

**BRYN
MAWR
COLLEGE**

New Faculty Member

Getting Started Guide

2020-2021

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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 people, information, and offices.

Getting Set Up On Campus

Faculty Handbook

The Faculty Handbook is available to review at

http://www.brynmawr.edu/humanresources/Internal/Faculty_Handbook.pdf

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 [New Hire Information](#). Human Resources administers all [benefits programs](#) 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](#), or by completing a [Bryn Mawr Express Account deduction form](#) found on the Controller's Office web site.

On-Campus Parking

All vehicles parked on campus must be registered with Campus Safety. Parking applications and stickers may be obtained from 8 a.m. to 4 p.m. through Campus Safety. You can [apply in advance](#) online at 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 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.

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

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 a.m.-4:15 p.m., Monday through Friday. Outgoing mail leaves campus once a day at 3 p.m.

Mail should be addressed as follows:

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

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.

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Academic Administrative Assistants

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

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.

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.

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.

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 from the [Athletics Department](#).

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](#). 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 Campus 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](#). For weather related information please go to storm.brynmawr.edu for updates.

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

To ensure maximum communication, we encourage all faculty to join Everbridge. For more information, please refer to the [Emergency Notification](#) section of Campus Safety.

Campus Siren Alert

The College has also installed a siren. In the event of an immediate hazard or serious campus 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 Notification](#) section of Campus Safety.

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 provides library and technology resources to 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. 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 Library.

The College uses Office 365 for email, calendar, and cloud-based file storage (1TB per person). Official campus communications will come via this account so you'll need to check it regularly. Because student records are considered to be sensitive, you cannot forward this account to an outside personal account.

Two policies you'll want to be aware of are the College [Acceptable Use Policy](#) and the [Data Handling Policy](#).

Information Security

Knowing how to recognize and respond to Information Security threats is everyone's responsibility at Bryn Mawr College. All faculty are responsible for completing the College's [Information Security Education Program](#). New faculty are responsible for completing the program within 90 days of being hired. This online, self-paced program will help you master core competencies essential to protecting yourself and the College from threats online and beyond. It will be available in Moodle shortly after you get to campus. Contact the Help Desk with questions (610-526-7440, help@brynmawr.edu).

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 March or April. If you have not already received this, please email help@brynmawr.edu. Getting your order in quickly is critical to a smooth start.

Technology purchasing (computers, printers, software, tablets, etc.) from grant, startup, and research funds also occurs through LITS. Request a consult via the Help Desk (610-526-7440, help@brynmawr.edu).

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 email, 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 [LinkedIn Learning](#), a leading online learning platform containing thousands of high-quality video tutorials and courses for developing software, business, and creative skills.

Learning Management System: Moodle

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

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.

Digital Scholarship Support

Alice McGrath, the Digital Scholarship Specialist, can help you integrate a broad array of digital methods into your research and your students' research. For more information about the digital scholarship program, visit <http://digitalscholarship.brynmawr.edu/>. For questions about digital scholarship, email amcgrath1@brynmawr.edu or [schedule a consultation](#).

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 videoconferencing and region-free DVD 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 Workspaces

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. 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, [Virtual EMS](#). Contact your department's administrative assistant for help reserving rooms.

The [Digital Media and Collaboration Lab](#) in Carpenter Library is a public lab with individual and group work spaces. [Reserve the space for academic events or individual class meetings](#) or contact Alice McGrath at amcgrath1@brynmawr.edu or 610-526-7915.

Libraries and Library Collections

- ***Canaday Library***
Main library. Houses humanities and social sciences collections, Special Collections, the College Archives, the LITS help desk, the Research Help Office, the Rare Book Room exhibit space, computer labs and the Canaday 315 classroom.
- ***Carpenter Library***
Collections in History of Art; Classical and Near Eastern Archaeology; Greek, Latin, and Classical Studies; and Growth and Structure of Cities, and the Digital Media and Collaboration Lab. Five classrooms and a computer lab are located on the lower level.
- ***Collier Library***
Mathematics and the natural and physical sciences.

To discuss book purchases or e-resource subscriptions, email library@brynmawr.edu or [contact your subject librarian](#).

Special Collections

Bryn Mawr has extensive and important collections of [art, artifacts, rare books, and manuscripts](#) covering a wide range of time periods, topics, and regions of the world, as well as local College archives. The staff works with faculty across the college to make it possible for students to work with objects, either in single class sessions or for major course projects. Curators organize regular exhibitions on Canaday's Rare Book Room and Coombe Suite. Contact a curator to discuss collection holdings, possible acquisitions, class projects (610-526-6576 or SpecColl@brynmawr.edu) and visit the LITS website to see what's currently on view.

Library Borrowing

Seven days after receiving a OneCard from the OneCard Office, you will be able to [borrow materials](#) from the Tri-College libraries (Bryn Mawr, Haverford and Swarthmore), the regional PALCI consortium that includes Penn and NYU (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.

If you are an interim faculty member, your library privileges will expire on the last day of your contract. Faculty spouses can [obtain library and gym privileges](#) from Human Resources.

Course Reserves

If you are planning to use reserves in your fall courses, please review the [Course Reserve Guidelines](#) and [place a request](#).

Library Instruction Sessions and Information Literacy Services

Email library@brynmawr.edu or [contact your subject librarian](#).

Subject librarians can bring their knowledge and resources to your classroom by teaching instruction sessions covering research techniques for your discipline or tailored to a specific assignment. A librarian can also create a web page linking the best resources for research assignments in your course. Visit the [TriCollege Libraries Research Guides](#) for examples.

Librarians can lead game-based library scavenger hunts using mobile devices that introduce students to the resources of Carpenter and Canaday libraries, suitable for first-year students.

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, Director of Library Research and Instructional Services and Scholarly Communications Librarian (cmackay@brynmawr.edu), who can also advise on questions regarding copyright.

Off-Campus Access to Online Resources

Use EZProxy to access library databases, e-books, and online journals from off-campus. Use the VPN to access network files and campus resources. Access both services from the [LITS website](#).

Image Resources

Bryn Mawr's image database is [ARTstor](#). Faculty can create online image collections in ARTstor to share with students and can now catalog and upload images themselves; 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 [Digital Media and Collaboration Lab](#) (located in the back of the main floor of Carpenter) for use by any Bryn Mawr community member.

Preparing for Classes

Academic Calendar

A five-year academic calendar is available online at https://www.brynmawr.edu/sites/default/files/5yearacademiccalendar_0.pdf.

Textbook and Course Pack Ordering

The [Bryn Mawr College Bookshop](#) will facilitate all textbook orders for your classes. Please contact Jim Huang, Bookstore Director at jhuang2@brynmawr.edu 610/526-5323.

Faculty should follow [accessibility guidelines in preparing all course materials](#), regardless of whether there is a known student who requires such material. In addition, the Provost and the Undergraduate Dean have urged faculty to consider pricing as they put together reading lists and select textbooks or other course materials.

Dean's Office Recommendations Regarding Syllabi

Faculty members are encouraged to use the course syllabus to convey information that students need in order to decide whether to take a class and how to succeed in the class. Clear information about the following should be included:

- Office hours and contact information, including instructions for students who cannot attend office hours
- Attendance policies
- Grading policies
- Deadlines for all major assignments and assessments, with at least some information regarding the nature of the assessment
- Policies regarding submission of work, late work, and extensions
- Nature of the final work in the class (i.e. exam or paper in lieu of an exam).

Syllabi should also include statements regarding Accommodations for Disabilities and the Honor Code/Academic Integrity. We have included a sample for each below. Because accommodations for disabilities are regulated by federal law, we highly recommend following this statement exactly!

Accommodations for Disabilities Sample Syllabus Statement

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 Access Services Director, Deb Alder, or email her at dalder@brynmawr.edu to begin this confidential process. Once registered, students should schedule an appointment with me 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. Any student who has a disability-related need to tape record this class must first speak with the Access Services Director and to me, the instructor. Because of laws

within the State of Pennsylvania, class members need to be aware that this class may be recorded. More information can be obtained at [Access Services](#).

Honor Code/Academic Integrity Sample Syllabus Statement

I regard plagiarism as a very serious matter. In this class, plagiarism consists of work taken partially or entirely from an uncited source (the Internet, a peer, a published article, etc.) and assumed as your own. If you are caught plagiarizing, I will ask that you report yourself to the Bryn Mawr Honor Board.

Grading

The College uses a 4.0 scale, with 4.0 an A, 3.7 an A-, etc. It is important that faculty understand the distinction between merit grades (2.0 and above), below-merit (1.0, 1.3, and 1.7) and failing grades (0). Please note that courses with below-merit grades cannot be used to satisfy requirements, including major requirements. Below-merit grades can lead to a student being placed on academic warning or probation, required to change a major, or required to withdraw.

If you prefer to use another system for grades during the semester, please include information on the syllabus about how that scale translates to our grading system.

Deadlines

Each faculty member is responsible for setting deadlines during the fourteen weeks of instruction. In doing so, you may want to be aware of the following:

- During the first week and a half of each semester (“shopping week”), students are still finalizing registration.
- Students must decide whether to sign up for a particular class credit/no credit by the end of the sixth week of each semester. Because of that, please **make every effort to arrange your syllabus so that your students will have one piece of graded work submitted and returned by that date.**
- While Bryn Mawr does not cancel classes for any religious holidays, it does respect the right of its students to observe holidays that are important to them. Absences around a religious holiday should be excused. Anything you can do to help students make up work they miss because of such absences would be appreciated. It makes life simpler for both faculty and students if tests and assignments are not scheduled on or very near holidays that you know many students will want to observe. Please refer to the [Dates for Religious Observances](#) listed on the Events web site.

End of Semester Deadlines

Faculty Rules set three official college-wide 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 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 must be turned in 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.**

Senior Deadlines: The deadline for senior work in the spring is generally the Saturday of the first week of the examination period, in order to allow for review of work and processing of grades in time for Commencement. It is useful if you remind seniors of this early and often.

Final Work

At Bryn Mawr, professors may arrange for Self-scheduled final exams, scheduled final exams, or take-home exams. All exams may be either closed-book or open-book. Professors may also elect to assign a paper (or project) in lieu of an exam. Final work is either due on the last day of classes or on the last day of exams. Faculty cannot set deadlines during the exam period.

If you have assigned students a final paper and no exam, we strongly encourage you to make use of the exam period and set the due date for that paper as the last day of exams.

Self-scheduled final exams, made possible by Bryn Mawr's Honor Code, are an important part of Bryn Mawr's academic culture. Students take the exam during one of the designated time-blocks and in a designated location. This allows students more flexibility, while freeing faculty from the responsibility of administering an exam during finals.

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.

If a class has a strong visual or auditory component (for example, History of Art or an elementary or intermediate language), a **scheduled exam** may be appropriate. The Registrar's office will assign you a date and location for the exam and will communicate that to you by mid-terms.

Certain other classes will sometimes elect to use scheduled exams in order to ensure that students have access to the professor if they have questions during the exams.

Some professors give **take-home exams**. This is most common when three hours is not sufficient time for an exam. In most other cases, a self-scheduled exam serves the same purpose of giving students flexibility and autonomy.

Class Rosters and the Opening of the Semester

Registration and Rosters Through BIONIC

BIONIC, the [Bi-College Online Information Center](#) 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 username and password to login into 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 during the first week of the semester. The Registrar's Office in Guild Hall provides [step-by-step instructions on BIONIC](#) for faculty and can be contacted with any issues or questions about your roster, classroom assignment, or any other registration issue.

Rosters during "Shopping Week" (Add/Drop period)

Preliminary class rosters are created after returning students preregister the previous spring and are updated when entering students preregister in August. Class rosters are accessible online through BIONIC and Moodle. They will continue to change as students revise their registrations.

If you are teaching a limited-enrollment class that filled during preregistration and is thus closed, the Registrar's Office generates a list of **permission numbers** which are available in your BIONIC Faculty Center for you to use from the first day of classes **through the end of the shopping period** to manage enrollment as some students drop your class and others seek to add. Permission numbers are also used to allow students who do not meet official prerequisites to enroll in courses, with faculty permission.

If you are accustomed to systems that have first-come, first-served registration, a little background may be helpful. 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 is heavily overenrolled, we run a lottery based on the criteria posted for the students during preregistration.

After Shopping Week/Add-Drop Period

The add/drop functions in BIONIC close at 5 pm on Wednesday of the second week of classes. After that, students may add classes only with permission of both the faculty member and the dean (see below for more details). Students are permitted to drop fifth classes up until the end of the third week of the semester. Faculty will be asked to check their rosters at the end of the third week of the semester. If a student is still on the roster but not attending class, it is important that the Registrar's Office and the Dean's Office are notified.

Resources for Working With Students

Undergraduate Dean's Office

The [Undergraduate Dean's Office](#), 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 deans who serve as **primary academic advisers** for students until they declare their majors as sophomores. Even after a student has a major adviser, the dean continues to be a resource for students navigating the challenges and opportunities of college life. The deans divide their time between working with advisees and collaborating on various college programs. Your course roster will include the name of each student's dean.

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)

Dean's Office Administrative Staff

Anne Marie McElwee, Administrative Assistant (amcelwee / x5378)
Joann O'Doherty, Executive Assistant to the Dean of the College (jodohert / x5377)
Amanda Brown, Administrative Assistant (abrown09 / x5375)

Communication Between Faculty and Deans

During the **shopping period**, you may hear from a dean who is helping an advisee manage difficulties finding an appropriate course schedule.

Immediately after the shopping period, you may hear from deans regarding students who are seeking late drops or adds. **Exceptions to the add/ drop deadlines are rare and made only with the joint permission of the instructor and the student's dean.** It is therefore important that the student, dean, and faculty member all be in communication regarding these issues.

During the semester, the Dean's Office solicits periodic reports from all faculty regarding students who may be struggling. Instead of filing an official mid-semester report, faculty are asked to contact the student and cc the dean regarding their concerns and to suggest resources the student should make use of. These include but are not limited to:

- Your office hours (along with instructions about how to set up a time to meet if office hours conflict with a student's class or work schedule).
- TA and review sessions
- [Writing Center](#): Working in Canaday, peer writing tutors provide individual writing tutorials for every stage of the writing process and for all majors.
- [Quantitative Center](#) Working in Canwyll House (behind the Campus Center), peer Q mentors facilitate problem-solving sessions with small groups of students.
- [Director of Academic Support](#) Working in Guild, Director Rachel Heiser assists students in identifying and implementing techniques for more effective learning, studying, test-taking and note-taking. The Director also helps students explore effective techniques for time and stress management so that they feel confident and motivated in their academic work.
- [Peer Mentoring Program](#) Residentially-based peer mentors are strong students who have been trained to help others improve their study skills and manage their time.
- [Peer Tutors](#): Nominated by faculty, peer tutors provide subject-specific help for students enrolled in elementary and intermediate language courses and introductory science, math, economics, and computer science courses.
- [Access Services](#): In the first weeks of the semester, you may have students present you with Verification Forms from Deborah Alder, Access Services Director, letting you know what accommodations they are entitled to under federal law. There may be other students who also qualify for accommodations. 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 (x7351 or dalder@brynmawr.edu) and contact Deb yourself. See below for more information.

If at any point a student seems to have stopped attending class, please notify the student's dean right away. Do not assume that the student has dropped or withdrawn.

Individual Arrangements for Students Within the Semester

Excused absences: We encourage faculty to include information about their attendance policy on their syllabus. The deans advise students to email their professors if they are sick or if they have a family or other commitment or situation that requires them to miss class. If a student is sick for several days, we advise students to inform their deans as well. Please note that the Health Center does not issue excuse notes, and the deans cannot be in the position of routinely confirming that a student is ill.

Extensions during the semester: We encourage faculty to include information about their policies regarding late work on their syllabus. While classes are in session, students should talk with their professors directly if they need an extension. In cases of illness or other circumstances beyond a student's control, penalty-free extensions are appropriate. In other circumstances, it is entirely up to faculty members 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.

Faculty may wish to involve a student's dean in discussions of absences/extensions if there appears to be a pattern of missing class and turning in late work. Conversely, a dean may contact a professor if students are missing class or need an extension for reasons they prefer not to disclose to faculty, when injury or illness prevents them from communicating directly, or when the condition is likely to be ongoing. These may include mental health issues, concussion, or complicated family situations.

Withdrawing from a Course: Bryn Mawr's policies on withdrawals may be more stringent than those at other institutions. Students may not withdraw from a course because they are doing poorly in it, have not been attending, or no longer consider it important to their overall academic program. Only when students are encountering difficulties completing a course for reasons beyond their control—such as a significant illness, including mental health, a family emergency or inappropriate placement—may they withdraw from it. Students must be in consultation with their deans about these issues and will have medical or counseling professionals communicate with their dean. In these cases, deans will contact a professor on a student's behalf to let them know that there is a medical recommendation for a withdrawal.

Extensions at the end of the semester: Extensions that go beyond the deadline for written work or the last day of exams require approval from both the dean and the faculty member. Deans will generally support extensions without penalties only in cases in which students are prevented from completing their work in a timely fashion by circumstances they 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. If the faculty member cannot be reached during finals, the dean may give temporary authorization for a brief extension.

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 scheduled or self-scheduled exams. Obviously, since deferred exams create a significant burden for the student, they are granted only in very serious circumstances.

Faculty-Student Interactions

The Dean's Office can provide faculty with up to 15 meal passes each semester to allow them to eat in the dining halls with students. The Dean's Office Entertainment Fund also provides some reimbursement if you host your students for a meal. For more information, see the "For Faculty" section of the Dean's Office website. 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 \$75 per semester. Complete the [Faculty and Student Entertainment Fund Request Form](#) on the Dean's Office website.

More generally, we urge you to take advantage of events and performances open to all members of the community. Your students may invite you to a performance or athletic event in which they are involved, and although you may not always be able to attend, know that when you do it will be meaningful to students. 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.

FERPA, Confidentiality and Privacy

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 the student's 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 the student's dean. Your primary relationship is with the student, not their 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.

Beyond legal obligations, please note that privacy is valued very highly by Bryn Mawr students, in part because of the student interpretation of the Honor Code. 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. Beyond these considerations, be aware that some practices common elsewhere are strongly discouraged here, such as posting actual grades (even in disguised form) or publicly identifying strong or weak performances. If you wish to help students see how their performance compares to that of classmates, consider posting an overall grade distribution.

The Honor Code

The Honor Code is an important aspect of both academic and social life at Bryn Mawr. You will learn more about the Academic Honor Code at orientation in August. Although the Honor Code does contribute some distinctive elements to Bryn Mawr academic life (such as self-scheduled exams) that may be unfamiliar to you, we hope you will bring to that orientation your own thoughts and experiences around complex questions of academic integrity: what it is, how it differs from discipline to discipline, how to teach it.

That said, you may find it helpful to know in advance 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, consisting of the Dean of the College, faculty members (chosen by the faculty as a whole through faculty governance), and students (elected as part of student self-governance), serves as the objective "third party" that determines whether an infraction has occurred and that decides the appropriate penalty and any other outcomes.

The Office of Access Services

The Access Services Director 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 Director 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 be a fundamental alteration of a 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 course materials cannot be used with any student in the class.

Faculty should be aware that they must contact the Access Services office if they have questions and/or concerns about an approved accommodation(s); they should not unilaterally fail to implement any

accommodation that has been approved by Access Services and/or negotiate an accommodation with a student. Any accommodation approved by Access Services must be provided to the student until the concern is resolved.

Verification Forms

Once a student has registered with Access Services and is found eligible for accommodations, the Director will prepare 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 Director.

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.

Important information regarding many of these topics can be found on the [Access Services website](#). We especially direct your attention to the [Frequently Asked Questions](#) section. For your convenience, we are providing essential summaries, along with some advice.

Grants and Research

Office of Sponsored Research

The [Office of Sponsored Research](#) is responsible for assisting faculty, staff, administrative personnel, and students in the acquisition of external funding to support research and other projects. The overall goal of the office is to maximize the opportunities for sponsored research and to support faculty members in their efforts to serve the teaching, research, and community service interests of the College. The Office of Sponsored Research is composed of a Director, a part-time Grants Associate and a Compliance Manager, all of whom also serve as liaisons between project directors, sponsors, and members of the administration and have oversight responsibilities for post-award administration. The Sponsored Research Office subscribes to sites that can provide information about possible funding sources and programs. For grant policies, benefit rates, and other grant-related information, click on the link above. 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 in collaboration with Bryn Mawr faculty and administration to secure external funding from foundations, corporations, and government agencies for institutional priorities and academic programs. Institutional grants to the College have supported student scholarships, faculty development programs, curriculum development, capital improvements, and many other initiatives that enrich the campus community. These grants often are collaborative efforts that reflect the interests and goals of many departments of the College. Services provided by the Office of Institutional Grants include identification of potential funding sources, guidance in the development of projects, and coordination of relationships with potential funders. The Office also prepares and submits proposals for institutional grants, provides stewardship, and assists faculty and staff in grant management.

Faculty members are encouraged to meet with the Director of Institutional Grants if they have ideas for projects that align with institutional priorities so that the Office can be of assistance in advancing these projects and securing the necessary institutional approvals.

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 <http://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.

Timothy C. Harte, Provost and Professor of Russian

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

The Provost is the College's chief academic officer. He 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](#), and the [Offices of Sponsored Research](#) and [Institutional Grants](#).

Mary J. Osirim, Immediate Past Provost and Professor of Sociology

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

Alice Lesnick, Associate Dean for Global Engagement

Taylor Hall 208; 610-526-7502; alesnick@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

Bill Malachowski, Associate Provost and Professor of Chemistry (On leave 2020-2021)

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.

Erin Walsh, Assistant Provost for Administration

Taylor Hall 101; 610-526-5164; ejwalsh@brynmawr.edu

The Assistant Provost for Administration assists the Provost with overseeing the Academic Division budgets, curriculum and staffing planning, interim faculty hiring, and works closely with the Academic Administrative Assistants.

Provost's Office Faculty Support Staff

Tina Bockius, Faculty Administrative Coordinator

Taylor 104; 610-526-; tbockius@brynmawr.edu

Areas of Responsibility

- Course evaluations
- Emeriti Faculty
- Faculty CVs
- Faculty Support Programs
- Faculty Travel Pool
- New Faculty Orientation
- Research Associates

Betsy Cancelliere, Executive Assistant to the Provost
Taylor Hall 103; 610-526-5055; ecancellie@brynmawr.edu

- External and Bi-Co Program Reviews
- Faculty Committees
- Provost’s Calendar
- Supports the Chair of Faculty

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

- Committee on Academic Priorities
- Committee on Appointments
- Faculty Leaves
- Faculty Reviews
- Faculty Searches

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

- 360 Program
- Science Posse