

BRYN
MAWR
COLLEGE

New Faculty Member

Getting Started Guide

2016-2017

Bryn Mawr College
New Faculty Getting Started Guide

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Welcome

Welcome to Bryn Mawr College! Our faculty members are valued members of our community. The Provost's Office is here to support you. This guide will help you get started on the Bryn Mawr College campus and direct you to helpful information and offices.

About Bryn Mawr

For more than 130 years, smart, strong women have come to Bryn Mawr College to seek an unparalleled education and meaningful opportunities to contribute to the world. That tradition continues and grows today. Bryn Mawr offers a university of academic opportunities in an intimate setting; a close, connected community that fosters lifelong connections; and the preparation women need to lead.

On our historic and verdant suburban campus 11 miles from Philadelphia, a world-class faculty guides and challenges 1,300 undergraduate women and more than 400 graduate women and men from 45 states and 62 countries. Bryn Mawr is a place where teaching is valued, each student is known, and students and faculty members form close bonds. Superb opportunities for independent and faculty-sponsored research, core seminars, connected, interdisciplinary courses, and access to 37 majors, 48 minors and 4 concentrations enable each undergraduate student to create her own academic program. Bryn Mawr was the first women's college to offer graduate education through the Ph.D., a signal of its founders' refusal to accept the limitations imposed on women's intellectual achievement at other institutions. Our outstanding graduate programs — offered to both men and women — add to the intellectual dynamism of our community. Longstanding partnerships with Haverford and Swarthmore Colleges and the University of Pennsylvania give Bryn Mawr students a broad variety of curricular opportunities.

The Bryn Mawr experience is marked by enduring traditions and fresh possibilities that balance academic seriousness with fun. Each year, we come together to celebrate distinctive traditions such as Lantern Night and May Day that make being a student here unique and memorable. Bryn Mawr's reach extends far beyond our classrooms and our campus. Our location offers students access to the cultural resources of a major metropolitan area and the broad diversity of Bryn Mawr students, faculty, and alumnae/i creates a global community that fosters international experiences, friendships and networks. Engaging in scholarship, research, internships, and work around the world is the norm here and a source of both joy and pride.

As it always has, Bryn Mawr builds both independence of mind and respect for the power of collective endeavor. Our honor code stresses mutual respect and academic integrity, and student government is exceptionally strong. These campus customs offer students firsthand experience of collaboration, responsibility, and leadership. Learning beyond the traditional classroom helps students develop strategies for teamwork and big-picture thinking. We are known for our outstanding record in placing students in graduate and professional schools, as well as our efforts to connect graduates to other promising career opportunities through LILAC, our Leadership, Innovation, and Liberal Arts Center. Some 22,000 alumnae/i, leaders in fields too numerous to mention, form a powerful lifelong network for our graduates.

Facts

- About 1,300 undergraduate students enrolled
- Founded in 1885
- Founded the nation's first Self-Government Association (S.G.A.) in 1892
- First women's college to confer PhDs to women
- Bryn Mawr's mascot is the owl
- Bryn Mawr's patron goddess is Athena

Traditions

- **Parade Night:** First Friday of fall classes
- **Lantern Night:** Last Sunday of October
- **WTF Week:** Mid-February (formerly Hell Week)
- **May Day:** First Sunday after the last day of classes of the spring semester
- **Traditions Mistresses:**
traditions@brynmawr.edu

The College's name is Welsh and means "big hill". Many other buildings on campus have Welsh names or otherwise unique pronunciations.

- Bettws-Y-Coed: *Bet-zee Co-ed*
- Canwyell: *Can-ell*
- Guild: *Guy-uld*
- Pen-y-Groes: *Penny-gross*

Getting Set Up On Campus

Human Resources

All new employees must make an on-campus appointment with Human Resources (HR) to complete the I-9 and other required employment forms and to be placed on the monthly payroll by contacting Mary Eldon, Benefits Coordinator, 610-526-5219 or meldon@brynmawr.edu. In preparation for your appointment, visit the new hire information at

<http://www.brynmawr.edu/humanresources/newhires.html>. Human Resources administers all benefits programs <http://www.brynmawr.edu/humanresources/benefits.html> for the staff and faculty of the College. After visiting HR you will be directed to the OneCard office to obtain your college ID and to Campus Safety for your parking sticker.

International Faculty

Prior to meeting with Human Resources, new international faculty members must visit the Pensby Center to present the necessary immigration-related documents. Make your appointment with the Pensby Center by contacting Patti Lausch, Director of International Student and Scholar Services, 610-526-7390, plausch@brynmawr.edu.

OneCard and Campus Cash

Your OneCard is your college identification and is needed for Library privileges, Bern Schwartz Fitness Center access, using copiers/printers, and making purchases from the Bookstore, dining halls, and more.

Campus Cash is a prepaid declining balance account accessed with your OneCard that works like a debit card. You can spend Campus Cash at the Campus Center café, dining halls (at a discounted rate), Wyndham Alumnae House restaurant, and the Bookstore.

You can add money to your OneCard by going to the OneCard office and paying by cash, check or credit card. You can also add money by credit card online using the Get Funds website: <https://get.cbord.com/bico/full/login.php>, or by completing a Bryn Mawr Express Account deduction form found on the Controller's Office web site:

<http://www.brynmawr.edu/onecard/documents/BMEdeposit.pdf>

On-Campus Parking

All vehicles parked on campus must be registered with Campus Safety. Parking applications and stickers may be obtained from 8:00am to 4:00pm through Campus Safety. You can apply in advance online at http://www.brynmawr.edu/safety/parking/parking_fac_staff.htm. Once your application is approved, you can pick up your sticker at Campus Safety. You can register up to (2) two vehicles at no charge. Additional vehicles may be registered for \$10.00 per permit. Faculty/Staff Parking Areas include the following: Benham Gateway; Erdman; Radnor (except along fence and blue dot areas); Campus Center, Athletics, Campus Safety, Merion; Upper Science; Lower Science; West House; English House; Russian Center; Rockefeller Courtyard; Rhoads; and School Of Social Work. Faculty and staff with a Bryn Mawr College permit may park at Haverford and Swarthmore Colleges, in conformance with the regulations of the respective Colleges.

Public Safety also offers free bicycle registration to members of the Bryn Mawr College community.

Office and Campus Phone Number

Your academic administrator will work with the Provost's Office to prepare your office for your arrival. You may obtain a key for your office from your department's Academic Administrative Assistant.

Academic Administrative Assistants

Oliva Cardona (Thomas 138)	Arabic French German Greek, Latin and Classical Studies Hebrew and Judaic Studies Italian Latin American Iberian and Latina/o Studies Spanish Comparative Literature	Jodi Jacoby (Park 290)	Biology Chemistry Geology
Karen Sulpizio (Dalton 114)	Anthropology Sociology	Kim O'Connell (Park 291)	Biology Chemistry Geology
Dawn Lord (Dalton 114)	Economics Political Science	Billie Jo Ember (Russian House)	Russian Russian Language Institute
Margaret Kelly (Thomas 235)	Archeology Film Studies Gender and Sexuality Studies Cities History of Art Child and Family Studies Great Hall Chamber Orchestra Middle East Studies	Ann Klingensmith (Park 348)	Computer Science Physics
Migdalia Carrasquillo (Thomas 235)	Archaeology Archeology Field School	Bryn Thompson (English House)	Africana Studies Creative Writing Program English Emily Balch Seminars
Angela Dowdy (Goodhart)	Arts Program Creative Writing Program Dance Theater	Pat Healy (Thomas 138)	East Asian Studies History International Studies Philosophy
MaryAnn Schiller (Schwartz)	Athletics	Ann Ogle (Bettws Y Coed 112)	Education Program Psychology
		Tina Fashbinder (Park 357)	Math
		Lisa Kolonay (Thomas 154)	Avignon Center for Visual Culture Provost's Office
		Sue Edgerton (GSSWSR)	GSSWSR

Mail

Your mail will be delivered to your department administrator when received and your department administrator can mark any outgoing mail with the appropriate department and project code. Postage for personal items may be purchased from the College Post Office, located on the first floor of the Campus Center, from 10:00am-4:15pm, Monday through Friday. Outgoing mail leaves campus once a day at 3:00 pm.

Mail should be addressed as follows:

Name
Department
Bryn Mawr College
101 N. Merion Avenue
Bryn Mawr, PA 19010-2899

Campus Dining Services

Faculty/Staff Meal Plans for the dining halls are available for purchase at the Dining Services office in Cartref and provide significant discounts to regular cash prices:

<http://www.brynmawr.edu/dining/documents/StaffFacultyMealPlanFlyer2015.pdf>

Uncommon Grounds

Uncommon Grounds is located in the Campus Center and offers sandwiches, salads, and hot and cold beverages. Tip: You can order ahead for pick up to save time.

<http://www.brynmawr.edu/dining/documents/UGOrderingMenu.pdf>

<http://www.brynmawr.edu/dining/dininghalls/uncommon.htm>

Wyndham Alumnae House

The Wyndham Alumnae House is home to an award- winning restaurant, on-campus catering, and a Bed and Breakfast. Meals at Wyndham can be charged directly to your OneCard and several dining rooms can be booked for meetings, conferences, and events. Guests of the college may stay at the Bed and Breakfast at a reduced rate. For reservations or space booking details, see your department administrator.

Vending Machines

Vending machines are located in all public buildings on campus with the exceptions of Goodhart, Guild, and Taylor.

Faculty Meal Passes & Faculty-Student Entertainment Fund

The Dean's Office can provide faculty with up to 20 meal passes each semester so that you can eat with your students in one of the dining halls (students dine using their meal plan or their own funds). To request meal passes, contact Joann O'Doherty at 610-526-5377 or jodohert@brynmawr.edu in the Dean's Office. Faculty members who want to meet with their class elsewhere for a meal, movie, or other activity that will foster faculty-student interaction outside of the classroom, can be reimbursed up to \$100 per semester.

Complete the Faculty & Student Entertainment Fund Request Form on the Dean's Office website <http://www.brynmawr.edu/deans/faculty/DeansOfficeEntertainmentFund.shtml>. Return the form

to Joann O'Doherty in the Dean's Office for processing. Please allow several days for turnaround.

The Bern Schwartz Fitness and Athletic Center

Once you have an activated OneCard, you may access the Schwartz facility by swiping your OneCard in the card reader at the entrance. Information on the facility is available at the Athletics Department web page <http://athletics.brynmawr.edu/facilities.htm>.

Faculty spouses and partners may also use the Bern Schwartz Fitness and Athletic Center free of charge. To do so, the spouse or partner must complete the Gym/Library Application for spouses/partners found at <http://www.brynmawr.edu/humanresources/forms.html>. The spouse or partner must submit the completed application form to the Office of Human Resources during weekday business hours and obtain a photo identification card from the Bryn Mawr OneCard office (\$10 fee).

Faculty/Staff Fit Club

The Bryn Mawr College Faculty & Staff Fit Club Mission Statement

The Bryn Mawr College Fit Club encourages employees to strive for higher fitness and improved overall health through nutrition and fitness education. Our purpose is to promote wellness and a healthy lifestyle all while supporting a balanced community for our faculty and staff. Drop-in group exercise classes, and exercise and nutritional updates are organized on a regular schedule. All faculty and staff are eligible to participate in Fit Club programs at no cost.

Campus Safety

Community Emergency Notification

In an effort to ensure that the community is fully aware of any safety issue or emergency that may take place, Campus Safety will activate the emergency notification system when deemed appropriate. Depending on the situation, emergency notifications will be sent via phone, text message, email, and/or posted on the College website.

Posting of Public Safety Bulletins

A recorded message will also be placed on the Emergency Hotline, 610-526-7310. Information will also be posted on the College homepage at www.brynmawr.edu.

Campus-wide Voicemails, Text Messages, and e-mails

To ensure maximum communication, we encourage all faculty to join Everbridge. You can register through the College website at <http://www.brynmawr.edu/safety/notification.htm>. Once you have registered, you will receive emergency notifications via text message and e-mail.

Public Siren Alert

The College has also installed a siren. In the event of an immediate hazard or serious public safety issue, a community alert siren will sound. The siren will be followed by instructions and when the crisis has passed, an all-clear will sound. For more information, contact the Office of Campus Safety at 610-526-7911. For more information, please refer to the Emergency Response Guide at <http://www.brynmawr.edu/emergency/>

Medical Emergency

Campus Safety will provide transportation to nearby Bryn Mawr Hospital in case of an emergency. Dial 7911 from a campus phone or 610-526-7911 from a mobile phone. Bryn Mawr Hospital's Emergency Room can be reached at 484-337-3770.

Library & Information Technology Services

The Library & Information Technology Services (LITS) division oversees all library and technology services for the Bryn Mawr College community. LITS supports the work of faculty, students, staff, guest researchers, alumnae/i, and prospective students by maximizing the benefits of information resources and technology for learning and scholarship in our liberal arts context, participating in national and international open access and open scholarly publishing initiatives, enabling administrative functions College-wide, and partnering with Haverford College and Swarthmore College to expand and improve access to campus resources and educational opportunities for the communities of all three institutions.

Account Information for New Community Members

New faculty members will receive an email from Erin Walsh, Assistant Provost for Administration, with username and password information. LITS has created a handout of account information for new faculty and staff. Visit <http://techdocs.blogs.brynmawr.edu/1720> for this handout. If you have any questions about your account or want to know more about offered services, contact the Help Desk (610-526-7440, help@brynmawr.edu), or stop by the first floor of Canaday.

Bryn Mawr Computers for Faculty Members

New tenure-track, tenured, and CNTT faculty are eligible to receive new computers. LITS reaches out directly via email to the address you have provided with computer selection details, typically in May or June. Please keep an eye out! Getting your order in quickly is critical to a smooth start.

Visiting and interim faculty offices are assigned computers on a one-per-office basis in conjunction with the Provost's Office.

Technical Support and Training

Documentation on the College's most widely used technical services and systems, such as e-mail, calendaring, voicemail, wireless access, and security tools, is at techdocs.blogs.brynmawr.edu. You can also get help with these systems by contacting the Help Desk at 610-526-7440 or help@brynmawr.edu. LITS also provides all Bryn Mawr College faculty, staff and students with unlimited access to lynda.com, a leading online learning platform containing thousands of high-quality video tutorials and courses for developing software, business, and creative skills. To access go to techdocs.blogs.brynmawr.edu and click on the Lynda.com link in the sidebar menu. Enter your college user name and password if prompted.

Learning Management System: Moodle

Bryn Mawr uses Moodle as a learning management system (LMS). Accounts and empty course "shells" will be created on Moodle for all courses and students will be enrolled automatically in these sites based on their registration information.

Moodle Username and Password: Your Moodle username and password will be identical to the username and password you use to login to Bionic or your email account.

Summer Assistance with Moodle: If you would like to get a head start with Moodle during the

summer, the Educational Technology Services team is happy to help! They can not only offer technical, “how-to” support, but can also share information about how faculty are using Moodle to streamline classroom management and to support pedagogical goals. You can request assistance via the Help Desk at 610-526-7440 or help@brynmawr.edu.

Digital Curriculum Support

Bryn Mawr is recognized as a national leader in using blended learning (i.e., the combination of online and face-to-face learning) to support liberal arts educational goals of individualized, student-centered learning and close faculty-student interaction. Bryn Mawr faculty are also experimenting with incorporating digital course projects, such as web exhibits, podcasts, short videos, blogs, mapping, or data visualization. Our Educational Technology Services team can help you identify technologies that meet your pedagogical needs, design technology-related assignments, and develop a plan for making sure you and your students can use technologies needed for courses effectively. Contact Jennifer Spohrer jspohrer@brynmawr.edu for additional information.

Classroom Technology

Almost all of Bryn Mawr College’s classrooms are “smart classrooms,” with audio/visual projection equipment, a computer, and cables for presenting from a laptop or tablet. Video cameras for lecture capture or video-conferencing and region-free DVD and VHS players are available in certain rooms. Multimedia Services is happy to show new faculty and staff how to use this technology. Contact them at multimedia@brynmawr.edu or 610-526-7449 for an appointment.

Computer Classrooms and Group Work Spaces

Bryn Mawr College has two general-use computer classrooms: Dalton 20, with 12 workstations, and Canaday 315, with 24. In Canaday 315, these workstations are arranged at tables in groups of three to facilitate group work. Each table has a large display, which can be configured to show either the instructor’s or any workstation’s screen. Both rooms can be reserved for academic programs for the entire semester or occasionally through Bryn Mawr’s room reservation system. Contact your department’s administrative assistant for help reserving rooms. Bryn Mawr’s new Digital Media and Collaboration Lab in Carpenter Library is a public lab with individual and group work spaces. Individual collaborative “mediascape” tables can be booked in advance if needed; see <http://www.brynmawr.edu/library/carpenter/medialab.html> for details. The entire Carpenter Media Lab can be booked for a class meeting by contacting Del Ramers at dramers@brynmawr.edu or (610) 526-7917.

Library Borrowing

- **Canaday:** (610) 526-5279
Main library—houses the humanities and social sciences collections, Special Collections, the College Archives, Tech Support and many library staff offices.
- **Carpenter:** (610) 526-7918
Supports History of Art; Classical and Near Eastern Archaeology; Greek, Latin, and Classical Studies; and Growth and Structure of Cities, and Visual Resources. Five classrooms are located on the lower level

- **Collier:** (610) 526-5118
Supports Mathematics and the natural and physical sciences.

Seven days after receiving a OneCard from the OneCard Office, your information will be added to Tripod, the Library's catalog system. This will allow you to borrow materials from the Bryn Mawr Libraries and libraries of Haverford and Swarthmore Colleges, our Tri-College Consortium partners, as well as materials outside the consortium via EZBorrow and InterLibrary Loan. If you need library access within seven days of receiving your OneCard, please contact circulation@brynmawr.edu or 610-526-5276. <http://www.brynmawr.edu/library/forfaculty.html>

If you are an interim faculty member, your library privileges will expire on the last day of your contract.

For a complete description of faculty borrowing privileges, please visit <http://www.brynmawr.edu/library/CirculationAccessPolicies.html#access>.

Course Reserves

If you are planning to use reserves in your fall courses, please review the Reserves Guidelines for Faculty page on the library's website: <http://www.brynmawr.edu/library/reserves.html>.

Library Instruction Sessions and Information Literacy Services

Members of our reference staff will bring their knowledge and resources to your classroom. To arrange for an instruction session covering general research techniques for your discipline, or tailored to a specific assignment, please contact the reference liaison for your academic department/program: <http://www.brynmawr.edu/library/coldev.html#liaisons>.

Also available are short online video tutorials on topics like using Tripod and finding books and articles that can be embedded in your Moodle course (allowing you to track completion). Librarians can also lead game-based library scavenger hunts using iPads, suitable for first-year students. The scavenger hunts introduce students to Carpenter and Canaday libraries, and prizes are included.

Online Course Guides

A librarian can create a web page linking the best discipline-specific resources for your course's research assignments. Visit <http://libguides.brynmawr.edu> for examples. If you'd like a page created for your course, please contact your liaison.

Purchasing Books or Subscriptions for the College Collection

To discuss book purchases or subscriptions, contact your Program or Department Liaison: <http://www.brynmawr.edu/library/coldev.html#liaisons>.

Open access policy and copyright assistance

The library supports the faculty's Open Access policy for scholarly publications. Details on the policy can be found at <http://www.brynmawr.edu/openaccess/>. Questions about the policy and about archiving scholarship online can be directed to Camilla MacKay, Manager of Library Research & Instructional Services and Scholarly Communications Librarian (cmackay@brynmawr.edu). Camilla can also advise

on questions regarding copyright.

Off-Campus Access to Online Library Resources

<http://www.brynmawr.edu/library/offcampus.html>

Current Bryn Mawr faculty can access subscription databases from outside the Tri-College computing network by using EZProxy, the College's system for providing access to licensed resources from off campus. You'll use your BMC email username and password to validate your status; you may then use our databases, electronic journals, and other online services.

Image resources

Bryn Mawr's image database is [ARTstor](#). If you need images to be scanned and cataloged for classroom instruction, please contact Del Ramers, Digital Media Specialist, dramers@brynmawr.edu or stop by the Digital Media and Collaboration Lab (located in the back of the main floor of Carpenter). Faculty can also create online image collections in ARTstor to share with students and can now catalogue and upload images; please contact Camilla MacKay, cmackay@brynmawr.edu for information about the necessary accounts. Flatbed scanners, image and video editing software, and an overhead book scanner are available in the lab for use by any Bryn Mawr community member.

Library Access for Spouses and Partners

Faculty spouses and partners may also borrow materials from the Bryn Mawr College Libraries free of charge. To apply for borrowing privileges, please fill out the form at http://www.brynmawr.edu/humanresources/documents/SpD_P_MembershipApplication.pdf and take it to Human Resources.

Preparing for Classes

Academic Calendar

A five year academic calendar is available online at <http://www.brynmawr.edu/calendar/academic.html>.

Textbook and Course Pack Ordering

The Bryn Mawr College Bookstore (<https://www.brynmawr.edu/bookstore>) will facilitate all textbook orders for your classes. Please contact Jim Huang, Bookstore Director at jhuang2@brynmawr.edu 610/526-5323.

BIONIC

BIONIC, the Bi-College Online Information Center (<http://bionic.brynmawr.edu/>), is the Bi-College electronic records system for registration, grades, employee benefits and payroll information, and many administrative functions. Through BIONIC, you can view your class rosters and enter grades.

Use your College ID and password to login to BIONIC to confirm your course schedule and to review your roster and classroom assignment(s). If your name is not listed as the instructor for the course(s) you expect to teach or a teaching time is not listed, first contact your department chair or department administrative assistant. Your official roster is in BiONIC and is updated in real time as students add and drop classes. Contact the Registrar's Office (<https://www.brynmawr.edu/registrar>) with any issues or questions about your roster or classroom assignment.

Resources for Working With Students

Undergraduate Dean's Office

The Undergraduate Dean's Office (<http://www.brynmawr.edu/deans/>), located in Guild Hall, oversees the academic and personal well-being of undergraduates at the College. Faculty work with the Dean's Office on matters ranging from curriculum and registration to the problems encountered by individual students.

The College has seven **primary academic advisers** for students. The deans divide their time between working with advisees and collaborating on various college programs.

Jennifer L. Walters, Dean of the Undergraduate College (X 5555/jlwalters)
Judy Balthazar, Dean of Studies (X 5374 / jbalthaz)
Chuck Heyduk, Associate Dean (X 5379 / cheyduk)
Michelle Mancini, Associate Dean (X 5372 / mmancini)
Theresa Cann, Assistant Dean and Director of International Education (X7352 / tcann)
Raima Evan, Assistant Dean, (X5369 / revan)
Christina Rose, Assistant Dean (X 5147 / cmrose)

Other members of the Dean's Office:

Deb Alder, Access Services (dalder x7351)
Rachel Heiser, Academic Support and Learning Resources Specialist (rheiser x5375)
Anne Marie McElwee, Administrative Assistant (amcelwee x5378)
Joann O'Doherty, Executive Assistant to the Dean of the College (jodohert x5377)
Sameerah Richards, Administrative Assistant (srichard01 x5375)

Class Rosters

We use lotteries and permission numbers to manage enrollment in courses with an enrollment cap. During preregistration, although we display and record your class enrollment limit, an unlimited number of students are allowed to preregister for a given class. After preregistration concludes, the Registrar's Office contacts faculty members whose classes have overenrolled. If the course is overenrolled by only a handful of students, we normally simply close enrollment but allow all preregistered students to retain their spots. If it's heavily overenrolled, we run a lottery based on the criteria posted for the students during preregistration.

Preliminary class rosters are created after returning students preregistered the previous spring and entering students preregister in August. Class rosters are accessible online through BiONiC and Moodle. They will continue to change as students revise their registrations. Most students settle on their courses by the end of shopping week, which lasts a week and a half. A limited number of students will drop a fifth class by the end of the third week.

The Registrar's Office will send you a list of **permission numbers** to use from the first day of classes **through the end of the shopping period** to manage enrollment as some students drop and others seek a seat in your closed courses. The deans will be helping students settle into classes during this period and

might contact you to help a student join one of your classes. If your course happens to be under-enrolled, please notify deansoffice@brynmawr.edu so the deans can steer students your way.

If a student stops attending your class after Friday, September 16, check to see if she is still showing up on your roster. If she's no longer there, she has taken advantage of the opportunity to drop a fifth class through the end of the third week of classes. However, if she is still on your roster, please contact her dean!

Exceptions to these drop deadlines are rare and made only with the joint permission of the instructor and the student's dean. For example, if you become concerned that a student is either under- or over-prepared for your course, please talk with her and with her dean. If it's early enough in the semester, she might be able to drop your course and add another instead. Later in the semester, she might be a candidate for withdrawing (http://www.brynmawr.edu/deans/special_arrangemts/withdraw_from_course.shtml) from your course.

If a student consults you about adding your course after Confirmation (the end of shopping week) or dropping your course after the end of the third week of classes, make sure that she consults her dean. No withdrawal becomes official without a form indicating the approval of both the faculty member and dean. While you may have no reason to object to her proposal as it relates specifically to your course, there may be issues in her general academic program or personal situation of which you are unaware.

Helping Students in Difficulty

Support Services: When you see one of your students struggling in your course, we hope you will encourage her to meet with you during office hours, come to TA and review sessions, and meet with her dean. You can also direct her to the [Writing Center](#) or to the academic support and learning resources specialist, Ms. Rachel Heiser (X5375, rheiser), who coordinates the [Peer Mentoring Program](#) and the [Peer Tutoring Program](#). Mentors are strong students who have been trained to help others improve their study skills and manage their time. Unless you are certain that your student's difficulties are directly related to course content, please direct her to a mentor before suggesting the tutoring program, which provides subject-specific help for students enrolled in elementary and intermediate language courses and introductory science, math, economics, and computer science courses. Although these services can be very helpful, some students might worry that if you learn that they have made use of them, you will regard them as deficient in some way. Speaking positively about these resources encourages students to make full use of them.

Students who have identified themselves as having a physical, medical, psychological or learning disability may be entitled to accommodations under federal law. If a student speaks to you about having such a disability – or if, based on performance and/or a description of difficulty you believe they may qualify as having a disability – please refer the student to Deb Alder,

Coordinator of Access Services (x7351 or dalder@brynmawr.edu) and contact Deb yourself, as well. Do not grant accommodations unless you have received a Verification Form from Access Services (which should be given to you by the student) or you have spoken with Deb. Please refer to the web pages for Access Services for additional information that may be helpful to you in supporting students with disabilities in your class and ensuring they have equal access (http://www.brynmawr.edu/access_services/).

When a student is at risk of not completing a course successfully, there's no substitute for reaching out to her immediately. Please identify and support students whose performance, attendance or behavior becomes worrisome by expressing your concerns via an email to the student and copying her dean. You should also feel free to write a separate note to the student's dean. At a minimum, write to any student when her performance suggests she might earn a grade below merit or a failure. Our hope is that by reaching out promptly—as soon as you notice a problem—you will help students regain control of the semester.

By alerting the dean, you allow him or her to intervene when appropriate. **You will in no way "get her in trouble" or ruin her record.** On the contrary, the student's dean is in a position to help her by recommending appropriate support services while there is still time in the semester for the student's performance to improve.

Withdrawing from a Course: Once a student has confirmed her registration, she is expected to complete all of her courses unless she is dropping a fifth course within the first three weeks of the semester, as described above. A student may not withdraw from a course because she is doing poorly in it, doesn't like it, doesn't feel she has time for it, hasn't been attending it, or no longer considers it important to her program. Only when the professor and dean agree that she has been prevented from completing a course for reasons she couldn't control or foresee—such as a significant illness, a family emergency or inappropriate placement—may she withdraw from it. First-year students in particular are likely to confuse officially withdrawing from a course with simply dropping out of it. Doing the latter, of course, usually results in a failing grade. It is therefore very important for you to try to contact a student and to inform her dean if she disappears from your class without explanation.

Course Deadlines

Course deadlines other than those established by the College's Faculty Rules (listed below) are entirely up to you. We remind you that announcing deadlines for papers and other forms of written work clearly, repeatedly, and well in advance can help students meet expectations. It is best if deadlines are stated in writing on your syllabus or on assignment sheets.

College deadlines are announced each semester by the Registrar. The College Calendar, under Faculty Rules, recognizes three deadlines: The deadline for written work, the deadline for exams and papers in lieu of exams, and the senior deadline.

The Deadline for Written Work: 5:00 p.m. on the last day on which classes are held. This deadline applies to all written work assigned in courses except final exams or a paper assigned in lieu of a final exam. All other essays, exercises, projects, reports, problem sets, and other forms

of written work are due at this time. The intention of this deadline is to ensure that students have **only one major commitment** in each of their courses during the exam period and to protect their ability to concentrate on their finals.

The Deadline for Exams and Papers in Lieu of Exams: Under faculty rules, all self-scheduled examinations and papers assigned in lieu of exams are due at **12:30 p.m. on the last day for exams**. We strongly encourage you to make use of the exam period. Students have signed on for a 15- or 16-week educational experience, one that extends beyond the end of classes. **If you have assigned students a final paper and no exam, we urge you to allow students to work on that paper throughout the exam week and to set the last day of exams as the deadline.** Doing so allows each student to take responsibility for organizing her own schedule and setting her own interim deadlines during the finals period. Imposing earlier deadlines on take-home exams or papers in lieu of exams undermines this process, and the Dean's Office cannot help enforce such deadlines.

Senior Deadlines: Each spring, the Registrar announces senior deadlines which apply to any students enrolled in your courses who plan to take the degree in May. These deadlines need to be earlier than the regular deadlines to allow for time to process senior grades before Commencement. If for any reason you cannot supply a grade for a senior on time, she will be prevented from graduating. It is useful if you remind seniors of this early and often.

Absences and Extensions

We expect that under normal circumstances, students will submit their work as scheduled. This is best for them, as it helps them learn to manage their commitments, and best for you, as it allows you to manage your own grading schedule. Inevitably, though, students are sometimes prevented from meeting deadlines by circumstances beyond their control, and in such cases extensions are appropriate.

Extensions during the semester: While classes are in session, students should talk with their professors directly if they need an extension. It is entirely up to you to decide whether to grant an extension or not, as is the matter of whether or not to penalize extended work. It is helpful to remember that granting extensions involves both issues of justice to the individual requesting the extension and fairness to the other students in your class who may have struggled hard to meet the deadline. *If you have a general policy about how you will handle matters of extension and penalty, please make sure this policy is announced to all your students and stated on your syllabus.* If you prefer to handle such requests on a case-by-case basis, you may wish to announce this and indicate your criteria.

Although you need not involve the deans in the giving or refusing of extensions during the semester, you may wish to do so in some cases. If a student has a pattern of handing in late work for you, if you are concerned that her dean should know of some serious disruption in her ability to work, or if she is at risk of receiving a significantly reduced grade because of late penalties, you may wish to inform her that you feel it is appropriate for her dean to know how things are going in your course and then inform the dean. Sometimes students may initially approach their deans about extensions within the semester. When the student requests an extension for a reason

she prefers not to disclose to faculty, or when she is unable because of injury or illness to make the request on her own behalf, her dean will contact you to discuss the situation.

Absences due to illness: We advise students to email their professors if they are sick and unable to attend class. If a student is in the Health Center and does not have access to email, the nurse will contact the dean if the student gives her permission to do so. The dean will then email professors. If a student is not in the Health Center, we expect her to contact you directly.

We assume students are operating according to the Honor Code and that they are guided by it in their communications with professors and deans. The Health Center does not issue excuse notes, and the deans cannot be in the position of routinely confirming that a student is ill.

If you suspect that something is going on other than illness, please contact the student's dean. If you are concerned that a student was already having attendance problems and had fallen behind before she became sick, please inform the student's dean. Otherwise, please work directly with the student.

Extensions due to illness: The general practice already established by faculty allows students to make up work that has been missed due to illness. Most faculty forgive absences and give extensions to students when they have been sick. From the dean's perspective, work completed in a timely manner should not result in a late penalty. We appreciate that deciding upon a new due date involves both concern for the individual and concern for fairness to the class as a whole. If you are unsure about negotiating a fair extension for a student who has been sick, please don't hesitate to contact the student's dean.

If a student is not catching up on her work in a timely manner, or if she has missed so many classes that it is not possible for her to catch up, please contact both her and her dean.

Extensions at the end of the semester: Extensions that go beyond the deadline for written work or the last day of exams must always be approved by both the faculty member and the dean. Dean's Office policy allows the undergraduate deans to support extensions without penalties only in cases in which the student is prevented from completing her work in a timely fashion by circumstances she could not have foreseen or prevented. In other circumstances, the deans may support an extension but recommend a penalty, or they may withhold their approval for the extension altogether. In any case, the dean and the faculty member will consult before any such extension is arranged. Together, they will determine an appropriate resolution.

Final Exams

Self-scheduled final exams, made possible by Bryn Mawr's Honor Code, are among Bryn Mawr's finest assets. They allow students great flexibility and require them to develop self-discipline and time-management skills, while giving faculty the greatest freedom during the exam week. We therefore encourage faculty to ask the Registrar to set up a **scheduled final exam** only in rare circumstances.

To arrange for a **self-scheduled final**, submit a copy of your exam to the Registrar before the

examination period begins. The Registrar, assisted by the student curriculum committee and student volunteers, will then oversee the administration of your exam, which your students may take during any time block within the examination period. The Registrar will keep your completed exams until you come to pick them up.

There may be situations in which an extended take-home exam might be considered an effective way to assess student learning, but faculty should be aware of the problems it often causes. The Honor Board reminds us that when students have exam materials in their possession for extended periods, and when the picking-up and dropping-off of exams is loosely monitored (material picked up from and returned to a box or envelope, for example), there is significantly increased likelihood that exams can go missing. Missing exams always require Honor Board investigation, which is difficult for all involved. Furthermore, unless instructions are stated extremely clearly, students are likely to be unclear about what is acceptable in doing such an exam: Does time spent proofreading an answer count? Are they permitted to take breaks in the process of doing the exam? In an open-book exam, are they to consult course texts only or can they essentially do further research? Finally, we have found that when students are given a 24- or 48-hour take-home exam, many will spend the full time doing the exam. This means they will not eat or sleep, convinced that all their classmates are working for the whole of the allotted time and that they will be disadvantaged if they don't. At a time of the year when stress levels are already high, this kind of frenzy is not helpful to the student nor is it conducive to a student doing her best.

If by creating a take-home exam your intent was to be generous--to optimize your students' autonomy and flexibility--please create a self-scheduled exam instead.

Deferred exams: In the rare event that a student is prevented from taking an exam during the exam period by a medical or personal emergency, the exam can be deferred by the student's dean. **Exams deferred from May are taken the following June or September; exams deferred in December are taken the following January.** Faculty rules do not allow for any other kind of extension for self-scheduled exams. Obviously, since deferred exams create a significant burden for the student, they are granted only in very serious circumstances.

Evaluating Student Performance

Grading and Standards of Work are described in the Catalog. Our system (3.3, 3.7, etc.) may seem oddly unlike other systems you have used. You're welcome to simply consider a 4.0 an A, 3.7 an A-, 3.3 a B+ and so forth. In general, students cannot use courses in which they earn grades below 2.0 (that is, below a C) towards distribution, major and other graduation requirements. Grades below merit in the major are taken very seriously; if a student earns a grade below 2.0 in her major, faculty rules require that she be placed on probation at a minimum. In addition, she might be required to change her major.

Although they will often disclaim any concern about their GPAs, many Bryn Mawr students are in fact terribly anxious about grades. The more explicit you can be about how final grades will be determined and how you will evaluate individual pieces of work, the better. If you're going to grade on a 100-point scale, please indicate on your syllabus how that scale translates to our grading system. Your syllabi should also include information about your late policy and how you will handle extensions.

These measures will help to allay student anxiety about grades.

Confidentiality and FERPA

Confidentiality and privacy are valued very highly by Bryn Mawr students. This is a small community, so for better or worse, students rarely feel anonymous. This means that some practices common elsewhere are considered rather shocking here, such as posting actual grades (even in disguised form) or publicly identifying strong or weak performances. Your sensitivity and consideration will be greatly appreciated by your students. Hand back work in such a way that grades are not visible to other students. Make sure that difficult conversations are held where they cannot be overheard or seen by other students. Refrain from discussing one student's work or difficulties with another. If you wish to help each student see how her performance compares to that of her classmates, consider posting an overall grade distribution.

Bryn Mawr culture aside, the **Family Educational Rights and Privacy Act (FERPA)** requires all faculty and staff at Bryn Mawr to maintain the confidentiality of any student academic records in their possession, including course schedules and grades. FERPA guidelines allow for the exchange of information among college faculty and staff so that we can do our jobs, but they do not permit the release of a student's information to individuals outside the College without her written permission. The registrar and deans are always available to answer any questions about FERPA or to provide advice when you receive requests for information about a student.

In your role as a course instructor or major adviser at Bryn Mawr, there is a small possibility that a student's parents or guardian may contact you directly with concerns about the student's grades, choice of major or preparation for graduate school. Please direct all third party inquiries about an individual student's academic progress to her dean. Your primary relationship is with the student, not her family, and by referring questions and concerns to the Dean's Office you are not only protecting your students' privacy but also preserving the trust in your relationship with them.

The Honor Code

The Honor Code is a distinctive and important aspect of both academic and social life at Bryn Mawr. In the most general sense, the academic Honor Code means that faculty can and do treat students with confidence in their integrity. Our experience is that this trust is rarely betrayed. Therefore, while on other campuses it may be common to take measures designed to prevent cheating--staying in the room during quizzes or hour exams, insisting that students leave coats or bags by the door, and so on--such efforts are inconsistent with the spirit of trust and responsibility characteristic of Bryn Mawr.

This is not to say that our students always understand standards of academic integrity. They may not know, for example, what kinds of collaboration between students are acceptable, and indeed, the degree of permissible collaboration will differ from course to course and discipline to discipline. They may also wonder about such issues as whether it is appropriate to use ideas gathered from lectures in their papers, or whether they may rely on materials studied in other courses. Finally, online resources raise their own temptations and questions. Please address such issues in class and make your expectations about the integrity of student work clear from the beginning, as well as making clear your willingness to

address any questions or concerns your students may have. In essence, Bryn Mawr faculty operate on the assumption that students will sincerely try to honor standards of academic integrity while recognizing that these standards are not always self-evident.

In the end, many faculty members find the honor code liberating. At the same time, just as students have a responsibility to be honorable in their approach to their academic work, faculty have a responsibility to make their classes conducive to doing honorable work. Please keep this in mind when weighing the pros and cons of assigning high stakes take-home exams that can be taken over a period longer than three hours. This set-up fuels stress and desperation (not to mention lack of sleep), which often result in students making errors of judgment that have serious consequences. Similarly, if you ask students to take a quiz or test in class, ask students who normally sit close together to spread out, as this removes the temptation to cheat.

Should you suspect a violation of the Honor Code, do not hesitate to consult with a senior colleague, dean, or faculty member of the Honor Board, any of whom will be happy to discuss the particular circumstances with you in confidence. Normally, the first step you will be advised to take is to meet with the student to share your concern about her work. If the conversation with the student does not resolve your doubts about the integrity of her work, ask her to report herself to the Honor Board. You should then submit a statement to the head of the Honor Board, explaining your perspective on the incident and offering your thoughts on what would be an appropriate outcome for the student.

The chief difference between Bryn Mawr and most other schools is that **at Bryn Mawr, instructors do not determine whether violations have occurred, nor do they impose penalties for suspected or proved violations.** The Honor Board, which in academic cases consists of faculty members, deans and students, serves as the objective "third party" that determines whether an infraction has occurred and that decides the appropriate penalty.

This process frees professors from being in the uncomfortable position of determining the outcome when a student engages in academic dishonesty. It ensures consistent and fair outcomes across departments and across professors. It educates the student about the value we place on trust, responsibility, and academic integrity. Perhaps most importantly, the hearing gives the student the opportunity to reinstate herself in the good graces of the community.

Please see the following link for more information about the Honor Board process:
<http://www.brynmawr.edu/deans/faculty/DealingwithAcademicDishonesty.shtml>

Faculty-Student Interactions

We hope you will take advantage of **opportunities to interact with your students** outside of the usual times and places. Please attend the events and performances open to all members of the community, join your students for lunch in the dining hall (pick up your free lunch tickets from the Dean's Office) and so on. Your students may invite you to a performance or athletic event in which they are involved. You can also take advantage of the Dean's Office Entertainment Fund to host your students for a meal off-campus outside of class time. For more information, see <http://www.brynmawr.edu/deans/faculty/DeansOfficeEntertainmentFund.shtml>.

These sorts of informal interactions with their teachers and mentors enrich the College experience for students and build connections between curricular and co-curricular life, one of the particular advantages of a small residential college. Please let us know if you would like to be included in programs which might help you meet students outside your own classes or department.

Faculty Resources to Support Students with Disabilities

The Office of Access Services

The Access Services Coordinator works with students, faculty, and staff to ensure that students with physical, medical, learning, or psychological disabilities are provided with equal access to all college programs, activities, and services in accordance with the Americans with Disabilities Act (as amended) and Section 504 of the Federal Rehabilitation Act of 1973. The Coordinator advises students about the College's policy, procedure, and resources, reviews students' clinical documentation, and collaborates with students, faculty, and staff to ensure that College requirements and procedures do not discriminate and/or have the effect of discriminating against individuals with disabilities. If this is found to be the case, accommodations may need to be made. These accommodations help to minimize, as much as possible, the limitations resulting from the disability and are designed to provide the individual with an equal opportunity to participate in College programs and activities. At the same time, however, the College is not required to make a modification that would pose a direct threat to the health or safety of others, cause substantial change in an essential element of the curriculum, cause a substantial alteration in the manner in which services are provided and/or create undue financial or administrative burden.

Typical academic accommodations may include extended time on tests, alternative formats for textbooks, elimination of physical barriers and/or a quieter room to take an exam. Faculty members are consulted in advance if there is any question about whether an accommodation will alter a fundamental course or program requirement. In such situations, the deliberative process is used to determine an outcome. Faculty members are also contacted in advance if we discover that a student's needs require additional preparation time (e.g., arranging scribes, lab assistants, electronic course materials, captioning, etc.). Some course materials (e.g., electronic texts, recordings, Braille or tactile diagrams) can take weeks to arrange. For these classes, it is very important that faculty are able to provide textbook and Moodle information to Access Services no later than December 1 for the spring semester and no later than June 1 for the fall semester. Faculty need to be aware that, if accessible materials are needed but not available, then materials cannot be used with any student in the class.

Verification Forms

Once a student has registered with Access Services and is found eligible for accommodations, the Coordinator will draft a formal Verification Form. Students are given copies of the form to bring to each of their professors. Students are encouraged to arrange individual meetings with faculty members as soon as they receive the form, so that there is an opportunity to meet privately to discuss the accommodations. Please be aware that disability status and accommodations are highly confidential. Do not share a student's information with others unless the student has given you explicit permission. Please know that at times, even after receiving a letter from our office, some students may elect not to pursue an accommodation.

Accommodations are not retroactive. Students must register with Access Services and submit appropriate clinical documentation of a disability prior to receiving accommodations. If eligible, accommodations begin immediately. Should a student approach you privately and share that they had accommodations in the past, it is extremely important that you direct them to Access Services before implementing any accommodations. Additionally, you should contact Access Services yourself and share the student's name and information with the Coordinator.

Confidentiality Note

Disclosure of a disability is voluntary. Information about disability status and accommodations is highly confidential. It does not become part of the student's academic record at the College and is not released without written consent unless required or permitted by law. Information about a disability is shared with members of the campus community only with permission of the student, on a need-to-know basis. We are not able to share any clinical information except in cases where the student has provided explicit permission and where more information would be helpful in implementing accommodations.

If you receive a verification form from a student, please do not share information about a student's disability with others unless the student has given you permission to do so. Please avoid discussing accommodations in front of a student's classmates or other faculty and staff. We encourage you and the student to meet individually to discuss your course and any accommodations.

Syllabus Statement

If you have a syllabus, it should contain a statement that informs students of the process for receiving accommodations. You are free to create your own statement, but the following is offered and encouraged as a suggestion. If you would like to simply copy and paste it into your syllabus, it can be found on the Access Services website, under "Faculty" resources.

Bryn Mawr College is committed to providing equal access to students with a documented disability. Students needing academic accommodations for a disability must first register with Access Services. Students can call 610-526-7516 to make an appointment with the Coordinator of Access Services, Deb Alder, or email her at dalder@brynmawr.edu to begin this confidential process. Once registered, students should schedule an appointment with the professor as early in the semester as possible to share the verification form and make appropriate arrangements. Please note that accommodations are not retroactive and require advance notice to implement. More information can be obtained at the Access Services website. (http://www.brynmawr.edu/access_services/)

Grants and Research

Office of Sponsored Research

The Office of Sponsored Research is designed to serve faculty members in their attempts to obtain and administer federal and other grant support for research and other scholarly activities. The Sponsored Research Office subscribes to sites that can provide information about possible funding sources and programs. The links for these programs can be accessed at www.brynmawr.edu/grants. Contact Nona Smith, Director of Sponsored Research, at 610-526-5298 or nsmith@brynmawr.edu for additional information.

Office of Institutional Grants

The Office of Institutional Grants works with faculty members interested in applying to foundations or other non-governmental institutions for grants to support their research. The Office also works with faculty members who are interested in pursuing institutional projects. Prior to contacting a foundation or submitting a proposal, faculty members should consult with the Office of Institutional Grants. Contact Madge Rothenberg, Director of Institutional Grants, at 610-526-5126 or mrothenb@brynmawr.edu.

Human Subjects and Animal Research

All research involving human subjects must be processed through the review procedures outlined in the Institutional Review Board (IRB) policy on human subjects. For faculty and students, the review process is initiated by submitting research proposals to your IRB Departmental Reviewer. Bryn Mawr College complies with the Public Health Service Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions. The Institutional Animal Care and Use Committee oversees all research involving animals. Policies and forms for human and animal research are available on the Sponsored Research Office web site www.brynmawr.edu/grants.

Provost's Office Faculty Support Staff and Areas of Responsibility

The Provost's Office is here to help you. Please contact a Provost's Office staff member with any questions or concerns. Staff members are listed below with their areas of responsibility.

Mary J. Osirim, Provost and Professor of Sociology

Taylor Hall 103; 610-526-5167; mosirim@brynmawr.edu

The Provost is the College's chief academic officer. She is a member of the Senior Staff and reports to the President. All academic departments and programs report to the Provost, as do [Athletics and Physical Education](#), [Health Professions Advising](#), [Institutional Research](#), the [Leadership, Innovation and Liberal Arts Center \(LILAC\)](#), and the [Office of Sponsored Research](#).

Bill Malachowski, Associate Provost and Professor of Chemistry

Taylor Hall 208; 610-526-7502; wmalacho@brynmawr.edu

The Associate Provost assists the Provost with curriculum and program assessment, faculty support, external departmental reviews, and reaccreditation reviews. He works with the Committee on the Undergraduate Curriculum to support the implementation and ongoing development of the curriculum.

Provost's Office Faculty Support Staff

Sabree Barnes, Faculty Affairs Associate

Taylor Hall 104; 610-526-5215; sbarnes99@brynmawr.edu

Betsy Cancelliere, Executive Assistant to the Provost

Taylor Hall 103; 610-526-5055; ecancellie@brynmawr.edu

Billie Jo Ember, Grants Associate

Taylor Hall 302B; 610-526-7504; bember@brynmawr.edu

Areas of Responsibility

- Emeriti Faculty
- Faculty CVs
- Faculty Support Programs
- New Faculty Orientation
- Faculty Travel Pool
- Faculty Sabbatical/Leaves
- Research Associates.

- External and Bi-Co Program Reviews
- Faculty Committees
- Provost's Calendar
- Supports the Chair of Faculty.
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- Grant Opportunities
- Grants Administration
- Grants Compliance

Linda Butler Livesay, Faculty Appointments Coordinator
Taylor Hall 104; 610-526-5169; llivesay@brynmawr.edu

- Committee on Academic Priorities
- Committee on Appointments
- Course Evaluations
- Faculty Reviews
- Faculty Searches

Nona Smith, Director of Sponsored Research
Taylor Hall 109; 610-526-5298; nsmith@brynmawr.edu

- Faculty Grants and Awards
- Faculty Research Pool
- Grants Administration
- IRB

Sarah Theobald, Academic Program Administrator
Taylor Hall 302; 610-526-5509; stheobald@brynmawr.edu

- 360 Program
- Science Posse
- Themed Programming.

Erin Walsh, Assistant Provost for Administration
Taylor Hall 101; 610-526-5164; ejwalsh@brynmawr.edu

- Academic Division Budgets
- Department Academic Administrative Assistants
- Department Chairs
- Interim Faculty Hiring.