



Hamilton

The Red Book

General Information for Faculty

2011-2012

Updates to *The Red Book* will be made as they occur throughout the academic year. *The Red Book* can be viewed online at <https://my.hamilton.edu/college/DOF/aa/REDBOOK11-12.PDF>

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HAMILTON COLLEGE ACADEMIC CALENDAR

2011-2012

| | | | |
|-------|-------|--------------------|--|
| Aug. | 20-24 | Saturday-Wednesday | New student orientation |
| | 23 | Tuesday | Residence halls open for upperclass students, 9 a.m. |
| | 25 | Thursday | Fall semester classes begin, 8 a.m. |
| Sept. | 2 | Friday | Last day to add a course, 2 p.m. |
| | 16 | Friday | Last day to exercise credit/no credit option, 3 p.m. |
| | 23-25 | Friday-Sunday | Fallcoming/Family Weekend/Bicentennial Celebration |
| Oct. | 7 | Friday | Last day to declare leave of absence for Spring semester 2012 |
| | 12 | Wednesday | Fall Recess begins, 4 p.m. |
| | | | Academic warnings due |
| | 17 | Monday | Classes resume, 8 a.m. |
| | 19 | Wednesday | Last day to drop a course without penalty, 3 p.m. |
| Nov. | 1-18 | | Registration period for spring 2012 courses |
| | 18 | Friday | Thanksgiving recess begins, 4 p.m. |
| | 28 | Monday | Classes resume, 8 a.m. |
| Dec. | 9 | Friday | Fall semester classes end |
| | 10-12 | Saturday-Monday | Reading period |
| | 12-16 | Monday-Friday | Final examinations |
| | 17 | Saturday | Residence halls close, 12 noon |
| Jan. | 12-14 | Thursday-Saturday | New student orientation |
| | 14 | Saturday | Residence halls open, 9 a.m. |
| | 16 | Monday | Spring semester classes begin, 8 a.m. |
| | 20 | Friday | Last day for Seniors to declare a minor |
| | 24 | Tuesday | Last day to add a course, 2 p.m. |
| Feb. | 3 | Friday | Last day to exercise credit/no credit option, 3 p.m. |
| | 6-10 | Monday-Friday | Sophomores declare concentration |
| | 24 | Friday | Last day to declare a leave of absence for fall semester 2012 |
| Mar. | 2 | Friday | Academic warnings due |
| | 9 | Friday | Spring recess begins, 4 p.m. |
| | | | Last day to drop a course without penalty, 3 p.m. |
| | 26 | Monday | Classes resume, 8 a.m. |
| Apr. | 2-20 | | Registration period for fall 2012 courses |
| May | 4 | Friday | Class & Charter Day; spring semester classes end at 11:50 a.m. |
| | 5-7 | Saturday-Monday | Reading period |
| | 7-11 | Monday-Friday | Final examinations. <i>Non-senior students are expected to vacate residence halls 24 hours after their last exam</i> |
| | 20 | Sunday | Commencement |
| | 21 | Monday | Residence halls close for seniors, 12 noon |

RELIGIOUS HOLIDAYS 2011-2011

| <u>Date</u> | <u>Day</u> | <u>Holiday</u> | <u>Religion</u> |
|------------------|-----------------------|---|-----------------|
| August 1 | Monday | First Day of Ramadan* (Daylight fasting until Aug. 31 Eid-ul-Fitr) | Muslim |
| August 31 | Wednesday | Eid-ul-Fitr* (Break the fast at the end of Ramadan) | Muslim |
| September 29-30 | Thursday - Friday | Rosh Hashanah* | Jewish |
| October 8 | Saturday | Yom Kippur* | Jewish |
| October 13-19 | Thursday - Wednesday | Sukkot* | Jewish |
| October 20 | Thursday | Shemini Atzeret* | Jewish |
| October 21 | Friday | Simchat Torah* | Jewish |
| October 26 | Wednesday | Diwali (Festival of Lights) | Hindu/Sikh |
| November 6 | Sunday | Eid-al-Adha* (Feast of Sacrifice, concludes the pilgrimage to Mecca) | Muslim |
| December 21-28 | Wednesday - Wednesday | Hanukkah* | Jewish |
| December 25 | Sunday | Christmas | Christian |
| Dec. 26 - Jan. 1 | Monday - Sunday | Kwanzaa | Interfaith |
| January 23 | Monday | Chinese New Year | Buddhist |
| February 22 | Wednesday | Ash Wednesday | Christian |
| March 8 | Thursday | Purim* | Jewish |
| April 6 | Friday | Good Friday | Christian |
| April 7-14 | Saturday - Saturday | Passover* | Jewish |
| April 8 | Sunday | Easter | Christian |
| May 27-28 | 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 2011-2012

| | |
|----------------|--|
| August 22-23 | Advising for first year students |
| August 25 | Fall semester classes begin |
| September 6 | Faculty Meeting |
| October 4 | Faculty Meeting |
| November 1-18 | Advising and registration period for spring 2012 semester |
| November 1 | Faculty Meeting |
| December 6 | Faculty Meeting |
| December 9 | Fall semester classes end |
| December 10-12 | Reading period |
| December 12-16 | Final examinations (Grades due in Registrar's office 72 hours after each exam) |
| January 16 | Spring semester classes begin |
| February 1 | Annual report of tenured faculty members for calendar year 2011 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/college/DOF/review.html |
| February 7 | Faculty Meeting |
| March 1 | Deadline for meeting between faculty member and chairperson to discuss annual report |
| March 6 | Faculty Meeting |
| April 1 | Annual reviews of faculty members due from department chairs |
| April 2-20 | Advising and registration period for fall 2012 semester |
| April 3 | Faculty Meeting |
| May 1 | Faculty Meeting |
| May 4 | Class and Charter Day. Spring term classes end at 11:50 a.m. Ceremony begins at 12:15 p.m. |
| May 5-7 | Reading period |
| May 7-11 | Final Examinations (Grades due in Registrar's office 72 hours after each exam) |
| May 16 | Faculty Meeting |
| May 20 | Commencement |
| June 1 | Applications due for periodic leave for the 2013-2014 academic year |
| June 30 | Departmental annual reports for 2011-2012 due from department chairs |

HAMILTON COLLEGE
SCHEDULE FOR 2011-2012 FACULTY MEETINGS

| <u>Date</u> | <u>Time</u> | <u>Location</u> |
|----------------------|-------------|---------------------------------------|
| Tuesday, September 6 | 4:10 p.m. | Fillius Events Barn, Beinecke Village |
| Tuesday, October 4 | 4:10 p.m. | Fillius Events Barn, Beinecke Village |
| Tuesday, November 1 | 4:10 p.m. | Fillius Events Barn, Beinecke Village |
| Tuesday, December 6 | 4:10 p.m. | Fillius Events Barn, Beinecke Village |
| Tuesday, February 7 | 4:10 p.m. | Fillius Events Barn, Beinecke Village |
| Tuesday, March 6 | 4:10 p.m. | Fillius Events Barn, Beinecke Village |
| Tuesday, April 3 | 4:10 p.m. | Fillius Events Barn, Beinecke Village |
| Tuesday, May 1 | 4:10 p.m. | Fillius Events Barn, Beinecke Village |
| Wednesday, May 16 | 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

2011-2012

Africana Studies

[Carter, Donald] P
Endsley, Crystal VASP fs
Haley, Shelley P
Merrill, Heather SOP
Nieves, Angel SOP
Westmaas, Nigel ASP

Anthropology

Beck, Charlotte P
Chung, Haeng-ja ASP
Goodale, Nathan ASP
Jones, Tom P
LaDousa, Chaise SOP
Urciuoli, Bonnie P
Vasantkumar, Chris ASP

Art

Gant, Ella SOP
Knight, Robert ASP
Kuharic, Katharine P
Muirhead, Bruce P
Murtaugh, Rebecca SOP
Salzillo, William P E

Art History

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

Biology

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

Chemistry

[Brewer, Karen] P
Chapp, Timothy VASP fs
Cotten, Myriam SOP ES
Elgren, Timothy P
Jones, Camille ASP
Rosenstein, Ian SOP
Snyder, Nicole ASP
Van Wynsberghe, Adam ASP
Zilinskas, Egidijus VASP fs

Classics

Gold, Barbara P
Haley, Shelley P
Rubino, Carl P
Thomas, Jennifer VASP fs

Communication

Casey, Cheryl VASP fs
Dowd, Megan VI fs
Phelan, Catherine P

Comparative Literature

Mescall, Anjela ASP
Rabinowitz, Nancy P ES
Rabinowitz, Peter P
Schwartz, Janelle VASP fs

Computer Science

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

Dance & Movement Studies

Heekin, Elaine SOP
Walczyk, Bruce P S
Wilcox, Paris VI fs

East Asian Languages

Chang, Ling-Chia VI fs
Gao, Ying VI fs
Hou, Xiaoming TF fs
Jin, Hong Gang P
Kamiya, Masaaki SOP S
Maekawa, Wakana VI fs
McCraw, Mami VASP S
Omori, Kyoko SOP
Wang, Sharon VASP fs
Wang, Zhuoyi ASP ES
Xu, De Bao P
Xu, Ming-De VI fs
Xue, Lian TF fs

Economics

Balkan, Erol P NYC-F
Bradfield, James P
Conover, Emily ASP S
Georges, Christophre P
Hagstrom, Paul P S
Jensen, Elizabeth P
Jones, Derek P
Owen, Ann P S
Pliskin, Jeffrey SOP
Sullivan, Karen VASP fs
Temesvary, Judit ASP
Videras, Julio SOP
Wu, Stephen SOP E

English & Creative Writing

Guttman, Naomi P
Hall, Tina SOP ES
Kodat, Catherine P
Larson, Doran P
Ngo, Hoa VASP fs
Odamtten, Vincent P
Oerlemans, Onno P
O'Neill, Patricia P
Porco, Alessandro VASP fs
Springer, Jane VASP fs
Strout, Nathaniel SOP
Terrell, Katherine ASP
Thickstun, Margaret P
Yao, Steven P

French

Aubry, Lucie TF fs
Guyot-Bender, Martine P JYF
Krueger, Roberta P
Morgan, Cheryl SOP
Mwantuani, Joseph SOP
O'Neal, John P
[Stewart, Joan Hinde] P
Van de Wiele, Aurelie VASP fs

Geosciences

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

German & Russian

Bartle, John SOP
Malloy, Joseph SOP
Piesche, Peggy VI fs
Sciaccia, Frank SOP
Toegel, Edith SOP

Government

Anechiarico, Frank P E
Cafruny, Alan P
Cannavò, Peter SOP
Eismeier, Theodore P DC- FS
Klinkner, Philip P
Lee, Charlotte ASP
Lehmann, Ted ASP
Martin, Robert SOP E
Milstein, Andrew VI fs
Orvis, Stephen P
Paris, David P ES
Rivera, Sharon SOP
Sweig, Julia VP f
Walker, Edward P
Wyckoff, Gary P S

I = Instructor
P = Professor
BOLD = Chair
[] = Administrator
AYS = Academic Year in Spain

ASP = Assistant Professor
V = Visiting
fs = Term(s) of Service
MFE = Mellon Faculty Exchange
JYF = Junior Year in France

SOP = Associate Professor
TF = Teaching Fellow
FS = Term(s) of Leave
DC = Term in Washington D.C. Program
NYC = Term in New York City Program

FACULTY BY DEPARTMENT

2011-2012

Hispanic Studies

Briones, Luisa VI fs
 Burke, Jessica ASP
 Chiriboga Holzheu, Alessandra VI fs
 Depetris Chauvin, Irene VASP fs
 Gutiérrez-Berner, Virginia VASP fs
 Hwangpo, Cecilia SOP FS
 Morales Castro, Ana TF fs
 Rodriguez-Plate, Edna SOP E
Sabadell-Nieto, Joana SOP
 Willstedt, Maria ASP AYS

History

Ambrose, Douglas P S
 Eldevik, John ASP
 Grant, Kevin SOP E
 Isserman, Maurice P S
Keller, Shoshana P
 Kelly, Alfred P
 Paquette, Robert P
 Rath, Thomas VASP fs
 Trivedi, Lisa SOP E
 Williams, Chad SOP E
 Wilson, Thomas P
 Ziomek, Kirsten VASP fs

Mathematics

Bedient, Richard P
 Boutin, Debra P
 Cockburn, Sally SOP
 Dykstra, Andrew ASP
Kantrowitz, Robert P
 Kelly, Timothy SOP S
 Knop, Larry P FS
 Kuruwita, Chinthaka ASP
 LeMasurier, Michelle SOP
 Redfield, Robert P S
 Wiscons, Joshua VASP fs

Music

Bodenheimer, Rebecca VASP fs
 Buchman, Heather SOP S
Hamessley, Lydia P
 Hopkins, Robert SOP
 Kolb, G. Roberts P
 Pellman, Samuel P
 Woods, Michael P

Philosophy

Doran, Katheryn SOP
Franklin, Todd P S
 Janack, Marianne P
 Marcus, Russell ASP
 Shuster, Martin VASP fs
 Simon, Robert P S
 Werner, Richard P

Physical Education

Barnard, Scott ASP
 Davis, T.J. ASP
 DeSorretno, Kathryn VI fs
 Fagan, Kerri P
 Gilligan, Colette SOP
 Glaser, Erin ASP
 Haberbusch, Robert ASP
Hind, Jonathan P
 Hull, Brett P
 Hull, Ellen SOP
 King, James ASP
 Kloidt, Patricia SOP E
 Knight, Brendon ASP
 McDonald, Gillian ASP
 Nizzi, Perry P
 Spicer, William ASP
 Stetson, Steve ASP
 Stockwell, Adam ASP
 Summers, Eric SOP
 Thompson, David P
 Tracy, Michael I

Physics

Collett, Brian SOP
 Connolly, Natalia ASP E
Jones, Gordon P
 Major, Seth SOP
 Millet, Peter P
 Silversmith, Ann P

Psychology

Borton, Jennifer SOP
 Burr, Jean ASP
 Butcher, Serena ASP E
 Frederick, Michael VASP fs
 McKee, Tara SOP S
Pierce, Gregory P
 Skipper, Jeremy ASP
 Vaughan, Jonathan P E
 Weldon, Douglas P
 Yee, Penny P

Religious Studies

Amar, Abhisek VASP fs
 Fox Tree, Erich ASP
 Humphries-Brooks, Steve P
 Plate, Brent VSOP fs
 Ravven, Heidi P
Seager, Richard P
 Williams, Jay P FS

Sociology

Chambliss, Daniel P NYCS
Ellingson, Stephen SOP
 Gilbert, Dennis P
 Lee, Elizabeth VASP fs
 Irons, Jenny SOP S
 Zylan, Yvonne SOP FS

Theatre

Bellini-Sharp, Carole P
 Cryer, Mark SOP
 Holland, Andrew VASP fs
 Latrell, Craig P

Women's Studies

Adair, Vivyan SOP
 Barry, Joyce VASP fs
 [Gentry, Margaret] P
Lacsamana, Anne SOP
 Paludi, Michele VP fs

I = Instructor
 P = Professor
BOLD = Chair
 [] = Administrator
 AYS = Academic Year in Spain

ASP = Assistant Professor
 V = Visiting
 fs = Term(s) of Service
 MFE = Mellon Faculty Exchange
 JYF = Junior Year in France

SOP = Associate Professor
 TF = Teaching Fellow
 FS = Term(s) of Leave
 DC = Term in Washington D.C. Program
 NYC = Term in New York City Program

2011-2012
OFF CAMPUS STUDY DIRECTORS

| | |
|------------------------------|--|
| Associated Colleges in China | Yin Zhang |
| Academic Year in Spain | Maria Willstedt |
| Junior Year in France | Martine Guyot-Bender |
| New York City Program | Erol Balkan - fall 2011 term Dan Chambliss - spring 2012 term |
| Term in Washington DC | Ted Eismeier - 2011-12 academic year |

ADJUNCT FACULTY
2011-2012

| <u>Name</u> | <u>Department/Program</u> | <u>Term of Service</u> |
|-----------------------|---|------------------------|
| Victoria Allen | Education Studies | Fall and Spring |
| Nesecan Balkan | Economics | Spring |
| Ken Bart | Biology | Fall and Spring |
| Barbara Britt-Hysell | English for Speakers of Other Languages | Fall and Spring |
| Marc Elias | Government | Fall |
| Wyatt Galusky | Environmental Studies | Fall |
| Anat Guez | Critical Languages | Fall and Spring |
| Esther Kanipe | Education Studies | Fall |
| Robin Kinnel | Environmental Studies | Fall |
| Richard Lloyd | Dance | Fall and Spring |
| Madeleine López | History | Fall |
| Susan Mason | Education Studies | Fall and Spring |
| Jeremy Medina | Hispanic Studies | Fall |
| Margaret Morgan-Davie | Economics | Spring |
| Jean Morris | Psychology | Fall |
| Shawna O'Neil | Chemistry | Fall and Spring |
| John O'Neill | English | Fall and Spring |
| Stephen Owen | Economics | Fall and Spring |
| Jim Schreve | Physics | Fall and Spring |
| Sandra Stanton | Dance and Movement Studies | Fall and Spring |
| David Stoughton | Theatre | Fall and Spring |
| David Walden | Psychology | Spring |
| Kim Wiczorek | Education Studies | Spring |
| Sharon Williams | English | Fall |

ADJUNCT FACULTY
2011-2012

Lecturers in Music

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

NEW FACULTY MEMBERS

2011-2012

| | |
|------------------------------|--|
| Lucie Aubry | Teaching Fellow in French |
| Brianne Barker | Visiting Assistant Professor of Biology |
| Ling-Chia Chang | Visiting Instructor of East Asian Languages & Literatures |
| Alessandra Chiriboga Holzheu | Visiting Instructor of Hispanic Studies |
| Irene Depettris Chauvin | Visiting Assistant Professor of Hispanic Studies |
| Kathryn DeSorrento | Interim Head Coach, Women's Basketball & Visiting Instructor of Physical Education |
| Megan Dowd | Visiting Instructor of Communication |
| Noha El-Zayat | Fulbright Teaching Fellow in Critical Languages (Arabic) |
| Ying Gao | Visiting Instructor of East Asian Languages & Literatures |
| Robert Habermusch | Head Coach, Men's Ice Hockey & Assistant Professor of Physical Education |
| Xiaoming Hou | Teaching Fellow in East Asian Languages and Literatures (Chinese) |
| Robert Knight | Assistant Professor of Art |
| Chinthaka Kuruwita | Assistant Professor of Mathematics |
| Elizabeth Lee | Visiting Assistant Professor of Sociology |
| Mami Osaki McCraw | Visiting Assistant Professor of East Asian Languages and Literatures (Japanese) |
| Ana Castro Morales | Teaching Fellow in Hispanic Studies |
| Michele Paludi | Elihu Root Peace Fund Visiting Professor of Women's Studies |
| Alessandro Porco | Visiting Assistant Professor of English & Creative Writing |
| Joana Sabadell-Nieto | Associate Professor of Hispanic Studies |
| Janelle Schwartz | Visiting Assistant Professor of Comparative Literature |
| Mary Sisler | Visiting Assistant Professor of Critical Languages |
| Adam Stockwell | Head Coach, Men's Basketball & Assistant Professor of Physical Education |
| Karen Sullivan | Visiting Assistant Professor of Economics |
| Julia Sweig | Sol M. Linowitz Visiting Professor of International Affairs, fall term |
| Judit Temesvary | Assistant Professor of Economics |
| Jennifer Thomas | Visiting Assistant Professor of Classics |
| Chialan Sharon Wang | Visiting Assistant Professor of East Asian Languages and Literatures |
| Paris Wilcox | Visiting Instructor of Dance and Movement Studies |
| Joshua Wiscons | Visiting Assistant Professor of Mathematics |
| Egidigus Zilinskas | Visiting Assistant Professor of Chemistry |
| Kirsten Ziomek | Visiting Assistant Professor of History |

**NEW STAFF and ADMINISTRATORS
2011-2012**

| | |
|----------------------|---|
| Katherine Addiss | Intern/Assistant Women's Soccer Coach |
| Marc Alvord | Safety Officer |
| Ryan Aumiller | Desktop Systems Administrator |
| Tina Barber | Custodian |
| Joanne Becker | Senior Accountant |
| Cecilia Chang | Field Director, ACC Program |
| Paul Colburn | Campus Safety Investigator |
| Susan Coon | Admission Operations Manager |
| Margaret Di Gennaro | Area Director, Residential Life |
| Philip Dudajek | Custodian |
| Christine Edick | Custodian |
| Janet Gibbons | Custodian |
| Stephanie Kowell | Assistant Athletic Trainer |
| Lisa Lindberg | Intern/Assistant Volleyball Coach |
| Wendy Look | Information Technology Assistant - Help Desk |
| Ryan Mahanna | Assistant Dean of Admission |
| Brian Marcantonio | Assistant Men's Soccer Coach |
| Michael Matt | Intern, Sports Information |
| Kara McKeag | Assistant Athletic Trainer |
| Larry Munz | Custodian |
| John Ostler | Intern/Assistant Men's & Women's Cross Country, Indoor and Outdoor Track Coach |
| Jennifer Piren | Assistant Director, Custodial Services |
| Paula Jo Roman-Yorke | Senior Assistant, Principal Leadership Gifts |
| David Saxe | Custodian |
| Catharine Stern | Technical Services Assistant |
| Amit Taneja | Director, Days-Massolo Center |
| Jeremiah Tylutki | Director of Computer Science Laboratories |

OFFICERS OF THE COLLEGE

2011-2012

President

The President holds office at the will and pleasure of the Board and is designated in the By-Laws of the Board as having responsibility for the administration of the College and its educational program. In furtherance of that responsibility, the President shall have such power, authority, duties and privileges as customarily appertain to this office. The President has the authority to appoint members of the faculty and staff of the College. Appointments to tenure shall be made only with the approval of the Board.

Vice President for Academic Affairs and Dean of Faculty

The principal academic officer under the President, the Vice President for Academic Affairs and Dean of Faculty, hereafter referred to as Dean, oversees the Faculty and the curriculum and has responsibility for the execution of educational policy. Under the Dean's jurisdiction are the Registrar, Library, Institutional Research, Athletics, Opportunity Programs, and Emerson Gallery. The Dean also oversees academic support areas with the assistance of an Associate Dean of Faculty and an Assistant Dean for Institutional Research.

Vice President, Administration and Finance

The Vice President, Administration and Finance oversees the College's budget, long-term financial planning, and overall physical plant. Under the Vice President's jurisdiction are the Controller and Budget offices, Human Resources, Physical Plant, Investments, Auxiliary Services, and Environmental Protection, Safety and Sustainability.

Dean of Students

The Dean of Students is responsible for the direction and quality of undergraduate life and housing. Under the Dean's jurisdiction are the Chaplaincy, Counseling and Psychological Services, Off-Campus Study, Student Health Center, Campus Safety, Diversity and Accessibility, Residential Life, Outdoor Leadership and Student Activities.

Dean of Admission and Financial Aid

The Dean of Admission is responsible for planning recruitment strategies and overseeing the selection process for prospective students. Under the Dean's jurisdiction are the Admission and Financial Aid offices.

Vice President, Communications and Development

The Vice President, Communications and Development, is responsible for planning and executing the College's fundraising and communications programs. Under the Vice President's jurisdiction are Annual Giving and Alumni Affairs, Major and Principal Gifts, Foundations, Corporations and Government Relations, Communications, and the Career Center.

Vice President for Information Technology

The Vice President for Information Technology is responsible for planning, implementing, and managing the use of computing, networking, telecommunications, and electronic information resources. Under the Vice President's jurisdiction are Central Information Services, Network and Telecommunication, Desktop Integration, Instructional Technology Support, Help Desk and Training, Web Services and Audiovisual Services.

Chief Diversity Officer

The Chief Diversity Officer provides advice and specific recommendations to the President about how to accomplish the College's diversity objectives, oversees efforts in this area, and represents Hamilton's aspirations and commitment to inclusiveness with constituencies on campus and off.

Chief of Staff and Secretary to the Board of Trustees

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

DEPARTMENT CHAIRS 2011-2012

| <u>Department</u> | <u>Chair</u> |
|--|--|
| Africana Studies | Angel Nieves |
| Anthropology | Chaise LaDousa |
| Art | Rebecca Murtaugh |
| Art History | Deborah Pokinski |
| Biology | Herm Lehman |
| Chemistry | Ian Rosenstein |
| Classics | Shelley Haley |
| Communication | Catherine Phelan |
| Comparative Literature | Nancy Rabinowitz |
| Computer Science | Mark Bailey |
| Dance and Movement Studies | Bruce Walczyk (on leave, Spring) Elaine Heekin (Acting Chair, Spring) |
| East Asian Languages and Literatures | De Bao Xu |
| Economics | Chris Georges |
| English and Creative Writing | Onno Oerlemans |
| French | Cheryl Morgan |
| Geosciences | Todd Rayne |
| German & Russian Languages and Literatures | Edith Toegel |
| Government | Robert Martin (on leave, Fall) Steve Orvis (Acting Chair, Fall) |
| Hispanic Studies | Joana Sabadell-Nieto, Acting Chair |
| History | Douglas Ambrose (on leave, Spring) Shoshana Keller (Acting Chair, Spring) |
| Mathematics | Rob Kantrowitz |
| Music | Lydia Hamessley |
| Philosophy | Todd Franklin (on leave, Spring) Kathryn Doran (Acting Chair, Spring) |
| Physical Education | Jonathan Hind |
| Physics | Gordon Jones |
| Psychology | Greg Pierce |
| Religious Studies | Richard Seager |
| Sociology | Steve Ellingson |
| Theatre | Carole Bellini-Sharp |
| Women's Studies | Anne Lacsamana |

**PROGRAM DIRECTORS
2011-2012**

| <u>Program</u> | <u>Director</u> |
|---|--|
| American Studies | Catherine Kodat |
| Asian Studies | Thomas Wilson |
| Biochemistry/Molecular Biology | Myriam Cotten (on leave FS but continuing as Director) |
| Chemical Physics | Ann Silversmith |
| Cinema & New Media Studies | Steve Humphries-Brooks |
| Digital Arts | Ella Gant |
| Education Studies | Susan Mason |
| Environmental Studies | Peter Cannavò |
| Geoarchaeology | David Bailey - Co-Director Tom Jones - Co-Director |
| Jurisprudence, Law, and Justice Studies | Doran Larson |
| Latin American Studies | Richard Seager |
| Medieval/Renaissance Studies | Katherine Terrell |
| Neuroscience | Doug Weldon |
| Public Policy | Gary Wyckoff |
| Russian Studies | John Bartle |

ACADEMIC OFFICE CONTACTS 2011-2012

| <u>Departments/Programs</u> | <u>Staff Member</u> | <u>Location/Contact Information</u> |
|--|--|--|
| Africana Studies, Classics, Women's Studies | Amy Gowans Academic Office Assistant | Couper 104, ext. 4282 agowans@hamilton.edu |
| Anthropology, History, Sociology, Communication | Robin Vanderwall Academic Office Assistant | Kirner-Johnson 240, ext 4404 rvanderw@hamilton.edu |
| Art | Heather Johnsen Academic Office Assistant | List 111, ext. 4269 hjohnsen@hamilton.edu |
| Art History | Jackie Medina Visual Resource Coordinator | Molly Root House, ext. 4258 jamedina@hamilton.edu |
| Biology, Chemistry, Computer Science, Geosciences, Physics, Psychology | Alissa Nauman Academic Office Assistant Janet Siepiola Academic Office Assistant | Science Center 2005, ext. 4701 anauman@hamilton.edu Science Center 2005, ext. 4729 jsiepiol@hamilton.edu |
| Comparative Literature, English & Creative Writing, Religious Studies | Carolyn Mascaro Academic Office Assistant Terri Viglietta Academic Office Assistant | Root 116, ext. 4459 cmascaro@hamilton.edu Root 116, ext. 4460 tvigliet@hamilton.edu |
| Critical Languages, East Asian Languages, French, Hispanic Studies | Christine Depasquale Academic Office Assistant | Christian A. Johnson 202, ext. 4771 cdepasqu@hamilton.edu |
| Dance & Movement Studies, Music | Kimberly Carroll Academic Office Assistant | List 217, ext. 4261 kmcarrol@hamilton.edu |
| Economics, Government, Semester in Washington DC | Joan Kane Academic Office Assistant | Kirner-Johnson 122, ext. 4450 jkane@hamilton.edu |
| German & Russian, Mathematics, Philosophy | Ruth Lessman Academic Office Assistant | Christian A. Johnson 216, ext. 4782 rlessman@hamilton.edu |
| Physical Education | Kimberly Hutchins Sr. Assistant, Athletics Nancy Phelan Academic Office Assistant | Alumni Gym, ext. 4752 khutchin@hamilton.edu Alumni Gym, ext. 4751 nphelan@hamilton.edu |
| Theatre | Maria Maier Production Coordinator | List 111, ext. 4057 mmaier@hamilton.edu |

2011-2012
FACULTY MEMBERSHIP ON COMMITTEES

OFFICERS AND STANDING COMMITTEES OF THE FACULTY

Faculty Chair

Rabinowitz, P. 2012

Faculty Secretary

Collett, B. 2012

Parliamentarian

Bradfield, J. 2012

Committee on Academic Policy

Reynolds, P. ex officio
 Brewer, K. ex officio
 Omori, K. 2012
 Kuharic, K. 2012
 Yee, P. 2013
 Cockburn, S. 2013
 LaDousa, C. 2014
 Wilson, T. 2014 (Chair)

Committee on Appointments

Martin, R. 2012 (F)
 Millet, P. 2012
 Weldon, D. 2012
 Cafruny, A. 2012
 Hirshfield, S. 2013 (S)
 Gold, B. 2013 (Chair)
 Janack, M. 2014
 Kodat, C. 2014

Academic Council

Reynolds, P. ex officio (Chair)
 Rabinowitz, P. ex officio
 Collett, B. ex officio
 Borton, J. 2012
 Strout, N. 2013
 Orvis, S. 2014

Faculty Committee on Admission and Financial Aid

Inzer, M. ex officio
 Reynolds, P. ex officio
 Irons, J. 2012 (S)
 Davis, T.J. 2013
 LeMasurier, M. 2014
 Doran, K. 2014 (Chair)
 Burr, J. 2015
 Cryer, M. 2015

Faculty Committee on Budget and Finance

Reynolds, P. ex officio
 Leach, K. ex officio
 Decker, R. 2012 (Chair)
 Bartle, J. 2013
 Jensen, E. 2014
 Pellman, S. 2015

Committee on Academic Standing

Thompson, N. ex officio
 Brewer, K. ex officio (Chair)
 Malloy, J. 2012
 Ravven, H. 2012
 Williams, C. 2012 (F)
 Vasantkumar, C. 2013
 McKee, T. 2014 (S)

Committee on the Library

Smallen, D. ex officio
 Reynolds, P. ex officio
 Leach, K. ex officio
 Gapp, D. 2011
 Nieves, A. 2012 (Chair)
 Connolly, N. 2013 (F)
 Hamesley, L. 2013
 Sciacca, F. 2014
 (4 students appointed by Student Assembly)

Committee on Information Technology

Smallen, D. ex officio
 Reynolds, P. ex officio
 Leach, K. ex officio
 Friedel, K. ex officio
 Wu, S. 2012
 Gapp, D. 2012
 Grant, K. 2012
 Connolly, N. 2012 (F)
 Mwantuali, J. 2013
 Wyckoff, G. 2013 (S) (Chair)
 Carter, R. 2014
 (2 students)

2011-2012
FACULTY MEMBERSHIP ON COMMITTEES
OFFICERS AND STANDING COMMITTEES OF THE FACULTY

Committee on Student Activities

| | |
|--------------|--------------------|
| Thompson, N. | ex officio (Chair) |
| Burke, J. | 2012 |
| Cotten, M. | 2014 |
| Dykstra, A. | 2015 |
| Hopkins, R. | 2015 |

Committee on Athletics

| | |
|-------------|---------------------|
| Simon, R. | ex officio |
| Brewer, K. | ex officio |
| Hind, J. | ex officio |
| Fagan, K. | ex officio |
| Trivedi, L. | 2012 |
| Kamiya, M. | 2012 (Chair) (S) |
| Heekin, E. | 2013 |
| Jones, D. | 2014 (Actg Chair-S) |

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

2011-2012
FACULTY MEMBERSHIP ON COMMITTEES

COMMITTEES AND BOARDS WITH FACULTY MEMBERS

Alumni Council

| | |
|--------------|-----------|
| Williams, J. | 2012 (FS) |
| Bedient, R. | 2012 |
| Salzillo, W. | 2012 |
| Isserman, M. | 2013 (S) |
| McEnroe, J. | 2014 |

Planning Committee

(Faculty Representatives)

| | |
|--------------|----------|
| Stewart, J. | Chair |
| Buchman, H. | 2012 (S) |
| Hagstrom, P. | 2013 (S) |
| Latrell, C. | 2014 |

Honor Court

| | |
|-------------|------|
| Boutin, D. | 2012 |
| Marcus, R. | 2013 |
| Terrell, K. | 2014 |

(7 students and non-voting student chair)

Judicial Board

| | |
|--------------|------|
| Collett, B. | 2012 |
| Goodale, N. | 2012 |
| Thompson, D. | 2013 |

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

Appeals Board

| | |
|-------------|--------------|
| Kelly, A. | 2012 (Chair) |
| Pfitsch, W. | 2013 |
| Larson, D. | 2014 |

(2 students)

2011-2012
FACULTY MEMBERSHIP ON COMMITTEES
INTERDISCIPLINARY PROGRAM COMMITTEES*

American Studies Committee

| | |
|---------------|--------------|
| Hamessley, L. | 2012 |
| Nieves, A. | 2012 |
| Kodat, C. | 2013 (Chair) |
| Zylan, Y. | 2013 (FS) |
| Yao, S. | 2014 |

Asian Studies Committee

| | |
|-----------------|--------------|
| Wang, Z. | 2012 (FS) |
| Xu, D. | 2012 |
| Wilson, T. | 2013 (Chair) |
| Trivedi, L. | 2014 (F) |
| Yao, S. | 2014 |
| Kamiya, M. | 2014 (S) |
| Omori, K. | 2014 |
| Lee, C. | 2014 |
| Chung, H. | 2014 |
| Vasantkumar, C. | 2014 |

Biochemistry/Molecular Biology Committee

| | |
|---------------|-------------------|
| Lehman, H. | 2012 (S) |
| McCormick, M. | 2012 (FS) |
| Cotten, M. | 2013 (FS) (Chair) |
| Elgren, T. | 2013 |
| Garrett, J. | 2013 |
| Snyder, N. | 2014 |
| Chang, W. | 2014 |

Chemical Physics

| | |
|-----------------|--------------|
| Jones, C. | 2012 |
| Silversmith, A. | 2014 (Chair) |
| Jones, G. | 2014 |

Cinema & New Media Studies

| | |
|----------------------|--------------|
| Humphries-Brooks, S. | 2014 (Chair) |
| Gant, E. | 2014 |
| Guyot-Bender, M. | 2014 (JYF) |
| Nieves, A. | 2014 |

Digital Arts

| | |
|-------------|--------------|
| Pellman, S. | 2014 (S) |
| Gant, E. | 2014 (Chair) |

Education Studies

| | |
|-----------|--------------------|
| Mason, S. | continuing (Chair) |
|-----------|--------------------|

Environmental Studies Advisory Committee

| | |
|---------------|--------------|
| Cannavò, P. | 2012 (Chair) |
| Oerlemans, O. | 2012 |
| Videras, J. | 2013 |
| Elgren, T. | 2013 |
| Pfitsch, W. | 2014 |
| Rayne, T. | 2014 |
| Domack, E. | 2014 |
| Williams, E. | 2014 |

Geoarchaeology

| | |
|------------|-----------------|
| Bailey, D. | 2014 (Co-Chair) |
| Jones, T. | 2014 (Co-Chair) |

Jurisprudence, Law & Justice Studies

| | |
|-----------------|--------------|
| Larson, D. | 2014 (Chair) |
| Anechiarico, F. | 2014 (F) |
| Garrett, J. | 2014 |
| Phelan, C. | 2014 |

Latin American Studies Committee

| | |
|----------------------|--------------|
| Seager, R. | 2013 (Chair) |
| Fox Tree, E. | 2013 |
| Sabadell, J. | 2013 |
| Gutierrez-Berner, V. | 2013 |
| Burke, J. | 2014 |
| Nieves, A. | 2014 |

Medieval/Renaissance Studies Committee

| | |
|---------------|--------------|
| Thickstun, M. | 2013 |
| Strout, N. | 2013 |
| Terrell, K. | 2014 (Chair) |
| Krueger, R. | 2014 |
| Mescall, A. | 2014 |
| Hamessley, L. | 2014 |
| Eldevik, J. | 2014 |

Neuroscience

| | |
|-------------|--------------|
| Weldon, D. | 2014 (Chair) |
| Butcher, S. | 2014 (F) |
| Gapp, D. | 2014 |
| Lehman, H. | 2014 (S) |
| Skipper, J. | 2014 |
| Vaughan, J. | 2014 (F) |

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

2011-2012
FACULTY MEMBERSHIP ON COMMITTEES
INTERDISCIPLINARY PROGRAM COMMITTEES*

Public Policy

Wyckoff, G. 2014 (Chair)

Russian Studies Committee

Sciacca, F. 2013
Bartle, J. 2014 (Chair)
Keller, S. 2014
Rivera, S. 2014

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

2011-2012
FACULTY MEMBERSHIP ON COMMITTEES
OTHER APPOINTED COMMITTEES AND BOARDS

Committee on Student Awards and Prizes

| | |
|--------------|--------------|
| Toegel, E. | 2012 (Chair) |
| Klinkner, P. | 2012 |
| Walczyk, B. | 2013 (S) |
| Murihead, B. | 2014 |

Student Fellowships Committee

| | |
|---------------|--------------|
| Thompson, N. | ex officio |
| Dosch, G. | ex officio |
| Hall, T. | 2012 (FS) |
| Doran, K. | 2012 |
| Ambrose, D. | 2013 (S) |
| Bartle, J. | 2014 |
| Bedient, R. | 2014 (Chair) |
| Kuharic, K. | 2014 |
| Oerlemans, O. | 2014 |

Health Professions Advisory Committee

| | |
|----------------|--------------|
| Kantrowitz, R. | 2012 |
| Kinnel, R. | 2012 |
| O'Neill, J. | 2012 |
| Miller, S.A. | 2013 |
| McKee, T. | 2013 (S) |
| North, L. | 2014 (Chair) |

Pre-Law Committee

| | |
|-------------|--------------|
| OPEN | ex officio |
| Simon, R. | 2012 (S) |
| Zylan, Y. | 2013 (FS) |
| Martin, R. | 2013 (F) |
| Ambrose, D. | 2014 (Chair) |
| Larson, D. | 2014 |

Harassment and Sexual Misconduct Board

| | |
|---------------------------|--------------|
| (Faculty Representatives) | |
| Hind, J. | 2012 |
| Orvis, S. | 2012 (Chair) |
| Rabinowitz, N. | 2013 (FS) |
| Adair, V. | 2014 |

Human Subjects Institutional Review Board

| | |
|-----------------|--------------|
| Lindner, A. | ex officio |
| Bamberger, H. | 2012 |
| Conover, E. | 2012 (S) |
| Borton, J. | 2013 (Chair) |
| Phelan, C. | 2013 |
| Zylan, Y. | 2013 (FS) |
| Rivera, S. | 2014 |
| Vasantkumar, C. | 2014 |

Institutional Animal Care and Use Committee

| | |
|--------------|--------------|
| Lindner, A. | ex officio |
| Miller, S.A. | 2013 |
| Corney, S. | 2013 |
| Walsh, M. | 2013 |
| Weldon, D. | 2013 (Chair) |
| Strout, N. | 2013 |
| Gapp, D. | 2014 |

Scientific Misconduct Review Board

| | |
|--------------------|--------------------|
| Gentry, M. | ex officio (Chair) |
| Van Wynsberghe, A. | 2013 |
| Gapp, D. | 2013 |
| Anechiarico, F. | 2014 |
| Werner, R. | 2014 |
| Weldon, D. | 2015 |

Radiation Safety Committee

| | |
|-------------|--------------|
| Bailey, D. | 2013 |
| Domack, E. | 2013 |
| Collett, B. | 2014 |
| Hansen, B. | 2014 |
| Gapp, D. | 2014 |
| Gapp, P. | 2014 (Chair) |

Trustee Honorary Degree Committee

| | |
|---------------|------|
| Thickstun, M. | 2012 |
| Kuharic, K. | 2012 |
| Jones, G. | 2013 |

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

2011-2012 ACADEMIC ADVISORY COMMITTEES

Writing Advisory Committee

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

Committee Members

| | |
|---|--------------|
| Sharon Williams, Director of the Nesbitt-Johnston Writing Center | ex officio |
| Tara McKee, Associate Professor of Psychology | 2012 (Chair) |
| Sharon Rivera, Associate Professor of Government | 2013 |
| Margaret Thickstun, Jane Watson Irwin Professor of English & Creative Writing | 2014 |

Quantitative & Symbolic Reasoning Advisory Committee

The Quantitative & Symbolic Reasoning Advisory Committee, a subcommittee of the Committee on Academic Policy, 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

| | |
|--|--------------------|
| Mary O'Neill, Director, Quantitative & Symbolic Reasoning Center | ex officio |
| Jeff Pliskin, Associate Professor of Economics | 2012 |
| Tom Jones, Professor of Anthropology | 2012 (Chair-S) |
| Andrew Dykstra, Assistant Professor of Mathematics | 2012 |
| Shoshana Keller, Professor of History | 2014 |
| Alistair Campbell, Associate Professor of Computer Science | 2014 |
| Tim Kelly, Associate Professor of Mathematics | 2015 (Chair-F) (S) |

Speaking Advisory Committee

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

Committee Members

| | |
|---|------------|
| James Helmer, Director, Oral Communication Center | ex officio |
| Paul Hagstrom, Associate Professor of Economics | 2014 |
| Mark Cryer, Associate Professor of Theatre | 2014 |
| Michael McCormick, Associate Professor of Biology | 2014 (FS) |

Levitt Council

The Levitt Council provides advisory support to the Levitt Center Director Julio Videras.

Committee Members

| | |
|--|---------------------------|
| John Eldevik, Assistant Professor of History | 2012 |
| Jenny Irons, Associate Professor of Sociology | 2012 |
| Steve Wu, Associate Professor of Economics, | 2012 (F) |
| Emily Conover, Assistant Professor of Economics | 2013 (S) |
| Kathryn Doran, Associate Professor of Philosophy | 2013 |
| Frank Anecharico, Maynard-Knox Professor of Government | 2013 |
| Julio Videras, Associate Professor of Economics | 2014 (ex officio) (Chair) |
| Peter Cannavò, Associate Professor of Government | 2014 |

The Levitt Center has three 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: Jenny Irons

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

Program on Sustainability at the Arthur Levitt Public Affairs Center; Director: Peter Cannavò

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 Student Affairs

Four members from the Committee on Student Activities

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

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

Vice President for Academic Affairs and Dean of Faculty

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

Associate Dean of Faculty

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

Assistant Dean of Faculty for Institutional Research

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

Academic Budget Manager

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

Director of the Fred L. Emerson Gallery

Ian Berry is the consulting Director of the Gallery for the 2011-2012 academic year. He works closely with academic, development, and alumni representatives, with a focus on planning for future facilities. He coordinates active teaching, exhibition, and activities programs. Ian also manages and continues the development of the Gallery's permanent collections. He works closely in these capacities with Susanna White, Associate Director and Curator of the Gallery.

Patricia Pogue and Richard Watrous Couper Librarian

Dave Smallen will serve as the Interim Director of the Daniel Burke Library for 2011-12 as well as two branch libraries (the Media Library and the Music Record Library), and the Photographer. Dave is also responsible for the Burke Library Rare Book Room and the Archives.

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 profile do not fit the traditional Hamilton student profile, but demonstrates 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. Programs services include comprehensive needs and skills assessment, academic and career counseling, academic support, advocacy, and some assistance with books and travel. For more information call 859-4398.

Registrar

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

ACADEMIC SUPPORT SERVICES

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

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

Director of the Critical Languages Program/Language Learning Center

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

Coordinator, Hamilton College Programs Abroad

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

Coordinator of Health Professions Advising

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

Director of the Oral Communication Center

James Helmer 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"), customize course support, communication skills workshops, and one-on-one tutoring and group consultations. Contact Jim to discuss ways to design, develop, and deliver discipline-specific communication-based instruction.

Coordinator of Peer Tutoring Program and Quantitative and Symbolic Reasoning Center

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

Student Fellowships Coordinator

Virginia Dosch develops and coordinates institutional procedures for national merit-based scholarship competitions, including Fulbright, Watson, Rhodes, Goldwater, Truman, Marshall, Mitchell, Beinecke, and Bristol awards. She acts as campus liaison to fellowship sponsors and foundations. Ginny promotes and maintains the development and delivery of award and fellowship services. She is responsible for the planning and administration of all long-range and day-to-day services related to the identification, recruitment and mentoring of students who seek externally-funded, merit based award opportunities.

Director of the Nesbitt-Johnston Writing Center

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

DIVERSITY PROGRAMS

Chief Diversity Officer

Donald Martin Carter serves as the Chief Diversity Officer (CDO) for the College working to build an inclusive and welcoming community that promotes reciprocal understanding of complex social distinctions and cultural differences. He serves as administrative liaison with the POSSE Program and institutional coordinator with the foundations and consortia that the College works with in the area of diversity. As a member of the senior staff, he works with all divisions of the College in an advisory capacity, guiding the implementation of the College's affirmative action policies. He chairs the Diversity Coordinating Council. Donald is a Professor of Africana Studies.

Assistant to the Chief Diversity Officer

Janet Turvey coordinates Diversity Office initiatives and projects and works closely with the Chief Diversity Officer, the Diversity & Social Justice Project Director, and the Director of the Days-Massolo Center.

Diversity Coordinating Council

As part of Hamilton's commitment to inclusiveness, the Diversity Coordinating Council brings together faculty, administrators and students who are engaged in ongoing campus initiatives centered on diversity. The Council provides a forum for collaboration, shares information about events and activities, and engages the community in the promotion of a more inclusive and understanding campus environment.

Members of the Diversity Coordinating Council are:

Phyllis Breland, '80, Director of Opportunity Programs/Director of Opportunity Pathways

See description, page 21

Donald Carter, Chief Diversity Officer and Professor of Africana Studies

See description above

Brianna Felton, '09, Assistant Dean of Admission/Director of Diversity Recruitment

Brianna assists in the recruitment of students for Hamilton's incoming first-year class. Her areas of responsibility are Florida, Georgia, Texas, Oklahoma and New York (Brooklyn, Staten Island, Bronx, Queens). She is the liaison between the Admission Office and community based organizations around the country. Brianna also coordinates all diversity recruitment activities for the Admission Office.

Allen Harrison, Associate Dean of Students for Multicultural Affairs

Allen Harrison advises international students, manages the student peer mentoring programming for first-generation and multicultural students, and oversees disability support services. For the latter, he works closely with students and their faculty members to coordinate accommodations for students with disabilities.

LaurieAnn Russell, Associate Director, Alumni Relations and Director of Affinity Programs

Laurie's role at the College is to develop and manage a series of programs and initiatives designed to engage alumni through volunteerism, philanthropy and mentoring. These initiatives are designed in ways that help to enrich the lives of students and alumni in their relationship with each other and with Hamilton.

Amit Taneja, Director, Days-Massolo Center

See description within the Days-Massolo Center below

Marianne Janack, Sidney Wertimer Professor of Philosophy and Director of the Diversity & Social Justice Project

See description within the Diversity and Social Justice Project below

Diversity and Social Justice Project

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

Marianne Janack, Sidney Wertimer Professor of Philosophy and Director of the Diversity & Social Justice Project

Marianne directs the Diversity and Social Justice Project, a campus group that promotes teaching and conversation about class, race, gender, sexuality, and progressivism in education. As director, Marianne organizes a speaker series, coffee hours and other events in collaboration with faculty, staff and students, and oversees the KE/DSJP's Summer Service Associate awards, advises and assists students work related to social justice issues, and works with the DSJP Executive Committee on a number of projects.

Members of the DSJP Executive Committee include:

Peter Cannavò, Assistant Professor of Government
Carolyn Carpan, Director of Public Services, Burke Library
Martine Guyot-Bender, Professor of French, (directing JYF Program 11-12)
Anjela Mescall, Assistant Professor of Comparative Languages
Chad Williams, Associate Professor of History
Jeff McArn, College Chaplain

Days-Massolo Center

The Days-Massolo Center has been established to embrace the importance of fostering a diverse campus community. The center's mission is to promote diversity awareness, foster intercultural dialogue, and help make Hamilton College a welcoming, inclusive environment for faculty, staff, and students. The center provides a gathering space for diverse student groups and hosts the Womyn's Center and the Rainbow Alliance office within its building. The center promotes inter-group collaboration and dialogue through events, speakers and workshops. The center works with faculty and staff members to create opportunities for sustained dialogue across difference that promote mutual understanding and appreciation. The center welcomes and encourages campus constituents to collaborate with us on initiatives that help promote the college's equity and access goals.

Amit Taneja, Director, Days-Massolo Center

Amit serves as the director of the newly formed Days-Massolo Center. He promotes inter-group dialogue and understanding through educational events, speakers, and workshops. He works to make the campus climate more welcoming and inclusive of the increasing diversity of the students that we serve. He serves as a resource and support for all students, and promotes the development of multicultural competency skills that best prepare our students, faculty and staff to be global citizens.

Members of the Days-Massolo Center Advisory Board include:

Allen Harrison, Associate Dean of Students for Diversity and Accessibility
Barbara Britt Hysell, Coordinator of the English for Speakers of Other Languages (ESOL) Program
Anne Lacsamana, Associate Professor of Women's Studies
Chaise LaDousa, Associate Professor of Anthropology
Angel David Nieves, Associate Professor of Africana Studies
David Smallen, Vice President for Information Technology
Amit Taneja, Director, Days-Massolo Center
Steve Yao, Professor of English

Hamilton College POSSE Program

The Posse Program gives students who exhibit excellent leadership abilities the opportunity to excel academically while being advocates of change. Each annual cohort of Posse Scholars works closely, during their first two years on campus, with a Posse Mentor to receive structured academic support.

Posse Mentors for 2011-12:

Dave Bailey, Professor of Geosciences, dbailey@hamilton.edu, Tel: 315-859-4142

Mark Cryer, Professor of Theatre, mcryer@hamilton.edu, Tel: 315-687-6813

Shelley Haley, Professor of Africana Studies and Classics, shaley@hamilton.edu, Tel: 315-859-4197

Alan Cafruny, Henry Platt Bristol Professor of International Affairs, acafruny@hamilton.edu, Tel: 315-779-5003

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. Chief Diversity Officer Donald Carter is the liaison between the College and the Posse Foundation.

HAMILTON COLLEGE LIBRARY

The Hamilton College Library comprises the Daniel Burke Library, the Media Library, the Music Library, and the Jazz Archive. The Library contains 635,000 volumes, subscribes to approximately 1,900 journals in print, provides access to over 20,000 journals in electronic format, as well as 180 research databases, and many other Internet resources. Burke Library has an outstanding collection of rare books and other special collections particularly strong in religion, classics, local and college history, the Adirondacks, and Civil War regimental histories (especially New York State). Of particular note are the Beinecke Lesser Antilles Collection, the Ezra Pound Collection, and the Communal Societies Collection.

Your HillCard acts as your library card, giving you circulation and interlibrary loan privileges, as well as access to online resources from off campus. Librarians meet regularly with classes and with students one-on-one for research assistance. Discuss book and journal ordering with your department chair.

Divisions of the Hamilton College Library

| Department | Location | Staff |
|--|---|--|
| <p>Library Administration</p> | <p>First Floor, Burke Library 315-859-4489 dsmallen@hamilton.edu</p> | <p>Interim Director of the Library: David Smallen Assistant to the Librarian: Linda Brennan</p> |
| Public Services Division | | |
| <p>Information Commons An integrated service area in Burke Library that is staffed by reference librarians and instructional technologists who provide assistance with identification, location, retrieval and manipulation of information.</p> <p>Circulation Department Charges out books for external use and reserve materials for restricted library use. Electronic reserves are also available on the web and from off campus.</p> <p>Interlibrary Loan Department Obtains materials not owned by the Library through a system of reciprocal interlibrary borrowing.</p> <p>Media Library Collection includes DVD's, audio and video tapes, 16mm films and slide collections. Viewing and listening facilities are also available.</p> <p>Music Library Collection of music scores, non-circulating CD's and sound recordings, and a listening facility.</p> | <p>First Floor, Burke 315-859-4735 askref@hamilton.edu</p> <p>First Floor, Burke 315-859-4479 askcirc@hamilton.edu</p> <p>First Floor, Burke 315-859-4484 askill@hamilton.edu</p> <p>Third Floor, Christian Johnson Building 315-859-4923</p> <p>Basement, McEwen Hall 315-859-4348</p> | <p>Director of Public Services: position open</p> <p>Reference and Information Literacy Librarian: Glynis Asu</p> <p>Reference and Circulation Assistant: Laura Festine</p> <p>Reference and User Experience Librarian: Reid Larson</p> <p>Reference and Electronic Resources Librarian: Lynn Mayo</p> <p>Reference and Outreach Librarian: Kristin Strohmeyer</p> <p>Head, Circulation and Interlibrary Loan: position open</p> <p>Circulation Staff: Beth Brotherton Laura Festine Philip Gisondi Linda Hodinger Cindy McKelvey Catherine Miller Katrina Schell</p> <p>Interlibrary Loan Staff: Margie D'Aprix Joan Wolek</p> |

| | | |
|---|---|--|
| | | <p>Media Library Staff: Linda Brennan</p> <p>Music Library Staff: Beth Brotherton</p> |
| Technical Services Division | | |
| <p>Cataloging and Acquisitions/Serials Provides acquisitions, cataloging and processing services for materials in all libraries.</p> | <p>First Floor, Burke 315-859-4491</p> | <p>Director of Technical Services: Connie Roberts</p> <p>Acquisitions and Serials Librarian: Barbara Swetman</p> <p>Principal Catalog Librarian: Jean Williams</p> <p>Metadata Librarian: Lisa McFall</p> <p>Music Cataloger: Kathryn Stenstrom</p> <p>Technical Services Staff: Ginny Davis Abigail Morton Shelley Moses Cindy Savage Rebecca Siefert Cat Stern Cindy Stern</p> |
| Library Information Systems Division | | |
| <p>Systems Provides technology support for all library applications</p> | <p>First Floor, Burke 315-859-4487 kherold@hamilton.edu</p> | <p>Director of Library Information Systems: Ken Herold</p> <p>Library Systems Specialist: Peter MacDonald</p> |
| Special Collections and Archives | | |
| <p>College Archives Collects and provides access to the college archives, the Alumni collection, and the Hamilton Collection</p> <p>Jazz Archive Holds a collection of over 300 videotaped interviews with jazz musicians, arrangers, writers and critics, generally focusing on artists associated with mainstream jazz and the swing era.</p> <p>Rare Books and Special Collections Collects and provides access to rare books and special collections.</p> <p>Photography/Digital Imagery Services Prepares digital images for the library's digital collections and for the Couper Press.</p> | <p>Basement, Burke 315-859-4471 askarch@hamilton.edu</p> <p>McEwen Hall 315-859-4071 mrowe@hamilton.edu</p> <p>Third Floor, Burke 315-859-4447 cgoodwil@hamilton.edu</p> <p>Third Floor, Christian Johnson Building 315-859-4426 mamodio@hamilton.edu</p> | <p>Director of Special Collections and Archives: Christian Goodwillie</p> <p>Special Collections Assistant: Mark Tillson</p> <p>College Archivist: Katherine Collett</p> <p>Joe Williams Director of the Jazz Archive: Monk Rowe</p> <p>Photographer/Digital Imagery Specialist: Marianita Amodio</p> |

DIVISION OF STUDENT LIFE

Vice President for Student Affairs and Dean of Students

Reporting directly to the President as a member of the College's senior staff, Nancy Thompson leads the staff of the Division of Student 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 five associate deans whose responsibilities are delineated below. Nancy chairs the Committee on Student Activities, serves on the Committee on Academic Standing and 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.

Senior Associate Dean of Students for Strategic Initiatives

Meredith Harper Bonham has responsibility for residential life, new student orientation, the first-year program, and sexual assault prevention and response. She serves as the College's Title IX compliance officer, chairs the Hamilton Emergency Response Team, and coordinates the activities of the Harassment and Sexual Misconduct Board. Her supervisory oversight includes:

Associate Dean of Students for Multicultural Affairs

Allen Harrison advises international students, manages the peer mentoring programming for first-generation and multicultural students, and oversees disability support services. For the latter, he works closely with students and their faculty members to coordinate accommodations for students with disabilities. He is supported by Office Assistant Regina Johnson.

Assistant Dean of Students and Director of Residential Life

Travis Hill is responsible for the overall direction of the residential program and supervision of Staff Assistant Jean Burke and three Area Directors. He and his staff coordinate housing assignments, the opening and closing of residence halls, and the recruitment and training of student Resident Advisors. Travis will be responsible for new student orientation beginning in 2011-12.

Assistant Director/Area Directors

Margaret DiGennaro, Janine Knight '07, and Ashley Place are three professional staff members who live in the residence halls and train, supervise, evaluate, and provide on-going support for the student Resident Advisors. They provide individual counseling and referral for students with personal or academic concerns, make referrals to the judicial process, conduct judicial hearings, and coordinate room changes within their areas.

Associate Dean of Students for Student Engagement and Leadership

Lisa Magnarelli '96 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) and the Great Names selection and operations committees. Her office also directs operations for the Beinecke Student Activities Village and the Sadove Student Center. In addition to Staff Assistant Theresa Gallagher, she supervises the following:

Assistant Director of Student Activities

Noelle Niznik advises the Campus Activities Board (CAB) and the college radio station (WHCL), coordinates the recognition process for all student organizations, and facilitates the Student Assembly budget process and allocations. In addition she supervises the student technical support crew and Beinecke Center student staff.

Director of Outdoor Leadership

Andrew Jillings is responsible for designing a comprehensive adventure-based education experience for the College community. He oversees the Outdoor Leadership Center, the Hamilton Outing Club, and Adirondack Adventure, Hamilton's wilderness pre-orientation program.

Assistant Director of Outdoor Leadership

Sarah Jillings directs the Mark Cox Memorial Challenge Course, manages the Bruce Climbing Wall, and leads outdoor climbing trips and student training.

Director of Community Outreach and Opportunity Project (COOP)

Amy James oversees and facilitates student community service activities, advises the Hamilton Association for Volunteering, Outreach and Charity and coordinates the Alternative Spring Break program.

College Chaplain

Jeffrey McArn coordinates religious groups and activities on campus, conducts Protestant chapel services, interfaith discussions and experiences, and acts as counselor to students, faculty and staff. He chairs the Advisory Board for the COOP.

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.

Associate Dean of Students for Health and Safety

Jeff Landry is responsible for determining the appropriate mechanism for dealing with alleged violations of the Student Code of Conduct, serves as judicial coordinator, and chairs the Bias Incident Response Team (BIRT). Jeff provides oversight and direction for the following departments:

Director of Campus Safety

Francis Manfredo 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

Paul Colburn, Wayne Gentile and Michael Jones provide administrative support to the department as well as supervision and leadership to the patrol and dispatch officers. Paul Colburn is the Campus Safety Investigator; Wayne Gentile is the Assistant Director for the 7:00 am to 3:00 pm shift; Michael Jones is the Assistant Director for the 11:00 pm to 7:00 am shift.

Counseling and Psychological Services

Director Robert Kazin, Senior Counselor Jan Fisher, and Psychologist David Walden 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. Susan Hill is the office coordinator.

Student Health Services

Barb Fluty, Director of Student Health Services, is responsible for overseeing and administering student health services. Barb and collaborating part time physicians Mangela Patil and Toby Taylor attend to all aspects of student health needs. Diann Lynch, RN, provides nursing care, coordinates the student EMT program, and is the contact person for questions and administration of immunizations and education for students traveling abroad. Other staff members include Betty Burkhart LPN, and Francine Vaughan, Office Coordinator.

Associate Dean of Students for Academics

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

Associate Dean of Students for Off-Campus Study

Carol Drogus advises students on non-Hamilton off-campus study programs (approximately 150 worldwide), and works with the Committee on Academic Standing regarding issues related to study abroad and study away.

Director of NYSICCS – India

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

CAREER CENTER

Interim Executive Director of the Career Center

Mary McLean Evans '82 is responsible for creating career development programs and opportunities that assist students to develop skills in self-assessment, career exploration, résumé preparation, networking, interviewing and the identification of internship and job leads that will enable them to manage their careers. She also is responsible for strategic initiatives engaging alumni, parents, employers and other external constituencies. She oversees a staff of eight who provide a range of services including counseling and advising, assistance in applying to graduate study; presenting workshops, internship opportunities, alumni networking programs, databases and internet resources; credentials coordination; and management of on-campus recruiting and off-campus/virtual career fairs and events.

Senior Associate Director of the Career Center

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

Senior Associate Director of the Career Center

Makino (Kino) Ruth assists in employer relations and also in implementing strategic initiatives and managing internal operations for the Career Center. His focus in counseling is on the fields of banking and financial services, consulting, economics, and marketing and sales.

Associate Director of the Career Center

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

Associate Director of the Career Center

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

Assistant Director of the Career Center (currently vacant)

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

Assistant Director of the Career Center, Employer Relations (currently vacant)

Responsible for the management of all recruiting and employer relations operations of the Career Center and is charged with conducting our outreach and marketing strategies to maintain and build on- and off- campus recruiting opportunities for Hamilton students and alumni. The position additionally involves oversight of the HamNet recruiting system and working with students on all types of recruiting programs including annual events in New York City, Boston and in Washington DC.

Career Center Programming & Publicity Coordinator

Shannon Shannon manages the logistics of on-campus events and employer and alumni visits. She also markets Career Center sponsored events using all types of publicity and social media.

DIVISION OF ADMINISTRATION AND FINANCE

Division of Administration and Finance (315) 859-4524

Karen Leach, Vice President

Jan Rishel, Secretary to the Vice President

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

Departments within Administration and Finance

Physical Plant

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

Human Resources

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

Business Office

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

Auxiliary Services

The Office of Auxiliary Services is responsible for a broad range of services and programs that include 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.

INFORMATION TECHNOLOGY SERVICES (ITS)

ITS supports the use of computing, telephone, presentation and network technologies at Hamilton. ITS offices are located on the third floor of the Burke Library. The following is a brief description of the services provided by each of the eight teams in ITS. A complete list of all ITS services, with further detail, can be found on the ITS Web site:

[\(http://www.hamilton.edu/college/its/\)](http://www.hamilton.edu/college/its/)

Contacting ITS

- If you have a question about the use of technology at Hamilton and are not sure who to contact please send an e-mail to askits@hamilton.edu or phone: 859-4169. If we are not available immediately we will get back to you within one business day.
- If you have a computer problem needing immediate attention please contact the Help Desk at 859-4181. In the event of a technology problem while in a technology-enhanced classrooms, dial #600.

| ITS Team | Services the Team Provides |
|--|--|
| <p>Instructional Technology Support Services (ITSS) <i>Team members:</i> Nikki Reynolds, <i>Team Leader</i> Ted Fondak James La Vere Bret Olsen Deborah Reichler Carl Rosenfield Janet Simons</p> | <p>Team members:</p> <ul style="list-style-type: none"> ➤ Assist faculty in the identification, development and implementation of specific technologies that meet their teaching or research goals. ➤ Develop support and training plans for students, targeted for the specific goals of a course or course project. ➤ Provide the first line of support for the Multimedia Presentation Center and Burke 001. ➤ Support the Blackboard web-based course management system. ➤ Support the Citrix server for academic software access by students and faculty, on and off campus. ➤ Support the faculty in using a wide variety of technology-enhanced teaching tools. ➤ Provide multimedia resources and support for faculty and student projects. ➤ Manage and train Student Lab Consultants who provide technical support in the Multimedia Presentation Center, Burke 001 and the Digital Arts Lab. |
| <p>Audiovisual Services (AVS) <i>Team Members:</i> Tim Hicks, <i>Team Leader</i> Graham Espe Marilyn Huntley Forrest Warner</p> | <p>Team members:</p> <ul style="list-style-type: none"> ➤ Assist the college community with their presentation support needs, including audio & video recording, data projection and sound support. ➤ Research and rent movies for classroom and event use. ➤ Provide the first line of support and maintenance for technology-enhanced (t/e) classrooms. ➤ Provide a variety of specialized AV equipment for loan to faculty and students. ➤ Provide duplication services for audio and video masters. ➤ Manage the College's videoconferencing facilities. ➤ Train and manage Student Technical Assistants for presentation and event support. |
| <p>Web Services (WS) <i>Team members:</i> Mike Sprague, <i>Team Leader</i> John Benson Jason Quatrino</p> | <p>Team members:</p> <ul style="list-style-type: none"> ➤ Provide primary technical support for the College Web site including our Web-based support for prospective students and our on-line alumni community, our mobile website, custom Web applications, and other uses of the Web in support of college goals. ➤ Develop and support the use of <i>My Hamilton</i>, which provides personalized access to College resources through the Web. ➤ Develop and support the use of <i>SiteManager</i>, which provides the ability to easily create and edit Web pages. ➤ Work closely with Central Information Systems group to create secure Web applications for improved access to data and increased efficiency. |

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| <p>Administrative Services (AS) <i>Team members:</i> Dave Smallen, <i>Team Leader</i> Terry Lapinski</p> | <p>Team members:</p> <ul style="list-style-type: none"> ➤ Develop ITS policies and procedures and support other teams. ➤ Serve as primary contact point for the members of the College community for the various technology services ITS provides. |
| <p>Help Desk and Training Services (HTS) <i>Team members:</i> Debby Quayle, <i>Team Leader</i> Ted Fondak Scott Paul Maureen Scoones</p> | <p>Team members:</p> <ul style="list-style-type: none"> ➤ Operate a call-in problem-solving support line answered by trained student employees. Walk-in support is available at the Help Desk counter but appointments are preferred. Team members are available to make office calls and provide support for more difficult problems. Hours are 8:30 AM – 10:00 PM during the academic year and 8:00 AM – 4:00 PM during the summer. ➤ Support all Hamilton standard hardware and software and assist with e-mail, network connectivity, virus/spyware, mailing list problems and multi-media presentation emergencies. ➤ Collaborates with Instructional Technology Support Services and the library to incorporate information and technology resources into teaching, learning and research. ➤ Provides group and individualized technology education opportunities to employees, faculty and students. ➤ Partners with campus constituents to identify and implement business process improvement solutions that optimize organizational performance through the appropriate adoption and use of technology. |
| <p>Network and Telecommunications Services (NTS) <i>Team Members:</i> Dave Roback, <i>Team Leader</i> John Ingalls David Swartz Jesse Thomas Steve Young</p> | <p>Team members:</p> <ul style="list-style-type: none"> ➤ Oversee aspects of the installation and maintenance of campus telephones and voice-mail, telephone and network wiring, network electronics, and servers. ➤ Maintain on-campus, local, and long distance calling services, voice mail services, cellular phone services, conference calling, wiring requests and telephone billing for College departments. ➤ Maintain the campus Internet connection, all on-campus data networking needs, network and server security, High Performance Computing resources and UNIX and Windows servers. |
| <p>Desktop Integration Services (DIS) <i>Team Members are:</i> Karen Schaffer, <i>Team Leader</i> Ryan Aumiller Ryan Coyle Christopher Forte Gretchen Maxam</p> | <p>Team members:</p> <ul style="list-style-type: none"> ➤ Provide installation services for computer hardware and software in the administrative and academic offices. ➤ Provide installation services for computer hardware and software in the technology-enhanced (t/e) classrooms and public computer labs. ➤ Oversee the College’s plan for regular replacement of institutional computers, including all classrooms and labs. ➤ Advise members of the College community on purchases and oversee the hardware repair service provided by VITEC Solutions. |
| <p>Central Information Services (CIS) <i>Team Members are:</i> Martin Sweeney, <i>Team Leader</i> Mary Fiore Kathy Kwasniewski Linda Lacelle Geoff Pashley</p> | <p>Team members:</p> <ul style="list-style-type: none"> ➤ Provide system support to enable the various business and information tracking activities of the College including the use of Datatel’s Colleague software. ➤ Provide access to, training for, and maintenance and development of the college’s central database used to administer the student and financial systems. ➤ Work closely with the Web Services team to provide web-based access to central information. ➤ Support interfaces to external systems on and off campus, including the campus payroll and ID card system. |

SPECIAL COURSE GUIDELINES

Designating a Special Course

Proposals for special course designations are submitted via the Committee on Academic Policy website, <http://my.hamilton.edu/cap>. To submit a proposal click on "Catalogue Course Change Form," <http://my.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.

WRITING INTENSIVE COURSE GUIDELINES

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

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

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

Revised by the Committee on Academic Policy, February 28, 2008

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

PROSEMINAR COURSE GUIDELINES

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

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

Explanatory notes

1. Proseminars are not merely writing-intensive (as defined by current guidelines) or merely small. Moreover, they are not predominantly lecture-based.
2. Our expectation is that students will engage in study that meets the criteria for at least 120 minutes a week.
3. Writing, discussion, and speaking assignments can involve activities that might be called demonstrations or critiques. Performances may also be a significant part of assignments.
4. By "speaking" we mean an individual oral presentation, as differentiated from group discussion. That individual oral presentation may be a part of a group presentation.

5. By "substantial part of the grade" we mean at least 30% of the grade.
6. Though spaces are reserved for first- and second-year students in proseminars, juniors and seniors can add a proseminar.
7. 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

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

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

CLASS ATTENDANCE AND END OF TERM ACADEMIC PROCEDURES

Class Attendance

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

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

Final Examinations

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

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

The Seventy-Two Hour Rule

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

Incompletes

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

Failing Grade Reports

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

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

SPOUSAL/PARTNER EMPLOYMENT ASSISTANCE

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

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

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

Candidates should be given the name, address and phone number of a contact in Human Resources (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. However, to maximize the funds available for professional development, however, certain guidelines and procedures have been established. (See also *Faculty Handbook*, pages 72-73.)

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 72-73 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. Reimbursement will be made only up to the approved amount. 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 \$40 per diem (receipts are not necessary normally for a maximum of one week). 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 2011, the rate is \$.555/mile. Fees associated with booking airfare through BTI should be included on the travel request form. BTI charges fees of \$34 for domestic and \$50 for international flights. The College's tax-exempt number must be used for any travel within New York State. Sales tax on lodging in New York State will not be reimbursed. Tax-exempt cards are available through Ashley Paciello in the Business Office.

Examples of expenses that will not be considered for reimbursement include tips (room service, etc.), unnecessary airfare costs or fees (e.g., added costs for personal extended trips, itinerary changes, 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.

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

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

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

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

https://my.hamilton.edu/college/business_office/payroll/Policies/IndContr.html

Procedures for Acquiring Funds and Reporting Expenses

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

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

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

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

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

GRANTS AT HAMILTON COLLEGE

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

Office Responsibilities

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

Office of Foundation, Corporate, and Government Relations

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

http://www.hamilton.edu/college/communications_development/OFCGR/

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

Dean of Faculty Office

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

The Business Office

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

SPEAKERS & EVENT SCHEDULING

Speaker Fund

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

<https://my.hamilton.edu/documents/College%20Speaker%20Form%20master.pdf>

A W-9 form is required for each speaker and is available online at

<https://my.hamilton.edu/documents/W-9%20Form.pdf>

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

http://my.hamilton.edu/college/business_office/payroll/Policies/foreignvisitors.html

To determine tax status for a foreign national speaker, please contact the Business Office at X4376. Tax status should be determined prior to submitting a speaker form for approval, as honorarium amounts are dependent on this information.

Event Scheduling/Room Reservations

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

https://r25.hamilton.edu/wv33p/wv3_servlet/urd/run/wv_event.DayList?evdt=20090721,evfilter=667

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

https://events.hamilton.edu/wv33p/wv3_servlet/urd/run/wv_request.Request

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

PRINT SHOP

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

Copyright Information

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

Copying

A *Print Shop Service Request Form* must be completed for all copying orders. Forms are available at the Print Shop or online. Orders are done on a first-come, first-serve basis. It is recommended that work be submitted **at least 24 hours in advance**. Larger jobs, such as course packets, involving handwork (folding, collating and/or binding) require more time. Call X4626 or 4627 for time estimates. If course packets are to be sold at the College Store, a Course Pack Printing Agreement form must be completed and attached to the *Print Shop Service Request Form*. Most campus offices/buildings are equipped with satellite copiers. Copies are charged at 9.5¢ (per side) vs. 5¢ (per side) in the Print Shop. Departmental copy codes must be used on all satellite copiers. This grants the user access to the copier and tracks the copy work for billing purposes. Copy code numbers for departments can be obtained from the department chair, faculty assistant, or the Print Shop. The Print Shop will not supply this number to student workers. Colored copies are available with the same processing time as other copy jobs. These are more expensive than black and white, so please call for a price quote or refer to the Print Shop website.

Printing

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

File Requirements

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

Scanning to pdf for electronic use or Blackboard placement is available, as well as burning files (pdf or other) to a CD (for a nominal fee). We can now laminate documents up to 11" x 17". Call X4626 for pricing.

Supplies

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

Personal Orders

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

GUIDE TO OTHER COLLEGE SERVICES

Athletic Center

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

Audio-Visual

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

BTI The Travel Consultants

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

Campus Dining Options

All dining areas are open to faculty, staff, administrators, and students. Meals may be 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 inside menu components. You may also design your own combo by purchasing convenience items or full size portions of fries and onion rings, using the a la carte menu for pricing.
- **McEwen's Green Café** is located on the south side of campus and offers fresh food that is alive with flavor and nutrition prepared from scratch using authentic ingredients and doing so in a socially responsible manner.
- **Soper Commons Café** is located on the north side of campus. Commons has the feeling and appearance of an upscale European-style eatery providing a deli, entrées, grill and pizza stations.

Classroom Schedules, Room Assignments, Exam Schedules

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

Clinton Early Learning Center

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

College Store

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

Computer Purchase

Apple and Dell products may be purchased through the College at reduced educational prices (contact Jennifer Hackett, X4242).

Disability Services for Students

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

Emerson Gallery

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

Fitness Center

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

Grants

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

Hill Cards

The Hill Card serves as your College identification card, Library card, door access card (all night reading room in Burke Library), and ID for entrance to the Fitness Center. The Hill Card can be used with a declining balance account for on-campus 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. In addition, the Hill Card is accepted at the following off-campus locations: Alteri's, Byrne Dairy, CVS, Clinton Cider Mill, College Street Café, Dunkin Donuts, Subway, The Pizza Place, and Tony's Pizzeria. Card account information can easily be accessed online to deactivate your card when lost, add money to your account and view your account history. 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 X4974 or online at <https://my.hamilton.edu/hillcard>.

Keys

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

Library Studies

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

Mail Center

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

Media Relations

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

Medical Emergency

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

Notaries

There are nine notaries located on campus:

| | | | |
|--|-------|---------------------------------------|-------|
| Samantha Cavanaugh, Philip Spencer House | X4042 | Ashley Paciello, Philip Spencer House | X4306 |
| Irene Cornish, Bristol Campus Center | X4999 | Anne Riffle, Elihu Root House | X4613 |
| Gena Hasburgh, Christian Johnson | X4201 | Patricia Whitford, Alumni Center | X4018 |
| Ben Madonia, Alumni Center | X4412 | Luann Zaleski, Philip Spencer House | X4689 |
| Lisa Nassimos, Chapel, Third Floor | X4306 | | |

Oratorio Society

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

Parking and General Security Matters

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

Physical Plant

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

Psychological Services

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

Travel to Professional Meetings

Please refer to pages 45-46 of this book. Faculty Travel/Support Funding Authorization Forms should be submitted to Associate Dean of Faculty Margaret Gentry. Specific questions regarding procedure, status of a request, etc., should be directed to Linda Michels at X4608.

Vans

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

POLICIES REGARDING FINAL EXAMS, CLASS ATTENDANCE AND ATHLETIC SCHEDULING

Final Exams

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

Class Attendance

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

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

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

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

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

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

Athletic Scheduling

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

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

Captain's Practices

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

General Oversight

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

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

POLICY REGARDING RELIGIOUS OBSERVANCE

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

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

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

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

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

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

STUDENT EMPLOYMENT ON CAMPUS

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://my.hamilton.edu/studentemploymentoffice/student-employment-office-home>.

HARASSMENT AND SEXUAL MISCONDUCT POLICY

INTRODUCTION

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

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

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

DEFINITION OF PROHIBITED CONDUCT

A. HARASSMENT

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

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

B. SEXUAL MISCONDUCT

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

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

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

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

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

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

3. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostitution, non-consensual video or audio-taping of sexual or other private activity, exceeding the boundaries of consent (e.g. permitting others to hide in a closet and observe consensual sexual activity, videotaping of a person using a bathroom), engaging in

voyeurism, or engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of such infection.

CHOICE OF ACTIONS IN RESPONSE TO HARASSMENT AND SEXUAL MISCONDUCT

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

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

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

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

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

A. Information

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

B. Mediation

In the case of harassment a complainant may request a referral to a campus mediator (e.g. a member of the counseling center staff) who will try to facilitate understanding of the nature of the complaint by the respondent, clear up misunderstanding, and resolve the complaint while maintaining

confidentiality. Mediation is particularly appropriate when the complainant wants help in addressing the issue without pursuing formal action.

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

A person who desires mediation should write a letter to the Chair and/or the appropriate College Officer outlining the complaint and requesting mediation. The Dean of Students will respond, with the Chair of the Board, to complaints brought by one student against another. The Dean of Faculty will respond, with the Chair, to complaints against members of the faculty. The supervising College Officer will respond, with the Chair, to complaints brought against a member of the staff or administration. The Chair and College Officer will meet with the complainant and refer the complaint to a trained campus mediator. A person seeking mediation must agree to be identified to the respondent. A campus mediator will begin mediation efforts promptly and will report to the Chair that the mediation occurred. Complainants are strongly encouraged not to discuss the complaint with other members of the community except as required by the need for psychological counseling.

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

C. Formal Complaint

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

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

For the complete Harassment and Sexual Misconduct Policy, please log onto:
http://www.hamilton.edu/college/Student_Handbook/HarassmentPolicy.html

PRE-EMPLOYMENT BACKGROUND SCREENING POLICY

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

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

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

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

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

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

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

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 emeritus/a (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/a 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.

Dean of Faculty Office, Hamilton College
May 17, 2011/ PDR

³ Post-retirement, emeritus/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 Academic Budget Manager in the Dean of Faculty’s Office.

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

https://my.hamilton.edu/college/communications_development/OFCGR/Time%20&%20Effort%20Reporting%20Form.doc.pdf

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

CONFLICTS OF INTEREST

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

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

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

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

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

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

EMPLOYMENT OF RELATIVES

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

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

USE OF COLLEGE NAME OR LOGO

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

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

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

CHILDREN IN THE WORKPLACE

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

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

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

Guidelines for Children on Campus

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

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

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

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

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

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

SMOKING POLICY

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

DOG POLICY

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