbusch, Rob	2019
Lacsamana, Anne	2020
Rosenstein, Ian	2022

(Dean of Faculty, Dean of Students, VP Administration & Finance,
representative from The Office of Advancement and 2 students)

Honor Court

Campbell, Alistair	2019
List, Alex	2020
Sundar, Pavitra	2021

(7 students and non-voting student chair)

Judicial Board

Stockwell, Adam	2019
Brown, Kate	2020

(9 students, 2 staff, and non-voting student chair)

Appeals Board

Weiner, Jesse	2018
Zylan, Yvonne	2018 (F)
Sullivan, Heather	2019
Terrell, Katherine	2019
Collett, Brian	2020
De Bruin, Erica	2021 (S)

(2 students)

2018-19
FACULTY MEMBERSHIP ON COMMITTEES
INTERDISCIPLINARY PROGRAM COMMITTEES

American Studies Committee

Lacsamana, Anne	2019
Hamesley, Lydia	2019
Barry, Joyce	2020 (Chair)
Schermerhorn, Seth	2020
Saplan, Jace	2021 (FS)

Asian Studies Committee

Amar, Abhishek	2019 (FS)
Trivedi, Lisa	2020
Goldberg, Steve	2020
Yao, Steve	2020 (FS)
Wang, Zhuoyi	2020 (FS)
Starr, Julie	2020
Chan, Alexsia	2020
Wilson, Thomas	2021 (Chair)
Omori, Kyoko	2021 (FS)
Kamiya, Masaaki	2021
Durrani, Mariam	2021
Jia, Jessie	2021

Biochemistry/Molecular Biology Committee

Chang, Wei-Jen	2019 (Chair)
Blum, Angela	2020
Lehman, Herm	2021 (S)
Nannas, Natalie	2021
Majireck, Max	2021

Chemical Physics

Dawood, Farah	2019 (FS)
Jones, Gordon	2019
Van Wynsberghe, Adam	2020 (Chair)
Horowitz, Viva	2020
Burson, Kristen	2020

Cinema & Media Studies

MacDonald, Scott	2020 (Chair)
Guyot-Bender, Martine	2020 (HiF)
Knight, Rob	2021
Doran, Katheryn	2021

Digital Arts

Olsen, Bret	ex officio
Espe, Graham	ex officio
Carter, Ryan	2019 (Actg Chair- S)
Cryer, Mark	2020
Gant, Ella	2021 (Chair) (S)

Education Studies

Marcus, Russell	2020 (FS)
LaDousa, Chaise	2021 (Chair)
Ellingson, Steve	2021
Wu, Steve	2021
Gentry, Margaret	2021

Environmental Studies Committee

Schwartz, Janelle	ex officio
Townsend, Andrea	2019
Oerlemans, Onno	2019
Starr, Julie	2019
óò, Peter	2020
Rayne, Todd	2020 (Chair) (S)
Pfisch, Bill	2020 (Acting Chair - S)
Barry, Joyce	2020
Ellingson, Steve	2020
Strong, Aaron	2021

Geoarchaeology

Bailey, Dave	2020 (Co-Chair)
Goodale, Nathan	2020 (Co-Chair)
Beck, Cat	2020 (FS)
Quinn, Colin	2020

German Studies Committee

Bartle, John	2019 (Chair)
Cafruny, Alan	2019 (DC-S)
Burwick, Chris	2020
Schweiger, Franziska	2021
Eldevik, John	2021
Hopkins, Rob	2021

Jurisprudence, Law & Justice Studies

Zylan, Yvonne	2018 (F)
Larson, Doran	2020 (FS)
Anechiarico, Frank	2020
Phelan, Catherine	2020 (F)
Johnson, Gbemende	2021 (Chair)
Williams, Keelah	2021

Latin American Studies Committee

Conover, Emily	2019 (FS)
Sullivan, Heather	2019 (Chair)
Burke, Jessica	2020

2018-19
FACULTY MEMBERSHIP ON COMMITTEES
INTERDISCIPLINARY PROGRAM COMMITTEES
Linguistics Committee

Kamiya, Masaaki 2021 (Chair)

Medieval/Renaissance Studies Committee

Ferguson, Brigit 2019
Terrell, Katherine 2020 (Chair)
Tubau, Xavier 2020 (AYS)
Eldevik, John 2021

Middle East and Islamic World Studies

Keller, Shoshana 2019 (Chair)
Amar, Abhishek 2019 (FS)
Guez, Anat 2019
Koukjian, Mireille 2019
Jumet, Kira 2020

Neuroscience

Downs, Cynthia 2019 (FS)
List, Alex 2020 (Chair)
Lehman, Herm 2020 (S)
Bejjanki, Vik 2020
Robinson, Siobhan 2020
Thiruchselvam, Ravi 2021

Public Policy

Wyckoff, Gary 2020 (Chair)

Russian Studies Committee

Bartle, John 2019 (Chair)
Sciacca, Frank 2019
Keller, Shoshana 2020
Rivera, David 2020
Rivera, Sharon 2020

2018-19
FACULTY MEMBERSHIP ON COMMITTEES
OTHER APPOINTED COMMITTEES AND BOARDS

Alumni Council

Jensen, Betsy 2021

Committee on Student Awards and Prizes

Martinez, Terry ex officio
 Wyckoff, Gary 2018
 Feltovich, Anne 2019
 Kuharic, Kate 2020 (FS)
 Schermerhorn, Seth 2021

Student Fellowships Committee

Martinez, Terry ex officio
 Dosch, Ginny ex officio
 Bedient, Dick 2019 (Chair)
 Domack, Cindy 2019
 Knight, Rob 2019
 Carter, Donald 2020
 Yao, Steve 2021 (FS)
 Ambrose, Doug 2021
 Bartle, John 2022

Health Professions Advisory Committee

Bell, Leslie ex officio (Chair)
 Collett, Brian 2019
 Pliskin, Jeff 2019 (S)
 Chang, Wei-Jen 2020
 Kuruwita, Chinthaka 2020
 Majireck, Max 2021

Pre-Law Committee

Wixson, Heather ex officio
 Zylan, Yvonne 2018 (Chair) (F)
 Anechiarico, Frank 2021 (Actg Chair-FS)
 Williams, Keelah 2021

Harassment and Sexual Misconduct Board

(Faculty Representatives)
 Yao, Steve 2019 (FS)
 Dykstra, Andrew 2020
 Klinkner, Phil 2021 (Chair)
 Rosenstein, Ian 2021
 Burke, Jessica 2021
 Cockburn, Sally 2022
 Morgan, Cheryl 2022

Human Subjects Institutional Review Board

Ritchie, Jeff ex officio (Chair)
 Zylan, Yvonne 2018 (F)
 Kamiya, Masaaki 2018
 Grace, Matthew 2019
 White, Rachel 2019
 Bamberger, Henry 2020
 Phelan, Catherine 2020 (F)
 Starr, Julie 2021

Institutional Animal Care and Use Committee

Terrell, Katherine 2019
 Corney, Sally 2019
 Cosgrove, Ruth 2019
 Walsh, Maureen 2019
 Robinson, Siobhan 2019 (Chair)
 Townsend, Andrea 2021

Research Misconduct Review Board

Goodale, Nathan ex officio
 Collett, Brian 2019
 Chang, Wei-Jen 2019
 Van Strander, Michael 2019
 Kuruwita, Chinthaka 2020
 Ravven, Heidi 2021
 Rabinowitz, Peter 2021

Institutional Biosafety Committee

Chang, Wei-Jen 2019
 Ritchie, Jeff 2020
 OPEN 2020
 Hansen, Brian 2021
 Lehman, Herm 2021 (Chair) (S)

Trustee Honorary Degree Committee

Thickstun, Margie ex officio
 Janack, Marianne 2019
 White, Rachel 2021

2018-19 ACADEMIC ADVISORY COMMITTEES

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
Betsy Jensen, Professor of Economics	2019 (Chair)
Courtney Gibbons, Assistant Professor of Mathematics	2020
David Bailey, Professor of Geosciences	2021
Stephanie Bahr, Assistant Professor of Literature & Creative Writing	2021

Quantitative & Symbolic Reasoning Advisory Committee

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

Committee Members

Ben Smith, Director, Quantitative & Symbolic Reasoning Center	ex officio
Dave Bailey, Professor of Geosciences	2020 (Chair)
Erica De Bruin, Assistant Professor of Government	2021 (S)
Courtney Gibbons, Assistant Professor Mathematics	2021
Colin Quinn, Assistant Professor of Anthropology	2021

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
Bill Pfitsch, Associate Professor of Biology (Chair)	2019
Jaime Kucinkas, Assistant Professor of Sociology	2019 (FS)
Jesse Weiner, Assistant Professor of Classics	2021
Stephanie Bahr, Assistant Professor of Literature & Creative Writing	2021

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 and Associate Professor of Psychology	ex officio
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology	ex officio
Karen Brewer, Silas D. Childs Professor of Agricultural Chemistry	2019
Wei-Jen Chang, Associate Professor of Biology	2020
Cheryl Morgan, Professor of French & Francophone Studies	2021
Quincy Newell, Associate Professor of Religious Studies	2021

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

Carolyn North, Assistant Dean for Off-Campus Study (Chair)	ex officio
Mark Cryer, Associate Professor of Theatre	2019
Frank Sciacca, Christian A. Johnson Associate Professor of Teaching Excellence	2019
Lisa Trivedi, Professor of History	2019
Jaimie Kucinskis, Assistant Professor of Sociology	2019 (FS)
Catherine Beck, Assistant Professor of Geosciences	2020 (FS)
Heather Merrill, Professor of Africana Studies	2020

Levitt Council

The Levitt Council provides advisory support to the Levitt Center Director Marianne Janack.

Committee Members

Marianne Janack, John Stewart Kennedy Chair of Philosophy	ex officio (Chair)
Frank Anechiarico, Maynard-Knox Professor of Law	2019
Ashley Bohrer, Visiting Assistant Professor of Philosophy	2019
Herm Lehman, Professor of Biology	2019 (S)
Steve Ellingson, Professor of Sociology	2019
Todd Rayne, J.W. Johnson Family Professor in Environmental Studies	2020 (S)
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology	2020
Quincy Newell, Associate Professor of Religious Studies	2020
Jace Saplan, Assistant Professor of Music	2020 (FS)
Wei Zhan, Assistant Professor of Economics	2020
John Bartle, Associate Professor of German & Russian	2021

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

Program on Security at the Arthur Levitt Public Affairs Center; Director: Frank Anechiarico

Program on Sustainability at the Arthur Levitt Public Affairs Center; Director: Todd Rayne (S)

Program on Public Health and Wellbeing; Director: Herm Lehman (S)

Opportunity Programs Advisory Committee

The Opportunity Programs Advisory Committee provides advisory support to the Director of Opportunity Programs Phyllis Breland and also supports Phyllis in her duties as Interim Director of Diversity & Inclusion.

Committee Members

Karen Brewer, Silas D. Childs Professor of Chemistry
Cynthia Domack, Professor of Geosciences
Todd Franklin, Christian A. Johnson Professor of Teaching Excellence (Chair) (S)
Amy Gaffney, Director, Oral Communication Center

Jonathan Hind, Athletic Director and Professor of Physical Education
 Robert Kantrowitz, Professor of Mathematics
 Philip Klinkner, James S. Sherman Memorial Professor of Political Science
 Jeff Landry, Associate Vice President for Student Affairs
 Herm Lehman, Professor of Biology (S)
 William Pfitsch, Associate Professor of Biology
 Margaret Thickett, 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 (FS)
 Jessica Burke, Associate Professor of Hispanic Studies
 Martine Guyot-Bender, Margaret Bundy Scott Professor of French (HiF)
 Doran Larson, Walcott-Bartlett Chair of Ethics and Christian Evidences (FS)
 Alexandra Plakias, Assistant Professor of Philosophy (F)
 Benjamin Widiss, Assistant Professor of Literature & Creative Writing
 Thomas Wilson, Elizabeth J. McCormack Professor of History (Director)

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 Professor of Psychology
 Chaise LaDousa, Professor of Anthropology
 Steve Wu, Professor of Economics
 Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology

Adirondack Program Advisory Committee

Committee Members

Janelle Schwartz, General Director, Hamilton Adirondack Program	ex officio
Carolyn North, Assistant Dean of Off Campus Study	ex officio
Jesse Weiner, Assistant Professor of Classics	2019
Bill Pfitsch, Associate Professor of Biology	2021 (Chair)
Catherine Beck, Assistant Professor of Geosciences	2021 (FS)
Jane Springer, Associate Professor of Literature & Creative Arts	2021
Onno Oerlemans, Associate Dean of Faculty and Professor of Literature & Creative Writing	2021
Herm Lehman, Professor of Biology	2021 (S)
Andrew Jillings, Director of Outdoor Leadership	2021

DHi Internal Advisory Committee

DHi Faculty Facilitators are Abhishek Amar and Chaise LaDousa.

Committee Members

Janet Oppedisano, Co-Director, Digital Humanities Initiative	ex officio
Abhishek Amar, Assistant Professor of Religious Studies	2019 (FS)
Chaise LaDousa, Professor of Anthropology	2019 (Chair)
Tina Hall, Professor of Literature & Creative Writing	2019 (FS)
Wei-Jen Chang, Associate Professor of Biology	2019
Deborah Pokinski, Associate Professor of Art History	2019
James Bloom, Visiting Associate Professor of Art History	2019
Anne Lacsamana, Associate Professor of Women's and Gender Studies	2019

High Performance Computing Advisory Group

Committee Members

Mark Bailey, Professor of Computer Science
Wei-Jen Chang, Associate Professor of Biology
Christophre Georges, Elias W. Leavenworth Professor of Economics (NYP-F)
Nathan Goodale, Associate Dean of Faculty and Associate Professor of Anthropology
Alexandra List, Assistant 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
Steve Young, Unix and HPC System Administrator

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)
Masaaki Kamiya, Associate Professor of East Asian Languages & Literature	2019
Xavier Tubau, Associate Professor of Hispanic Studies	2019 (AYS)
Joseph Mwantuali, Professor of French	2019
Jessica Burke, Associate Professor of Hispanic Studies	2021

FACULTY REPRESENTATION ON TRUSTEE COMMITTEES

Committee on Instruction

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 Development

One member of the Alumni Council

Committee on Planning

Three members of the On-Campus Planning Committee

Committee on Honorary Degrees

Three members from the Honorary Degrees Committee

Committee on Admission

The Chair of the Faculty Committee on Admission and Financial Aid

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

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

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

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 Athletics, Burke Library, Institutional Research and Assessment, Levitt Public Affairs Center, Off-campus Study Programs, Opportunity Programs, Registrar, and 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 Director of Academic Finances and Resources. Suzanne is a Professor of Literature & 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.

Onno Oerlemans serves as the Associate Dean for departments and programs in the Humanities, Social Sciences, and Physical Education. He also coordinates the FYC Program, and serves as the Affirmative Action Officer for the College. Onno is a Professor of Literature.

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 a Professor of Anthropology.

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

Benjamin Smith directs 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. Ben also offers one course designed to provide general and introductory exposure to issues in quantitative and symbolic reasoning. He recruits, trains, and supervises the tutors and coordinates the scheduling of tutoring. Ben 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.

Associate Dean of Faculty for Institutional Research and Assessment

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

Assistant Dean for Off-Campus Study

Carolyn North coordinates support for Hamilton programs (e.g., Adirondacks, Beijing, Boston, 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.

Director of Academic Finances and Resources

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

Director, Wellin Museum of Art

Tracy L. Adler is the founding Director of the Wellin Museum of Art in charge of overseeing all aspects of the newly completed facility on campus. 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:

Christopher Harrison - Building Manager and Museum Preparator
Amber Geary - Andrew W. Mellon Educator for School and Community Programs
Katherine Alcauskas - Collections and Exhibition Specialist
Michelle Reynolds - Curatorial and Programming Coordinator
Amy Sylvester - Office Administrator
Emma Pfeifer - Office Assistant, Wellin Museum of Art
Alexander D'Acunto - Security Manager

Director of the Opportunity Programs

Phyllis A. H. Breland 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

Brenda Davis 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. She can be reached at bdavis@hamilton.edu.

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.

Director of the Arthur Levitt Public Affairs Center

Marianne Janack, John Stewart Kennedy Chair of Philosophy, is the Director of the Arthur Levitt Public Affairs Center, 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 speakers series, and many other forms of curricular and co-curricular support. Other Levitt Center staff includes Christina Willemsen, Associate Director, Sharon Topi, Coordinator for Leadership Programs, and Joel Winkelman, Community-Based Learning Coordinator.

Senior Fellowship Director

Jane Springer, Associate Professor of Literature & Creative Writing is the Senior Fellowship Director. Jane 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>.

DIVERSITY AND INCLUSION

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. Hamilton College has a partnership with two POSSE cities: Boston & Miami. Each year, ten scholars are selected from each city to the incoming first year class. 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. Phyllis Breland is the liaison between the College and the POSSE Foundation. She can be reached at pbreland@hamilton.edu or 315-859-4398

POSSE Faculty Mentors

Class of 2019

Katheryn Doran (Miami), Associate Professor of Philosophy, kdoran@hamilton.edu, Tel: 315-859-4135
Jane Springer (Boston), Associate Professor of Literature & Creative Writing, jspringe@hamilton.edu, Tel: 315-859-4540

Class of 2020

Christophre Georges (Miami), Elias W. Leavenworth Professor of Economics, cgeorges@hamilton.edu, Tel: 315-859-4472
Chaise LaDousa, (Boston), Professor of Anthropology, cladousa@hamilton.edu, Tel: 315-859-4109

Class of 2021

Sharon Rivera (Miami), Professor of Government, rivera@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

LIBRARY AND INFORMATION TECHNOLOGY SERVICES (LITS) DIVISION

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, Access Services and Collection Strategies and Interim Director, Research and Instructional Design, 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. The Research and Instructional Design team provides research assistance to faculty and students, and facilitates the use of technology in the teaching and learning process.

Debby Quayle, Director, Helpdesk and Communications, dquayle@hamilton.edu, 315-859-4031. Debby's team provides our emergency technology problem-solving service called the Helpdesk and she oversees LITS communications with the campus.

Dave Roback, Director, Technology Infrastructure, drobback@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.

Detailed information about the services offered by LITS can be found at <http://www.hamilton.edu/lits>.

OFFICES OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

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 and Code of Student Conduct and coordinated the trainings and activities of the Harassment and Sexual Misconduct Board and the Judicial Board.

Title IX Education and Compliance Coordinator

Cori Smith '17 is the Title IX Education and Compliance Coordinator. She 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.

Director of Campus Safety

Francis Coots develops, implements, and evaluates personnel, policies and programs that promote a safe and orderly campus environment. Fran 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 Counseling and Psychological Services

Director David Walden, and Psychologists Dennis LaLonde, Hidetoshi Hama, Katelynn Faulkner and Jennifer Campagna provide individual and group counseling and referral services for students. They sponsor educational programs on mental-health issues, assist with first-year student orientation and Resident Advisor training programs, and provide personal development programming for the College community on topics such as stress management, relationships, acquaintance rape, healthy lifestyles, and alcohol and other drugs. Mary

**OFFICES OF THE VICE PRESIDENT FOR
STUDENT AFFAIRS**

Hoying is the Office Coordinator. Psychiatrist Dr. Rob Kallinicos provides 20 hours of psychiatric care each week.

Director of Student Health Services

Barb Fluty, RPA-C, 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.

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

Mireille Koukjian serves as the advisor to the Muslim Students Association, providing counseling and support to the Muslim students on campus.

Director of Days-Massolo Center

TBD

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.

Area Directors

Two Area Directors, Robin Wonka 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.

Coordinator 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 Community Outreach and Opportunity Project (COOP)

Amy James oversees and facilitates student community service activities and non-profit internships, advises the Hamilton Association for Volunteering, Outreach and Charity (HAVOC), and coordinates the Alternative Spring Break Program and Outreach Adventure, Hamilton's community service-based orientation 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.

MAURICE HOROWITZ CAREER AND LIFE OUTCOMES CENTER

Robert (Sam) Samuel Welch '86, Assistant Vice President/Executive Director

Phone 315-859-4346

The mission of the Maurice Horowitch 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 the Career Center

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 the Career Center

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.

Associate Director of the Career Center

Shauna Hirshfield oversees the build-out of our Hamilton Career Network, including our Student-focus 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, Employer Relations

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, Communications

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.

DIVISION OF ADMINISTRATION AND FINANCE

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.

SPECIAL COURSE GUIDELINES

Designating a Special Course

Proposals for special course designations are submitted via the Committee on Academic Policy website, <http://www.hamilton.edu/cap>. To submit a proposal click on “Catalogue Course Change Form,” <http://www.hamilton.edu/catalogue/admin>. Once the change is submitted, a CAP member will contact the chair or faculty member for more information on how the course fulfills the guidelines. This information usually takes the form of a syllabus or a brief description on how the course fulfills the guidelines.

Hamilton College recognizes that the ability to write clearly and effectively is a core goal of a liberal arts education. Learning to write well is an ongoing process that both spans and helps bind together our students’ multi-disciplinary experience within the College’s open curriculum. As a community of writers and writing teachers, Hamilton College faculty know that good writers are persistent rewriters, and our efforts must engage student writers in a process of continual growth and maturation. The Writing Intensive (WI) program is intended to assure that students engage in this process regularly and across the curriculum. The guiding principle of the WI program is that, in the context of learning disciplinary content, students will write often, receive feedback on composition, form, and content, and pursue substantive revision. Students and faculty should be engaged in a cycle of writing, feedback, and revision/rewriting throughout the semester. It is in pursuit of these goals that the faculty articulates the following Guidelines and Recommendations for WI courses.

WRITING INTENSIVE COURSE GUIDELINES

1. Instructors will provide clear, extensive, and timely feedback on student writing. Feedback should include comments on structure, argument, grammar, and style as well as on content.
2. Students will have the opportunity to respond to feedback in a subsequent draft, paper, or other assignment.
3. Writing projects will be substantial and will be distributed across the semester.
4. Grades on written work will comprise a substantial part of the course grade.
5. Students will have the opportunity for individual or small-group writing conferences with the instructor.
6. Instructors will devote class time to discussing writing techniques and strategies specific to the level and content of the course.
7. Instructors will include on the syllabus a short statement describing how the course meets the above guidelines.

If a department or program believes a course to be writing-intensive even though it does not meet all of the above guidelines, the department or program may petition the Committee to designate the course writing-intensive. In order to aid faculty in meeting these guidelines, WI courses will be capped at a maximum enrollment of twenty (20) students.

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

Revised by the Committee on Academic Policy, May 1, 2012

GUIDELINES FOR QUANTITATIVE AND SYMBOLIC REASONING COURSES

A QSR course includes material in at least one of the following three categories:

1. *Statistical Analysis*. The use of statistical analysis to describe data and to make inferences.
2. *Mathematical Representation*. The use of mathematical models such as those based on graphs, equations, and geometric objects to represent patterns, relationships, and forms.
3. *Logic and Symbolic Reasoning*. The use of formal logic or symbolic reasoning such as in the following examples: the proper construction of a computer program or a formal proof; the analysis of language in linguistics; or the study of music theory.

In addition, a QSR course includes four or more graded assignments (tests, quizzes, problem sets, labs, oral presentations, exhibits) in at least one of the three categories described above. Completion of this work is necessary to receive a passing grade in the course, but need not be the only graded work in the course.

Approved by the Committee on Academic Policy, March 5, 2009

SPEAKING-INTENSIVE (SI) COURSE GUIDELINES

Beginning in fall 2017, the current Oral Presentation (OP) designation will be discontinued and a new Speaking-Intensive (SI) designation will go into effect. To qualify for an SI designation:

1. Instructors will emphasize speaking and listening as an integral means of learning.
2. Instructors will provide explicit instruction in effective oral communication through assigned readings, lectures, class discussions, or other instructional features of the course. Oral communication instruction should introduce strategies that improve students' effectiveness as speakers and listeners.
3. Instructors will provide multiple opportunities for students to practice their oral communication skills in course assignments. Normally, at least one oral communication assignment should be an individual, stand-up presentation of substantial length (8-10 minutes).
4. Instructors will allow for other modes of oral communication assignments that best support the principal learning objectives and disciplinary practices of the course. Such assignments may include oral exams; reports on course readings or activities; reports of laboratory, field, or library research; proposals for research or other projects; reflections on course subject matter; debates or panel discussions of course-related issues; interviews; mock trials or legislative hearings; storytelling; critiques; and the like. A poster presentation may be used for an oral communication assignment *if* the student is required to prepare and orally present remarks and respond to questions in addition to creating a poster.
5. Instructors will distribute the oral communication assignments throughout the semester.
6. Instructors will provide students with specific and timely feedback on the development of their speaking and listening skills, including but not limited to audience adaptation, organization, development, style, and delivery. The instructor's means of providing feedback to students may take a variety of forms, such as individual conferences, in-class discussion, and/or written evaluation.
7. Evaluation of a student's performance should be based substantially, at least 30%, on the oral communication assignments.

- Instructors will include on the syllabus a short statement describing how the course meets the above guidelines.

Courses are designated SI by application to the Committee on Academic Policy. Applications must include a rationale for such designation based on the Guidelines and Recommendations. If a department or program believes that a course meets the spirit of the SI Program even though it does not meet all of the guidelines, the department or program may petition the CAP to designate the course as SI. In order to aid the Faculty in designing courses to meet these guidelines, SI courses will be capped to have a maximum enrollment of twenty (20) students per section.

PROSEMINAR COURSE GUIDELINES

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

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

Explanatory Notes

- Proseminars are not merely writing-intensive (as defined by current guidelines) or merely small. Moreover, they are not predominantly lecture-based.
- Our expectation is that students will engage in study that meets the criteria for at least 120 minutes a week.
- Writing, discussion, and speaking assignments can involve activities that might be called demonstrations or critiques. Performances may also be a significant part of assignments.
- By "speaking" we mean an individual oral presentation, as differentiated from group discussion. That individual oral presentation may be a part of a group presentation.
- By "substantial part of the grade" we mean at least 30% of the grade.
- Though spaces are reserved for first- and second-year students in proseminars, juniors and seniors can add a proseminar.
- An instructor may reserve all spaces in a 100-level proseminar for first-year students.

Revised by the Committee on Academic Policy, March 3, 2011

COLLEGE SEMINAR COURSE GUIDELINES

- A College Seminar course is a team-taught course, or one of an integrated cluster of two or more courses, that emphasizes inter- or multidisciplinary learning.
- College Seminar courses may be offered at any level.

3. College Seminars will provide opportunities for students to present their work to a larger audience at some point during the semester.
4. College Seminar courses may or may not require prerequisites, as determined by the instructors.
5. College Seminars may or may not count toward concentration requirements.
6. The enrollment limit of a College Seminar will be 12 students per instructor. Instructors may petition the CAP for different enrollment limits due to resource limitations.

Revised by the Committee on Academic Policy, March 3, 2011

FIRST-YEAR COURSE PROGRAM

First-Year Courses are a special set of small courses or sections of courses open only to first-year students. These courses are designed to address students' academic transition to college and to provide an introduction to a liberal arts education. They also offer an opportunity for close interaction and development of strong relationships among first-year students and instructors. Each First-Year Course will be a Writing Intensive (WI), Quantitative and Symbolic Reasoning (QSR), or Oral Presentation (OP) course.

Revised by the Committee on Academic Policy, October 1, 2013

CLASS ATTENDANCE, EXAMS, AND END OF TERM ACADEMIC PROCEDURES

Class Attendance

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

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

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*, page 17.

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 Committee on Academic Standing. Such approval is given rarely and only for circumstances beyond a student's control (e.g., a medical or familial emergency). If you think that an "incomplete" is appropriate for one of your students, contact the Associate Dean of Students for Academics. Approval of an "incomplete" permits the student to complete the required work for the course no later than six weeks from the end of the term for which the "incomplete" was assigned. You may, however, allow less than six weeks if you wish. The regulations state that if the six-week deadline is not met, the final grade of F will be recorded for the course. The regulations do not permit individual faculty members to grant students additional time to complete the course beyond that approved by the Committee on Academic Standing.

Failing Grade Reports

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

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

HONOR CODE INFORMATION

Hamilton College's Honor Code covers academic integrity; all students must sign the Honor Code Pledge before classes begin. Students who suspect or witness violations of the Honor Code are obligated to confront the student who is violating the code or report the suspected dishonesty to the instructor in the course, to the Chair of the Honor Court, or to the Dean of Students.

Academic Dishonesty and Types of Violations

Academic dishonesty includes but is not limited to: plagiarism, misrepresentation or falsification of data, self-plagiarism, cooperative or collaborative effort in coursework without acknowledgement or without the explicit permission of the instructor, submission of someone else's work as one's own, cheating on tests or examinations, stealing or tampering with digital media created or presented by someone else, forgery or falsification of academic documentation.

Types of Assignments Covered

Any assignment submitted for a grade is subject to the Honor Code.

When a Faculty Member Suspects a Violation

The easiest way to initiate a case is to contact Tara McKee, Associate Dean of Students for Academics (x4600 or x4310 or tmckee@hamilton.edu). The faculty member will be asked to submit a letter of complaint in writing to Associate Dean of Students for Academics and the Honor Court Chair. The letter should provide details and evidence of the possible violation including copies of relevant materials with passages appropriately highlighted.

The Process in Brief

Once a letter of complaint is received, the Associate Dean of Students and the Chair of the Honor Court shall investigate the charges and will determine if the case warrants a hearing. This typically involves an initial meeting with the faculty member bringing the complaint and the student suspected of violating the code. In most cases, this meeting will be the faculty member's only required involvement in the process.

If it is determined that the case does not warrant a hearing, the case shall be dismissed. A decision not to hear a case may be appealed by the complainant or the accused to the Appeals Board, which may direct the Honor Court to hear the case.

If a case warrants a hearing, most can be resolved via an Administrative Hearing, in which the faculty member need not be involved. If the student admits responsibility for violating the code and accepts an Administrative Hearing, a formal hearing before the Honor Court is not necessary. If an Administrative Hearing is not possible, the Honor Court will convene to hear the case. The faculty member will need to part of the formal hearing, presenting the evidence of the violation and answering any questions the Court members may have.

Possible Sanctions

First violations. In the case of a first violation, the Honor Court will assign a sanction commensurate with the nature of the violation. In all cases of a first violation, the student will be required to complete a tutorial on academic integrity. In addition, the Honor Court may assign any of the following sanctions: a letter placed in the student's confidential file until one year after graduation, removal from a course, a grade of XF ("removed from course for academic dishonesty"), and suspension for a semester or more. In all cases, the grade on the assignment for which the violation occurred is determined by the faculty.

Sanctions vary depending on the circumstances of each case, but typical sanctions for first violations are:

- Cheating on a relatively minor homework assignment or a minor (one or two sentence) case of plagiarism: educational tutorial only
- Minor cheating (a small portion of the exam) on a mid-term or moderate plagiarism (a few sentences or paragraph): educational tutorial AND Withdrawal from the course
- Cheating on a substantial part of an exam or final exam, or substantial plagiarism: educational tutorial AND XF in the course
- Egregious, often pre-meditated, cheating or plagiarism: educational tutorial, XF in the course, and 1 or 2-semester suspension

Second violations. In the case of a second violation, an XF is recorded on the student's permanent transcript and the student will be dismissed from the College. The notation "Expulsion for academic dishonesty" will appear on the transcript.

How Faculty can Help Enforce the Honor Code

- Faculty should clarify classroom policies and expectations vis-à-vis the Honor Code. This is particularly important for expectations re: citations on papers and presentations, and expectations re: collaboration on homework, lab reports, or take-home exams.
- Faculty are obligated to report possible violations of the Code to the Dean of Students, rather than dealing with possible violations themselves via a grade. This has several advantages: 1) it removes the faculty member from the role of deciding whether the student has violated the code or not; 2) it insures all students are treated equally under the code, rather than differently by different faculty; and 3) it ensures that the College discovers students who violate the code in multiple classes.
- Faculty, of course, must use their best judgment on whether a possible plagiarism is simply a matter of sloppy citation, rather than plagiarism.

For the complete Honor Code policy, please log onto:

<http://www.hamilton.edu/student-handbook/studentconduct/honor-code>

SPOUSAL/PARTNER EMPLOYMENT ASSISTANCE

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

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

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

Additional information can be found at <http://bit.ly/1tAtCaB>.

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.

FACULTY TRAVEL AND RESEARCH SUPPORT

The College supports the professional development of the faculty by providing grants for travel to meetings and conferences and for research purposes. The policies and procedures for expenses incurred on official Hamilton business 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*, pages 84-85.)

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 pages 84-85 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.*

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

Reimbursable expenses include conference hotel room base rate or demonstrated reasonable accommodations for research trips, hotel internet connection, conference registration fees and transportation costs (mileage, cab fare, parking). All meals and incidental expenses are covered by a \$50 per diem (receipts are not necessary). The College's mileage reimbursement rate for personal car expense will be adjusted when the federal rate changes, usually each January. The Business Office will send campus-wide notification when a change is made to the mileage rate. For the fall of 2018, the rate is \$.545/mile.

For car rentals, the College's non-owned auto insurance coverage will apply for travel approved and funded by the Dean of Faculty or academic department offices. When booking a rental for business travel, please ask that the rental car company note that it is a Hamilton College rental even though it is being charged to a personal credit card. The College also has several direct-bill corporate accounts with local car rental agencies. For more information contact Lauri Swan, Assistant Director, Auxiliary Services, lswan@hamilton.edu, 315-859-4998.

Airfare and rail charges may be made through any .com service or through the College's contracted travel agency, BTI The Travel Consultants. BTI agents can be reached at corporate@btitravel.com or by calling 800-472-7447. If booking through BTI, the charge should be applied to the Dean of Faculty's central billing number, which is on file with BTI. Please note that the fees associated with booking airfare through BTI are \$34 for domestic and \$50 for international flights and should be included in the total on the travel funding authorization form.

Examples of expenses that will not be considered for reimbursement include tips for room service & baggage handling, unnecessary airfare costs or fees (e.g., added costs for personal extended trips, itinerary changes, trip insurance, cancellation, more than one checked bag charge), babysitting, kennel charges, hotel laundry bills, hotel phone charges, hotel meal or bar charges, conference banquet fees, hotel room movies, fitness club charges, or anything else not directly connected to attending the conference or conducting the research being supported. In addition, **the College's tax-exempt number must be used for any travel within New York State. Sales tax on lodging in New York State will not be reimbursed.** Tax-exempt forms are available online at https://my.hamilton.edu/documents/NYS-Tax_Exempt_Form_2016.pdf.

FACULTY TRAVEL AND RESEARCH SUPPORT

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 travel, 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, however, do roll over from year to year during the time period specified when awarded.

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>.

Procedures for Acquiring Funds and Reporting Expenses

Travel Approval

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> must be completed in full for all faculty travel and submitted to Associate Deans Onno Oerlemans 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.

Reimbursement Requests

When reporting back on expenses, please use the **Faculty/Academic Affairs Travel Expense Report**, available on the Dean of Faculty website at <https://my.hamilton.edu/dof/handbooks-and-forms/travel-expense-report>. The form will automatically calculate expenses when they are typed in. **Please be sure to complete the right side of the form to include your College ID number.** Original receipts should be stapled to the back of the form and must indicate the service provided and total amount paid. Receipts are not required for the \$50 per diem. Reimbursement requests should be sent to Linda Michels in the Dean of Faculty Office. If you have any questions, Linda can be reached at lmichels@hamilton.edu or X4608.

Foreign Travel Reimbursement

Unless a credit card statement is included showing the foreign conversion, the only foreign conversion form the Business Office will accept can be found at <http://www.xe.com/travel-expenses-calculator/>. This website is also listed on the Travel Expense Report for your convenience. **Note that the four boxes under *Enter foreign exchange fees*, on the form should all be changed to 0%.** All expenses should be listed on the same sheet, printed, and stapled to the Travel Expense Report.

Expenses incurred prior to travel, such as airfare, registration and room deposit, may be reimbursed as soon as a receipt is obtained. Accounting of any remaining expenses should be made within 30 days of return. Funding will be revoked after 60 days if reporting back on expenses has not occurred. Funds cannot be granted to a faculty member until he or she has accounted for previous trips or research funds.

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 Assistant 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 Assistant Dean of Faculty for Institutional Research and Assessment and Academic Budget Manager. 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.
- II. Salaries are adjusted annually based on merit.
 - A. Determination of Merit
 1. Merit is established based on the annual review process <https://my.hamilton.edu/offices/dof/faculty-review-development/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 chair is provided a list of department faculty and their current salaries. The chair consults with the Dean 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.
 5. After salary letters are mailed, department chairs are provided a report on the percent increase for each faculty member in the department.
 - B. Distribution of Merit
 1. A small group of faculty members receive higher-percentage raises ("superior merit");
 2. A large group of faculty members receive moderate increases ("merit" and "high merit");
 3. A small group of faculty members receive increases at the low end of the range ("normal"), or, in rare cases, a zero increase.
- 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 DEAN OF FACULTY'S ANNUAL SALARY SETTING PROCESS

PDR Jan 2012

The following is a summary of faculty activities associated with teaching, scholarship, and service criteria. The four-level scale—normal, merit, high merit, and superior merit—is based on comparative accomplishment in these three criteria.

Teaching

Normal: teaching is having mixed success, or may be facing challenges in certain respects.

Merit: teaching exhibits the excellence normally associated with the Hamilton professoriate, generally across all courses or modes of teaching. May also reflect work on early career teaching development, or development of new courses.

High merit: teaching is outstanding among department or disciplinary colleagues.

Superior merit: teaching is distinguished on a college-wide basis, for instance by development of program curricula, re-training in a new discipline, or is otherwise remarkable for a particular year.

Scholarship

Normal: 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; or creative activity yet to be performed or exhibited.

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 or significant non-peer reviewed publications may be recognized at this level of scholarly accomplishment.

High merit: research or creative work that is characterized by publication of 2–3 articles, or an edited volume of contributions, or off-campus performance of a new creative project, or solo exhibition or multiple group exhibitions of artistic projects.

Superior merit: research or creative work that is characterized by publication of 4 or more articles or of a book-length manuscript; particular multi-year culminating accomplishments in creative fields (e.g., larger solo exhibition or published compositions) are similarly recognized.

Service

Normal: 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 "minor" college-wide service, such as on a committee that meets less than weekly and which carries lesser administrative responsibility than some "major" committees such as CAP or COA.

High merit: in addition to typical departmental duties, service includes two or three college-wide responsibilities, such as participation on "minor" committees as described above.

Superior merit: in addition to departmental duties, service on several (four or more) "minor" committees or other college-wide service duties, or service on a "major" campus-wide committee such as COA or CAP, which may be accompanied by other, "minor," college service.

Recognizing these nuances is not easy; each individual's annual report and their chair's (or senior member's) input help to inform merit increases. The above characteristics are, however, easily drawn from ample examples among our faculty members, and thus may be useful in our annual review and salary determination process.

MOVING EXPENSES

The Tax Cut and Jobs Act suspended the exclusion for qualified moving expense reimbursements. Starting on January 1, 2018, all moving expense reimbursements and direct vendor payments will be considered taxable income to the employee and added to the employee's payroll.

Moving expense reimbursements will be paid once the following items have been delivered to Roxann Jeffers in the Business Office:

- A fully completed Moving Reimbursement Stipend Request form.
- Original receipts documenting the full amount of reimbursement.

Reimbursements will be paid as a taxable stipend in the employee's next available payroll. Direct vendor payments will be handled in the same way as reimbursements except for the following:

- Payment will be made directly to the vendor.
- The employee will not receive a stipend in their payroll; instead, their taxable income will be increased in the form of a taxable fringe benefit in the deductions section of their pay stub.

Please contact Roxann Jeffers at 315-859-4306 or rjeffers@hamilton.edu to receive a Moving Reimbursement Stipend Request form and for all moving related inquiries.

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 <http://www.hamilton.edu/ofcgr/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 <http://www.hamilton.edu/OFCGR>.

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, he provides guidance and support on federal and state compliance issues and serves as a member of the Institutional Review Board.
- 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 Onno Oerlemans. The use of matching funds should be documented on the Internal Grant Proposal Endorsement Form (available on the Dean of Faculty and Office of Foundation, Corporate, and Government Relations websites).
- 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 Onno Oerlemans for proposals from the humanities and social sciences.
- All grant activity is monitored by Director of Academic Finance and Resources.

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 bringing speakers to campus 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. 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.**

The Internal Revenue Service (IRS), the U.S. government tax authority, requires Hamilton College to collect information from all non-U.S. citizens and non-permanent resident aliens to determine the appropriate rate of tax withholding and reporting for any payments that may be made to such individuals.

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

All non-U.S. citizens and non-permanent resident aliens who receive payments from Hamilton College, including fellowships, honoraria or guest speaker fees, performance fees, prizes, awards, etc. are required to use this system.

All non-U.S. citizens and non-permanent resident aliens who receive payments from Hamilton College 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

Step-by-step procedures for scheduling an event, as well as contact numbers for questions about reserving specific rooms, can be found on the web at <https://www.hamilton.edu/offices/college-events-and-scheduling>. To be sure there are no major conflicts with the event, check the proposed date and time on the Events Calendar at: <https://www.hamilton.edu/news/calendar>.

Use the following link to schedule the event and choose the location: <https://www.hamilton.edu/offices/college-events-and-scheduling>. Be sure to check the box to post the speaking engagement on the Events Calendar.

PRINT SHOP

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/printsshop 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. (We allow 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. It is recommended that work be submitted **at least 24 hours in advance**. Larger jobs, such as course packets, involving handwork (folding, collating and/or binding) require more time. Call x4626 for time estimates. If course packets are to be sold at the College Store, a Print Shop Course Packet/Manual Request Form must be completed.

Most campus offices/buildings are equipped with satellite copiers. Copies are charged at 9.5¢ (per side) vs. 5¢ (per side) in the Print Shop. Departmental copy codes must be used on all satellite copiers. This grants the user access to the copier and tracks the copy work for billing purposes. Copy code numbers for departments can be obtained from the department chair, faculty assistant, or the Print Shop. The Print Shop will not supply this number to student workers.

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. **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, disc 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: printscho@hamilton.edu with details of the order and an electronic service request form (number of copies, paper size and color, binding, account number, etc.).

Typesetting & Design

The Print Shop will 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 CD or 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.

If you are new to campus, please stop in and say hello to Yvonne, Matt and Gary!

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@btitravel.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.

- **Café Opus and O2**: Café Opus is a privately operated coffee house located in the McEwen lounge area, and a branch operation, O2, located in the atrium of the Science Building. Both locations offer flavored coffees, cappuccino, espresso, juices and Italian sodas, as well as light snacks and vegetarian lunches. Café Opus also offers catering service for various events on campus (X4577).
- **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 Café** is located on the south side of campus and offers fresh food that is alive with flavor and nutrition prepared from scratch using authentic ingredients and doing so in a socially responsible manner.
- **Soper Commons Café** is located on the north side of campus. Commons has the feeling and appearance of an upscale European-style eatery providing a deli, entrées, grill and pizza stations.

Classroom Schedules, Room Assignments, Exam Schedules

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

Clinton Early Learning Center

The Clinton Early Learning Center is a non-profit organization 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 and Community Masterworks Chorale

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

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

GUIDE TO OTHER COLLEGE SERVICES

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. A request can be made to Kelly Walton in the Dean's Office (X4615). Carrels are assigned based on need and availability.

Mail Center

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

Moving Expenses

Please refer to page 55 of this book for information on qualified (non-taxable) and non-qualified (taxable) moving expenses and payment of expenses.

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	Monica Inzer, Admission & Financial Aid	X4425
Phyllis Breland, HEOP Office	X4399	Jeff Landry, Dean of Students	X4021
K. Cameron Feist, Admission & Financial Aid	X4658	Theresa Martinez, Dean of Students	X4020
Carol Gable, Business Office	X4313	Marty Sweeney, LITS	X4164
Allen Harrison, Dean of Students Office	X4021	Abby Taylor, Director of Employer Relations	X4386

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 50-52 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 Onno Oerlemans. 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>. Students must go through a three step process to become an authorized van driver. They must take a classroom safety training with the Director of Environmental Protection, Safety and Sustainability, they must complete a road test at Facilities Management and have a clean driving record for the last three years. The Director of Auxiliary Services completes a MVR check of their license annually. Students having any moving violations in the last three years are not allowed to drive. The Office of Student Activities maintains a database of all authorized student van drivers. Information regarding use of personal vehicles for off-campus field trips as well as the College's vehicle or liability insurance can be found at <http://www.hamilton.edu/auxiliaryservices/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/hsmc/sexual-misconduct-policy>

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/hsmc/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>

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.

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.

TIME AND EFFORT REPORTING POLICY

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

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

Time and Effort Reporting Forms are available on the web at: <https://www.hamilton.edu/dof/time-and-effort-report-form>

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

ENVIRONMENTAL PROTECTION, SAFETY, AND SUSTAINABILITY

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 on-campus 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. 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 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 than the ones listed above should be referred to the Vice-President for Communications and Development.

CHILDREN IN THE WORKPLACE

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

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

If employees have concerns about children in 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. 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.